

East Central Regional Arts Council
Art in Our Schools Grant
Guidelines and Program Information

- Fiscal Year 2017 -
July 1, 2016 – June 30, 2017

East Central Regional Arts Council
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email: info@ecrac.org
www.ecrac.org
320-396-2337



This activity is funded through an appropriation from the Minnesota State Legislature with money from the State's general fund.

**These guidelines can be made available in the following alternative formats:
Braille, large print, and as an audio.
To accommodate your special request ECRAC will need at least 15 working days.**

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BEFORE YOU BEGIN

You will first need to familiarize yourself with the basic information about grant funding through the East Central Regional Arts Council. **Please read through this entire document before beginning the application form.** The application form includes specific questions which will assist the Regional Arts Council review team in determining artistic quality & merit, ability, and artistic need for the project.

Technical assistance is available for applicants who need advice in developing a grant proposal. The Arts Council also conducts grant workshops that help applicants understand the philosophy of the Council as well as the process for submitting successful grant applications. Assistance from the staff does not imply funding for an application. The content, accuracy, completeness, and merits of the grant proposal are solely the responsibility of the applicant.

TIPS ON COMPLETING THE APPLICATION

1. **START EARLY!** A reasonable amount of planning time should be allowed to develop an application. Grant writing technical assistance is provided by ECRAC staff as requested. The staff person can best be of help to you if you contact them well in advance of the application technical assistance deadline. Assistance from the staff person does not, however, imply that grant funding will be received.
2. Contact the ECRAC office to determine the availability of funding and which of the grant areas your proposal fits into. **The ECRAC phone number is: 320-396-2337.**
3. Attend an ECRAC Grant Workshop Information Session. This is not currently a grant requirement, but it is strongly recommended by ECRAC for this funding.
4. Read over the form to be sure you understand all the questions. Call the ECRAC office (320-396-2337) or email info@ecrac.org if you are unclear about the application questions or grant review criteria.
5. Use the online forms provided by ECRAC. The application materials are on the ECRAC website: www.ecrac.org/grants.
6. You will have to remain within the specified amount of space for answers. Do not submit additional materials or submit the wrong information in a section. Additional pages and materials will not be reviewed by the Council or by a grant review panel and submitting the wrong information can lead to an incomplete and ineligible application. Do not mail or email any application-related materials to ECRAC.
7. Complete and submit your online application before **midnight** of the deadline date. Applications cannot be accepted after the deadline.
8. **To be eligible, your application must include ALL required materials. If not, the application will be found ineligible.**
9. **Give all grant project personnel (director/artists/fiscal agent) a copy of your proposal.**

East Central Regional Arts Council (ECRAC) Overview/Introduction

The East Central Regional Arts Council (ECRAC) is a regional grant-making agency that supports the arts through funding from the Minnesota State Legislature and The McKnight Foundation. The Council distributes grant awards to artists, arts and other non-profit organizations, educational institutions, and local units of government and provides technical assistance for these grants.

Mission/Vision/Values:

ECRAC's mission is to support the arts and bring the life enhancing values they afford to Region 7E residents. The vision is that all Region 7E residents have the opportunity to participate, appreciate, create, and invest in the arts. The values of ECRAC are: arts in action; integrity; artistic merit; and legacy.

The East Central Regional Arts Council accomplishes this mission through programs and special initiatives for artists and arts organizations. The current work program of the Arts Council includes the following: Grant programs for organizations (501c3 non-profits, units of government, schools or other groups using a fiscal agent), are the Arts and Cultural Heritage Fund, Art in Our Schools, and the Small/Art Project Assistance Grant; Grant Programs for individual artists such as the Arts and Cultural Heritage Fund, McKnight/ECRAC Individual Artist and Fellowship Grant Programs, and - IMAGE - the annual regional art show. Other resources include hosting various grant workshops, an arts library, art display equipment rental, an art gallery, and providing technical assistance and resource information.

ECRAC receives funding through appropriations of the Minnesota State Legislature and through The McKnight Foundation. These funding sources enable ECRAC to provide grant funds for local or regional arts projects in the following Region 7E counties of Minnesota: Chisago, Isanti, Kanabec, Pine, and Mille Lacs. All grants are contingent upon the availability of funds. Funds are offered to organizations and individuals for a variety of arts projects that develop or enhance local arts organizations, artists, or art audiences.

The East Central Regional Arts Council is an independent 501(c)3 non-profit started by the former members of the East Central Arts Council (ECAC) Advisory Committee. The mailing address is 112 Main Avenue South, PO Box 294, Braham, Minnesota, 55006. You can reach ECRAC by telephone at 320-396-2337, and by email at info@ecrac.org. The agency website is: www.ecrac.org.

It is always best to contact staff of the ECRAC well in advance (see the grant deadline section) prior to submission of a grant application for assistance, to determine current funding availability, and for information on the correct application form to use. This allows applicants to review the grant guidelines and to ask questions pertinent to you, or your organization, as an applicant and regarding your proposed grant project.

Who is Eligible

This grant program is open to all public or private non-parochial elementary, middle, secondary, or charter schools. No school district may receive more than two Art in Our Schools grants per fiscal year. All projects must be those not funded by the school in the last school year. These funds are intended to supplement existing curriculum, not supplant it. **Applications found to be repeat projects are deemed ineligible by the Council.** **All projects must have an open and accessible to the public component.**

What is Art?

Art can describe several things: a study of creative skill, a process of using the creative skill, a product of the creative skill, or the audience's experience with the creative skill. The Minnesota State Arts Board and Regional Arts Councils define "arts" as activities resulting in the artistic creation or artistic performance of works of the imagination. These activities include the disciplines listed in ECRAC's online application form. This is per the *SUGGESTIONS FOR THE LEGISLATIVE GUIDE*, 10/1/09, submitted collectively by: Minnesota Citizens for the Arts, The Minnesota State Arts Board, and the Forum of Regional Arts Councils of Minnesota

The list of disciplines is part of the National Standard for Arts Information Exchange which was developed by the National Endowment for the Arts and other state, regional, and national organizations. All state arts agencies in the country are required to report on their activities using this standard set of codes. The Minnesota State Arts Board and Regional Arts Councils use these disciplines to define and report the arts activities they support.

What is Arts Education?

Arts education includes educational activities meant to impart knowledge, teach a new creative skill, or further develop an existing skill in any arts discipline. It includes:

1. Direct instruction in the arts or
2. Arts-infused or arts-integrated learning in which the arts are a teaching method for another subject.

The East Central Regional Arts Council believes that arts education programs should:

1. identify a specific learning goal, or the process by which that goal will be set;
2. require an assessment of learning towards the goal; and
3. be delivered in collaborations between schools, local governments, and nonprofit organizations.

There are no age limitations on arts education. Also, ECRAC feels art education is not simply using an art form to teach another non-art subject.

Program Structure and Purpose

The purpose of this ECRAC grant is to enhance the existing arts curriculum in educational facilities throughout Region 7E (Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties in Minnesota.) The standard for the program is artistic excellence. This program will supplement the existing school arts curriculum with such programs as artistic residencies, arts related field trips, and special arts events or projects. **Grants of up to \$3,000 are available.** No match is required. Grants can be used to support all K-12 students and/or student groups such as drama club, art classes, entire grades, gifted and talented students, or Community Education programming.

Program Rules

1. Grant funds must be used within one year from the deadline date and **must have a component that is open and accessible to the public.**
2. **Grants of up to \$3,000 are available.** Grants may be for 100% of the Total Project Expenses; however, a match is encouraged. The request for funds should be the difference between the **Total Income (Match) for the Project** and the **Total Project Expenses**.
3. **Project income (match) is not required for this funding;** however, it is strongly encouraged. Any cash and in kind contributions must be available and explained in detail. In-kind income should be significant items such as donated materials, labor, or space that can be given a dollar value. Cash match may include earned income, other contributions, and/or cash on hand.
4. **Residencies must involve the general community in some significant aspect.** Example: receptions, poetry readings, exhibitions of the artist's or students' work, or a public performance. Residencies must also allow at least one core group or class of students to work with the artist daily throughout the residency.
5. A teacher must be present in the classroom at all times during residency, special art project, or on the field trip.
6. Residencies, special projects, and field trips **must include at least one hour of in-service for artist(s)/teacher contact time.**
7. Artists selected should reflect applicable background to the school's artistic needs. Their resume will be considered as part of the application process. Criminal history background checks are the sole responsibility of the school and are highly recommended.
8. **Artist's fees should be at least \$250 per four hour contact day.** Exceptional costs may be considered when reasonable justification is included in the application. (Schools may be willing to pay a higher fee based on artists' credentials.) Given these guidelines, fees and expenses are negotiable between artist(s) and schools.

Program Rules, continued:

9. **Field trips and special arts projects must also involve the general community in some significant aspect.** Examples: joint bus trips; Power Point presentations; volunteer involvement as guides; student or teacher sharing program with community groups following a field trip or art project.
10. Applications **cannot include** costs associated with food or beverages for participants.
11. Applicants **must submit a residency and/or a field trip schedule** as part of the application for the proposed project.
12. Grant funds **cannot be used** for travel outside of Minnesota, equipment purchases, capital investments, construction, purchases of real estate, endowment funds, and sole purchase of, or to solely commission works of art. Nor can funds be used to support “routine” school arts activities, such as one-act plays, music competitions, etc. **All projects must be activities not funded by the school in the last school year, or they will be considered ineligible.**
13. Granted activities **must not be** essentially for the religious socialization of the participants, or be primarily historic in nature. **Parochial schools are ineligible for these funds.**
14. The Council does not provide grant funds to ineligible schools or schools with past due or unacceptable final or other reports from prior ECRAC funded projects. If in doubt, contact ECRAC staff.
15. Grant applicants may not discuss their application with ECRAC review panelists or ECRAC board members following the grant deadline until the ECRAC board has acted on the application. Communications regarding an application with ECRAC board members or panelists during this time will result in the application being deemed ineligible for funding.
16. It is the responsibility of each school receiving public funds to comply with the Americans with Disabilities Act (ADA) regulations. The ECRAC has information about ADA compliance. If you have questions about this, please contact Arts Council staff.
17. Grant awardees must include the following credit line in all advertising, news releases, printed programs, and promotional material: **“This activity is made possible in part by a grant from the East Central Regional Arts Council with funds appropriated by the Minnesota State Legislature from its general fund.”** Grant awardees must also use the ECRAC logo and hashtag (#ECRAC) in all grant-related promotional materials and social media.

GRANT DEADLINES

Grant applications will be accepted for review by the following dates: **November 1, February 1, and April 1.** Applicants must apply at least 60 days in advance of the project start date. The review and notification process takes approximately 6 weeks, award payment will be 2-3 weeks later if the required forms are returned to ECRAC promptly. **Schools are required to complete an ECRAC Art In Our Schools funded activity within 12 months of grant review and must keep all grant project documentation for at least 3 years following project completion.**

What Determines a Project's Start Date?

The start date for an ECRAC grant is defined as “the point at which the project is set in motion (e.g. rehearsals, advertising and public notification, payment of fees, ordering and/or paying for supplies or printed material, etc.)” **ECRAC does not fund projects that are already underway.** Grantees must wait until award notification before printing and/or disseminating publicity materials. No funds can be expended prior to the project start date. Funds spent before the project start date (such as entering into a contract with an artist) cannot be included in the grant project budget. Please call ECRAC staff if you are unclear about whether ECRAC would consider your project as already started.

The scheduled grant deadline dates for FY 2017 are:

TECHNICAL ASSISTANCE DEADLINE	GRANT DEADLINE	FINAL APPROVAL BY	EARLIEST START DATE
October 15	Nov. 1, 2016	Dec. 31, 2016	Jan. 1, 2017
January 15	Feb. 1, 2017	March 31, 2017	April 1, 2017
March 15	April 1, 2017	May 31, 2017	June 1, 2017

A note on end dates – these projects do not have to occur during the 16/17 school year. The project should take place within 12 months of grant review.

Contact ECRAC staff before applying to determine funding availability for each deadline. If a deadline date falls on a weekend or holiday, the deadline will be 11:55 p.m. on the next working day. Technical assistance is guaranteed if you contact ECRAC staff before the technical assistance deadline. After that date, assistance can only be offered per staff availability.

No school district may receive more than two Art in Our Schools grants per fiscal year, and only one grant application is allowed per grant program per grant deadline.

ECRAC has an online grant application process only. Completed applications must be submitted online before midnight of the deadline date.

Where and How to Apply

Applications should be completed online. Questions? You can reach ECRAC by telephone at 320-396-2337 and by email at: info@ecrac.org. The agency website is: www.ecrac.org.

This is a competitive grant program. A reasonable amount of planning time should be allowed to develop an application. Grant writing technical assistance is provided by ECRAC staff as requested. The staff person can best be of help to you if you contact them well in advance of the application technical assistance deadline. Assistance from the staff person does not, however, imply that grant funding will be received.

Application Review Process

The East Central Regional Arts Council makes every effort to distribute available funds fairly and equitably among the various art forms and across all geographic and cultural areas of the region. Projects supported by ECRAC are expected to encourage and reflect the highest possible standards of artistic excellence. The Regional Arts Council will consider each application on its own merits. Applications are reviewed in the order received.

Art in Our Schools grant applications will be reviewed three times per year. Applications must be received by the East Central Regional Arts Council staff no later than the grant deadline to be eligible for review. The grant is reviewed by either a panel or by the entire East Central Regional Arts Council. The Council approves, denies, or requests clarification or modification of the grant application. Notification to the applicant is approximately 6 weeks after the grant deadline depending on the review date, or you may call the ECRAC office earlier to find out allocation results. Applicants are notified of and encouraged to attend the grant review, but are not allowed to provide additional information at that time.

IMPORTANT – PLEASE NOTE:

Grant applicants may not discuss their application with ECRAC review panelists or ECRAC board members following the grant deadline until the ECRAC board has acted on the application. Communications regarding an application with ECRAC board members or panelists during this time will result in the application being deemed ineligible for funding.

Review Criteria

In reviewing the applications, a grant review panel and/or the Regional Arts Council will use the following criteria listed in order of priority:

- a. **Artistic Quality and Merit**, demonstrated by:
 - The artistic quality of the artist to perform the residency (schools must submit the required support materials as outlined);

Review Criteria, continued:

- The merit of the residency plan, including the artist or field trip schedule;
- The community (open to the public) component; and
- Effective use of artist / teacher contact time.

If the application is determined to be of sufficient merit and artistic quality to indicate further review, the following standards will be applied.

b. **Ability of the school to accomplish the project**, demonstrated by:

- Budget feasibility and fiscal responsibility;
- Résumé of the Project Director;
- How the residency, field trip, or arts related special project will be publicized, documented, and evaluated;
- Feasibility of the residency plan and schedule; and
- Number of artist to student contact hours as appropriate to the project.

c. **Artistic Need for the Project**

- Enhancement to the school's current arts curriculum.

Required Supporting Materials

Be sure to include all requested attachments with your completed application, or your application will be considered incomplete and thus ineligible. **Some of the required attachments include:**

- ✓ Résumés of artists involved in residency work and of the project director. Preferably no more than two pages, including education and professional background and teaching or residency experience.
- ✓ Support material for field trip locations. This should include fliers from professional institutions, scheduling times and dates, performance or exhibition information, etc.
- ✓ If the activity is an arts related special project, the instructor's and project director's résumés and other information supporting the artistic quality of the project.

ECRAC has an online grant application process only.

Do not submit any grant application materials by mail or email.

GRANTS PAYMENT

Grantees will receive notification regarding the ECRAC grant funding decision. If funded, a contract called the Notification of Grant Award (NGA) contract and a Request for Payment (RFP) form will be included with the notification. In cases where the grant is less than the full amount requested, or if the ECRAC board has stipulated revisions, the applicant will receive a revised approved budget in the NGA. If the grantee agrees with the approved budget and other terms of the contract, the grantee must sign and submit both forms to the Arts Council. No funds will be authorized until the signed NGA and RFP have been submitted. Funds will be approved and forwarded to the grantee within 45 days of receipt of the NGA and RFP. ECRAC may request additional grant requirements as a contingency of grant funding. ECRAC may also split grant payments by providing initial grant funds after the receipt of the NGA and RFP, and the final payment after receipt of a successful interim final report and mid-point progress review as stipulated by ECRAC. If so, details will be included in the NGA and RFP notification. **Please note that an authorized school official must sign the NGA and RFP.**

REPORTS/GRANT EVALUATION

Grant recipients must submit a final report to ECRAC within 60 days of the end of the grant project date as proposed in the approved application and as stated on the NGA. ECRAC may also require an interim report, or may conduct a mid-point grant progress review. The final report form will be provided to the grantee online.

The final report must be the ECRAC format provided, and will include: project narrative; documentation of press releases, project publicity, website pages, and news articles. The final report will show how grant funds were used, and will provide documentation of income and expenses pertaining to the project, including copies of proofs of payment. **The Regional Arts Council WILL NOT provide any grant funds to applicants who have past due or unacceptable reports or unsatisfactory mid-point progress reviews.**

GRANT TERMINATION & REVOCATION

A grant contract may be terminated at any time upon written request of the grantee. Such termination does not necessarily relieve the grantee of its responsibilities as set forth in the grant contract. ECRAC may terminate a grant contract at any time upon failure of the grantee to comply with one or more of the conditions of the grant contract. A contract may be terminated by mutual written consent of ECRAC and recipient. Occasionally, additional stipulations or conditions will be placed on the use of the grant funds. These conditions, or in some cases recommendations, from the Regional Arts Council, will be clearly outlined in the contract.

ECRAC may rescind its grant commitment if:

- ◆ a grantee does not return the signed NGA and RFP documents within 45 days, or
- ◆ upon request, the recipient does not submit all required grant stipulations with the NGA and RFP documents.

APPEALS POLICY & PROCEDURE

If an applicant can show cause that the established grant review procedures have not been followed, the applicant may file an appeal. There is no right of appeal for disputes of decisions of the Regional Arts Council with respect to artistic merit.

To file an appeal, the applicant must notify the Regional Arts Council Executive Director in writing within 10 days of the notification of ECRAC's action, and describe the point(s) of issue with the grant review procedure. ECRAC will approve, disapprove, or table the grant decision based on adherence to its grant review procedures.

OTHER

ECRAC reserves the right to adopt other policies related to grants and to revise these grant documents as needed. (e.g. - The maximum allowable mileage rate is the current established United States Internal Revenue Service rate.) If in doubt, please check with ECRAC staff for current policies and allowable mileage rates.

ECRAC SERVICES

ECRAC provides a variety of services to the arts community in the region, including:

- **Art Gallery**
- **Resource Information**
- **Arts Library**
- **Workshops for artists and organizations**
- **Grant and Outcome Evaluation Workshops**
- **Grant Writing Technical Assistance**
- **Art Show Display Equipment Rental**
- **Art shows such as the annual IMAGE Art Show**
- **Space for meetings and art events**

Please contact ECRAC staff if you or your school would like further information regarding these services.

Grant Application Workshops: Information sessions are held monthly. Participants will learn about the grant programs, application process, and how to write an effective ECRAC grant application. This is a great opportunity to get your questions answered on your project ideas.

Grant Library: ECRAC maintains a library of submitted grant applications. Reviewing these materials can enhance your understanding of the process and may improve your application. The application library is normally open during regular office hours (9:00 a.m. - 4:30 p.m.). Our staff is happy to help you. To see a list of previously funded projects, visit the web page: www.ecrac.org/grants.

ANY QUESTIONS??? CALL 320-396-2337

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STAY UP-TO-DATE!

Make sure you are on the e-newsletter mailing list!

ECRAC Mission

The ECRAC mission is to support the arts and bring the life enhancing values they afford to Region 7E residents.

If funded, when advertising the open to the public component of your grant, schools are required to use the following logo, funding credit line, and hashtag (for social media use):



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