

# Art in Our Schools Feb 1, 2018 deadline

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*East Central Regional Arts Council*

## *Section 1: School Information*

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### **Applicant School\***

*Character Limit: 200*

### **District Number\***

*Character Limit: 4*

### **Address\***

*Character Limit: 250*

### **Mailing Address (if different)**

*Character Limit: 250*

### **City, State, Zip\***

*Character Limit: 250*

### **Grant Project Director and Job Title\***

Include the name of the Grant Project Director and their School Employee Job Title.

*Character Limit: 250*

### **Project Director School Email address\***

*Character Limit: 254*

### **Project Director Phone (day)\***

Please enter the 10 digit phone number with no special formatting.

*Character Limit: 10*

### **Telephone Extension**

*Character Limit: 5*

### **Grant Writer Name and School Job Title\***

Include the Grant Writer's Name and School Employee Job Title.

*Character Limit: 250*

### **School Website\***

*Character Limit: 2000*

## Section 2: Project Information

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### **Project Title\***

*Character Limit: 100*

### **Brief Project Description\***

*Character Limit: 500*

### **Project Start Date\***

See Grant Guidelines, page 7, for start and end date requirements.

*Character Limit: 10*

### **Project End Date\***

*Character Limit: 10*

### **Names of Residency Artists**

*Character Limit: 250*

**OR**

### **Field Trip Location**

*Character Limit: 250*

**OR**

### **Arts Related Special Project**

*Character Limit: 250*

### **Type(s) of Art Featured\***

*Character Limit: 250*

### **Number of Professional Artists Participating\***

*Character Limit: 5*

### **Number of Students Participating\***

*Character Limit: 5*

### **Number of Teachers Participating\***

*Character Limit: 5*

### **Number of Anticipated Audience for your Community Component\***

*Character Limit: 5*

### **Amount of Grant Request - up to \$3,000\***

*Character Limit: 20*

## Total Project Cost\*

*Character Limit: 20*

## Selection Decision\*

What art discipline, artist, arts field trip, or arts related special project have you selected and why? Attach project director work resume and residency artist résumé/s and all support materials. Keep in mind that artistic excellence is the goal for this funding program.

*Character Limit: 1000 | File Size Limit: 1 MB*

## Project Director Work Resume\*

*File Size Limit: 2 MB*

## Residency Artist(s) Artistic Resume(s)

*File Size Limit: 4 MB*

## Additional Project Support Materials

Any additional materials supporting the artistic merit of your project such as museum brochures/art show flyers/performance materials.

*File Size Limit: 4 MB*

## Planning Process and Goals\*

Briefly describe the planning process and goals you have for this art project. How is the project different from past projects? **Keep in mind that ECRAC cannot fund repeat Art In Our Schools grant projects.**

*Character Limit: 1000*

## Description of Project\*

Describe the proposed grant project:

- What core group or classes of students will work daily with the artist?
- How will this project be integrated into the current arts curriculum?
- How will you present the teacher in-service training and set up the schedule?
- The dates, times, rooms, locations of residencies and field trips.

*Character Limit: 2000*

## Community Involvement\*

Describe how you will make a presentation of this project to your community, or how it will be open to the public during or after its completion. **This community component is a requirement.**

*Character Limit: 1000*

## Promotion and Publicity Plan\*

Detail here how your organization will provide promotion and publicity for the community component of the project.

*Character Limit: 1500*

## *Section 3: Outcome Evaluation*

### **Outcome Evaluation**

ECRAC feels it is important to have an obligation and be intentional about evaluating art grant projects: the outcomes, impacts and results, and the community benefits. Therefore, outcome evaluation is an important part of a funding proposal.

Describe which of the following best describe the majority of the people you plan to serve with this project:

#### **Choices**

- Young children
- School age children
- Teens or youth
- Adults – general public
- Adults – professionals or peers
- Adults – artists
- Adults – learners
- Adults – seniors or elders
- Inter-generational groups (e.g., families)
- Communities (e.g., neighborhoods or cities)
- Organizations
- People in institutional settings
- People who might have difficulty communicating (e.g., reading, writing, or speaking)
- People who may have sensory difficulties (e.g., vision or hearing)
- People who may have mobility difficulties
- People who may have cognitive difficulties

Sometimes thinking about different kinds of possible changes or effects can help us connect a grantmaker's very broad program outcomes to your own, specific outcomes for your project. Which of these broad areas best describes the kind of change you expect from your project?

#### **Choices**

- Artists and the arts are visible in communities
- Artists develop their practice
- Organizations develop capacities that advance the arts
- People access arts experiences
- People develop arts skills or knowledge
- People have meaningful arts experiences
- People make connections to ideas, organizations, or one another

Having a specific outcome in mind means that the people you serve are supposed to be different in some way as a result of this project. What kinds of specific changes do you expect to see in the people to be served by this project?

### Choices

- An emotional response or reaction
- A changed attitude about something or someone
- A new awareness about something or someone
- A new intention or motivation to take some course of action
- A changed perception of themselves or others
- A new or expanded understanding or knowledge about some topic
- A new or expanded skill in some area
- A change to their behavior after this experience
- Changes to their relationships with someone else: new, strengthened, or enriched
- Your organization will have a new or improved ability or capacity to do something
- A change to some other condition eg, individual well-being, community strength, etc

### Outcome Measurement

There are many ways to measure the results of projects; for example, collecting verbal or written stories and comments, surveys, focus groups, and interviews. For the visual arts, exhibit guest books are often used to capture comments. For the performing arts, attendance numbers or audience surveys may be useful. Comments/Critiques by peers can also be a way to assess the impact of your work. ECRAC staff has samples of outcome evaluations. Schedule an appointment with staff if this will assist you in your proposal.

What kinds of data or information will you gather?

- Quantitative: numbers or categories of things used to look for outcomes by rating, totaling, or comparing.
- Qualitative: observations or narratives used without any pre-determined categories of information to look for outcomes as they emerged from an experience or discussion.
- Both: a combination of both quantitative and qualitative information.

### Choices

- Quantitative
- Qualitative
- Both Quantitative and Qualitative

### Outcome Evaluation Method Types

What kinds of methods do you anticipate using to document progress toward your project outcomes? Please note that the term stakeholder suggests the people data is gathered from and could be participant, audiences, community members, artists, project partners or organization staff. It depends on the project being proposed.

### Choices

- Reviewing program statistics or other documents related to the project
- Reviewing or critiquing a portfolio, experience, or other artifacts of the project

Conducting interviews with stakeholders  
Conducting focus groups with stakeholders  
Creating one or more case studies about the project  
Making structured observations of stakeholders during project activities  
Surveying stakeholders about their knowledge skills, attitudes, behaviors, or motivations  
Gauging stakeholder priorities using interactive methods such as sorting cards or voting  
Having stakeholders describe or capture their own impressions

## *Section 4: Uploads and Certification*

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### **Residency Program Upload**

If you are proposing an artistic residency download, complete and upload the Residency Schedule below. You must include an in-service workshop time and description at the bottom of the form.

*File Size Limit: 1 MB*

### **Field Trip Schedule**

If you are proposing a field trip download, complete and then upload the Field Trip Schedule below.

*File Size Limit: 1 MB*

### **Expenses\***

Download, complete and upload the Project Expense Template below.

*File Size Limit: 2 MB*

### **Project Expense Details and Explanations\***

Include the written project expense details and explanations for each of your budget line items here.

*Character Limit: 1500*

### **Project Income\***

Please download, complete and upload the Project Income Template below.

*File Size Limit: 2 MB*

### **Project Income Details and Explanations\***

Include the written project income details and explanations for each of your budget line items here.

*Character Limit: 1500*

### **Certification\***

Please download, complete and upload the Certification form below.

*File Size Limit: 2 MB*

**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](mailto:info@ecrac.org) or by telephone at 320-396-2337 x 1 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 5: Regional Arts Council Data Collection*

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### **RAC 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 school 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

31A

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)**

If applicable, select the one code that best represents 50% or more of your school population.

**Choices**

D Individuals with Disabilities

I Individuals in Institutions

P Individuals below the Poverty Line

E Individuals with limited English Proficiency

M Military Veterans/Active Duty Personnel

Y Youth at Risk

G No single distinct group makes up more than 25% of the population served

5 Pre-K, children 5 and under

99 None of the Above

**Race/Ethnicity (optional)**

Please select the one option that best represents 50% or more of your school population.

**Choices**

N American Indian/Alaskan Native

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

O Other

**Age Group**

Select the categories that best represent the age of those benefiting from your project.

**Choices**

1 Children/Youth (0 - 18 years)

2 Young Adults (19 - 24 years)

3 Adults (25 - 64 years)

4 Older Adults (65 + years)

9 No single age group



**Status\***

Select the one code that best describes the applicant. Click Here for a list of current **Status** codes (i.e. 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 (i.e. enter "01" for individual artist).

**Choices**

01  
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### 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 (i.e. enter "01A" for Dance, ballet).

### Choices

01  
01A  
01B  
01C  
02  
02A  
02B  
02C  
02D  
02E  
02F  
02G  
02H  
02I  
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05B  
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10D  
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12A  
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12C  
12D  
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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  
02A  
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- 09E
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- 10A
- 10B
- 10C
- 10D
- 11
- 12A
- 12B
- 12C
- 12D
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- 14
- 15

**Does your proposed project involve a public event?\***

**Choices**

- Yes
- No

**Date(s) of the open to the public event(s).**

Enter all individual event dates separated by a comma.

*Character Limit: 250*

**If yes, include the name(s) and address(es) of the event location(s).**

*Character Limit: 250*

**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*

**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*

**Adult Audience Benefiting\***

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

*Character Limit: 10*

### **Total Organization Expenses\***

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

*Character Limit: 20*

### **Department'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 project total cost minus the amount of any in-kind revenue listed in your budget.

*Character Limit: 20*

### **Project In-Kind\***

This number should be the 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*

### **School Board Members\***

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

*Character Limit: 1000*

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**Thank you for applying! ECRAC staff wishes you all the best.**

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