

# **East Central Regional Arts Council Individual Artist Grant Program**

## **Guidelines and Instructions**

- Fiscal Year 2016 -  
July 1, 2015 – June 30, 2016

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

**East Central Regional Arts Council  
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Braham, Minnesota 55006  
email: [info@ecrac.org](mailto:info@ecrac.org)  
[www.ecrac.org](http://www.ecrac.org)  
320-396-2337**



**This activity is made possible  
with funds generously provided by the McKnight Foundation.**

**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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# **East Central Regional Arts Council**

## **Individual Artist Grant Program Guidelines**

### **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](mailto:info@ecrac.org). The agency website is: [www.ecrac.org](http://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.

## **About the Program**

The East Central Regional Arts Council (ECRAC) developed the Individual Artist Program with McKnight Foundation funding to provide financial support to artists committed to personal artistic growth. **Applications are encouraged from artists in all disciplines and artists from all levels (emerging to professional).** Applications should be made for a specific art project designed to enhance the artistic skills and artwork or artistic career of the individual artist.

## **Who is an Eligible Applicant**

The applicant may be any individual artist who is a permanent resident (for at least 6 months) in one of the five Minnesota counties of: Chisago, Isanti, Kanabec, Mille Lacs, or Pine. The applicant must be at least 18 years of age. The applicant must be either a U.S. citizen, or have attained permanent resident alien status. The applicant must be an individual artist and not working on a collaborative project. The applicant must not have any outstanding or unacceptable final reports with ECRAC. To be eligible, you must use the ECRAC grant application form online. The individual artist applicant must not have received ECRAC's McKnight funding for two years (Example: FY 2015 ECRAC/McKnight grantees are not eligible again until FY 2017.)

## **How to Apply**

Artists must complete and submit: the ECRAC Individual Artist application form online; this includes samples of their artwork per the instructions; a proposed project plan; an artistic résumé.

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

## **Application Deadlines and Project Timelines**

### **GRANT APPLICATION DEADLINE DATES:**

**NOVEMBER 1**

**FEBRUARY 1**

**APRIL 1**

**If a deadline date falls on a weekend or holiday, the deadline will be 11:55 p.m. on the next working day.**

**The project should start at least 2 months after the grant application deadline.** The project must be able to be completed within 14 months of the grant deadline date.

**ECRAC has an online grant application process only.**

**Application materials are on line at: [www.ecrac.org/grants](http://www.ecrac.org/grants).**

## **What Can Be Funded**

The following are examples of individual artist projects and are not meant to be limiting or all inclusive:

1. **Money to Produce Artwork.** Those materials and/or services necessary for the completion of new work or works of art. This does now include time to work (i.e., an applicant's time in the project).
2. **Money to Present Artwork.** Costs involved in the arrangement of a visual arts exhibit, portfolio production, composer or musician demo production, or film/video.
3. **Money to Learn.** Costs involved in training or mentoring with a renowned professional artist excluding college or university courses for credit.

## **Funding Guidelines**

1. **Each grant is limited to a maximum of \$1,000.** (You may ask for less.) Partial funding may be awarded and the Regional Arts Council may put stipulations on the award.
2. An artist is limited to one ECRAC artist award (Individual Artist Grant or Fellowship) every two years.
3. No part of the grant may be used to cover expenses incurred before the start date or after the end of the project. The entire project must be completed within 14 months of the grant deadline date.
4. The ECRAC will use a ranking system to determine funding allocations. A low ranking may mean either a partial grant or no grant award. You will be invited to (but are not required to attend) the grant review meeting. As of FY 2017 ECRAC no longer allows presentations by artists but you are strongly encouraged to attend the grant review.

## **Funding Restrictions**

### **The Individual Artist program will not fund:**

1. In school work by any level of students.
2. Projects which have or will receive funding from the Minnesota State Arts Board.
3. Applicants who intend to use the funding to move from Region 7E.

## Grant Process

1. Your application must be submitted on line before midnight on the deadline date and must be complete in all respects in order to be considered for funding. Applications determined to be late or incomplete cannot be funded.
2. Applicants are encouraged to contact the ECRAC office early in the grant application process for individual assistance, or to attend a grant workshop. The granting of such assistance in no way implies that funding will be approved. (More applications are not funded for being incomplete or poorly prepared than for any other reason). Also, this contact with the staff person will help you to determine if grant funding is still available. Keep in mind that working with ECRAC staff does not guarantee grant funding.
3. The content, accuracy and completeness of the application are solely the responsibility of the grant applicant.
4. Once your application has been submitted, ECRAC staff and board members are prohibited from discussing your application with you prior to the funding decision. (If you are not funded, you are encouraged to contact the ECRAC staff to find out why, in order to increase your chances of being funded in the future.) Any contact with ECRAC board members or ECRAC grant review panel members before the final grant determination is made renders the application ineligible for funding.
5. The East Central Regional Arts Council reviews all applications received by the deadline date for completeness and eligibility. Those applications found to be complete and eligible are then reviewed according to the following **grant review criteria**:
  - **Quality of the artist's work.**
  - **Quality of the proposed project.**
  - **The artistic résumé.**
6. The ECRAC, by majority vote, makes funding decisions. The ECRAC staff do not participate in this grant review and funding process other than to introduce applications, describe the grant application initial staff review, and to take minutes. The decisions of an ECRAC panel (if there is one) are reported to the ECRAC board for final approval.

## **Grant Process, continued**

7. Applicants should be aware that even though an application may be recommended for funding, its rank may fall below the line of available funds, and/or it may receive only partial funding.
8. Grants to individuals are subject to state and federal income tax. Please contact your tax preparer for further information.
9. Applicants may attend the entire grant review to learn the funding determinations. They are then notified of funding decisions within about three weeks after the grant review. Applicants may also contact the ECRAC office for an earlier answer regarding funding determinations.

## **Conflict of Interest**

Any member of the Arts Council with a direct financial or employment interest relating to any grant applicant to be reviewed will inform the Council of such affiliation prior to review of the application. The member will leave the room and not vote, rank, or participate in the grant review discussion. The Council will report annually on those members who declared conflicts of interest. A conflict of interest exists if an Arts Council member: receives direct financial benefit from the applicant being reviewed; serves as an employee for the applicant; serves with or without pay as a consultant to an applicant on the application being reviewed; has familial relationship with an applicant; receives free artwork or other benefits from the applicant being reviewed.

## **Grantee Responsibilities**

If a grant is received, the grantee must:

1. Review, sign, and return to ECRAC within 45 days of receiving the grant award notification, the “Notification of Grant Award” (NGA) and the “Request for Payment” (RFP).
2. Agree that the project will be completed within 14 months of the grant deadline and as described in the grant application and budget. Any changes in the project must be requested and approved in writing and in advance to the ECRAC.
3. Include the ECRAC logo and the following credit line in all publicity, advertising, and promotional materials: **“This activity is made possible by a grant from the East Central Regional Arts Council with funds generously provided by the McKnight Foundation.”** In addition you should use the hashtag #ecrac when talking about your grant on social media.

## **Grantee Responsibilities, continued**

4. Ensure that access to participation in the project, if any, will not be limited on the basis of national origin, race, religion, age, or gender, and will be ADA accessible.
5. Be legally responsible for the completion of the project and for the proper management of the grant funds. This includes keeping copies of project related receipts for inclusion with the final report. All grant records must be kept for 3 years.
6. A formal (final/financial) written report must be submitted by the grantee within 30 days after the project completion along with supporting materials and documentation of expenses including all proofs of purchases with grant funds. Grantees must use the online ECRAC Individual Artist Final Report Form. A financial/compliance audit of the project and/or the applicant may be performed if timely or necessary. Applicants who fail to submit the final report within the prescribed time without good cause, subject to Board approval, will automatically be considered ineligible for future funding.

## **Grant Payment**

A payment for the amount of the grant will be made within 45 days after receipt of the NGA and RFP.

## **Grant Termination**

1. A grant contract may be terminated at any time upon the written request of the grantee, but such termination does not necessarily relieve the grant recipient of the responsibilities stipulated in the contract.
2. The ECRAC may terminate a grant contract at any time upon the failure of the grantee to comply with one or more of the contract conditions, if the grantee moves from the region and has yet to expend the project funds, or a grant may be terminated at any time by mutual agreement.
3. If grant termination occurs after funds have been distributed, the entire amount of the distributed grant award must be returned to the ECRAC.

## **Appeals Policy and Procedure**

Grant applicants may appeal the decisions of the ECRAC only on the basis of procedure used during the review of the grant applicants. The appeals procedure is as follows:

1. Applicants must notify the ECRAC Executive Director, in writing, of their wish to have an appeals hearing and the basis for the appeal. The applicant has 10 days from the date of receipt of the ECRAC funding decision to file an appeal.
2. The appeals/executive committee reviews the request for an appeals hearing and recommends to the chair, whether or not there is a basis for an appeal. This recommendation is sent to the chair within 10 days of receipt of the request for an appeal hearing.
3. The chair then authorizes an appeals hearing or denies the request based on the committee report. If it is determined that there is no basis for an appeal, the applicant is so informed. The chair must take one of these actions within 10 days of receipt of the appeals committee recommendation.
4. When an appeals hearing is authorized, it is scheduled by the appeals committee chair with the applicant. Following the hearing, the appeals committee makes a recommendation to the ECRAC at its next regularly scheduled meeting.
5. The ECRAC then reviews the committee recommendations and makes a final decision on the appeal. The applicant is then notified of the ECRAC's decision within 10 days of the ECRAC meeting.

# ECRAC INDIVIDUAL ARTIST GRANTS INSTRUCTIONS

## **BEFORE YOU BEGIN**

You will first need to familiarize yourself with the basic information about funding through the East Central Regional Arts Council. **Please read through the entire Guidelines and Instructions before beginning the application.** The application includes specific questions which will assist the Regional Arts Council in determining artistic quality and 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 programs your proposal fits into.
4. Attend an ECRAC Grant Workshop Information Session. This is not currently a grant requirement, but it is strongly recommended by ECRAC for this funding.
5. Make sure you understand all the application questions. You may call the ECRAC office at (320-396-2337), or email [info@ecrac.org](mailto:info@ecrac.org) if you are unclear about the application questions or grant review criteria.
6. The applications are on the ECRAC website at [www.ecrac.org/grants](http://www.ecrac.org/grants). Ensure you are using the correct application.
7. You will have to remain within the specified amount of space for answers. Do not submit additional materials, as they will not be reviewed by the Council.
8. Submit your completed application **before midnight** of the deadline date. Applications cannot be received after the deadline.
9. To be eligible, your application must include ALL required materials. If not, the application will be found ineligible.
10. Sign and submit your grant application. (You will type your signature.)

**ECRAC only accepts applications submitted online.**

# ECRAC INDIVIDUAL ARTIST GRANT INSTRUCTIONS

Use the ECRAC online grant application form for Sections 1-5. For completing the sections, please refer to the following:

## **SECTION 1**

Section 1 includes required information and the Application Certification. The applicant's signature must accompany the submitted application materials. (Typed signatures are used.)

## **SECTION 2**

Section 2 includes basic project information, including project start and end dates needed to determine eligibility and for granting purposes. (See Page 3 for start and end date information.)

## **SECTION 3**

This is the funding amount request for your project. Include the total costs for your proposed project from the budget format provided (See Section 5).

## **SECTION 4**

Section 4 of the application includes your work samples and descriptions of the work samples. You are required to submit both work samples and descriptions.

**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 15 MB. You may also list websites or link to YouTube videos in the space provided.

**Visual Artists** - There are a maximum of 10 visual artwork samples allowed.

**Performance and Installation Artists; Actors and Directors; Dance, Film and Video Artists** - 6 minutes maximum combined running time for all selections. Please indicate the length of each sample (example 2 min. 30 sec.). List the title and recording date of each work.

## **Work Samples, continued:**

**Musicians** – 6 minutes maximum combined running time for all selections. **Do not submit scores.** Please indicate the length of each selection (example 2 min. 30 sec.) List the title and recording date of each work.

**Writers, Playwrights, Screenwriters, Prose Writers and Poets** - 2 samples of 5 pages or less. Scholarly manuscripts, standard journalism, and translations **are not accepted.**

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

**Work Sample Description List** - **The work sample description list should be brief.**

**Include the following information:**

- name of artist
- the title of the artwork or art form
- a **brief** description of each work sample submitted, including sample title, materials used in construction (if appropriate), dimensions, and completion dates for each work

**Do not include a narrative to describe each work. ECRAC requests that work samples are 4 years old, or less. If they are not, you are required to put an explanation of why on your work sample description sheet.**

**Protect your work samples.** Adding the language “*Copyright © 2017, Jane Doe*” to your work sample is usually adequate protection under copyright laws.

The works and rights to the works resulting from grants given to artists by the East Central Regional Arts Council are the sole property of the grant recipient.

## **SECTION 5**

### **Project Plan and Budget**

As an applicant, it is your responsibility to submit a DETAILED PROJECT PLAN in your own words as Section 5 of your grant application. Describe the artistic project for which you are requesting grant funds and how you anticipate it will help forward your artwork or your career as an artist. **Remember that the focus of these ECRAC Individual Artist Grants is to enhance the applicant’s artistic skills and artwork or to forward your artistic career.** Simply purchasing a piece of equipment is **not** considered a project. The proposed plan should help further your personal artistic growth. Explain in this section how your proposed project will do so.

## **Project Plan and Budget, continued:**

Include descriptions of all activities involved in completing the project; dates, artwork to be produced, number of performances (if applicable), information on your proposed artistic mentor or workshop and how you feel this training will impact your artistic skills, and any other information that will help the Arts Council understand your project. Explain here how you will advertise for the project if you have an open to the public component.

Keep in mind the following examples of separate projects from the grant guidelines, each of which could be developed into a project plan. These are not meant to be limiting or all inclusive.

1. **Money to Produce Artwork.** Those materials, services, and time that are necessary for the completion of a new work of art.
2. **Money to Present.** Costs involved in the arrangement of a visual arts exhibit, portfolio production, composer or musician demo production, or film/video.
3. **Money to Learn.** Costs involved in training or mentoring with a renowned professional artist **excluding college or university courses for credit.**

You must also explain here what, exactly, the requested ECRAC grant monies will provide for your project. Round off figures to the nearest whole dollar. Itemize ALL project expenses. If the budget is larger than the grant request, identify where the additional funds will come from and whether they are anticipated or committed. **You are required to attach ALL project related price quotes - not doing so can make your application ineligible. THREE price quotes are necessary for capital expenditures (those over \$500). The lowest bid need not be chosen, but the applicant should state the reason why it wasn't selected.**

## **SECTION 6**

### **Artistic Résumé**

All grant applications require your artistic résumé. Refer to the ECRAC sample résumé, if needed. Do NOT submit a narrative résumé. Doing so could make your application ineligible. Please contact ECRAC staff for more information on how to prepare an artistic résumé, if needed.

### **The artistic resume should include the following:**

Artist Statement: Start with an artist statement that explains exactly what it is that you do and your involvement with your work.

**Artistic Résumé, continued:**

Education and Training: List any formal arts education (certificates or degrees from art schools or universities); classes or workshops taken; and mentorship opportunities with artists, if appropriate.

**Artistic Resume, continued:**

Employment: List your arts related job experiences. Do not list your non-arts related jobs unless you feel this information might help the panel understand your art.

Readings/Publications, Exhibitions, or Performances, etc. (discipline appropriate): List the activities by their date, starting with the most recent.

Awards and Collections (discipline appropriate): List awards received, collections (both public and private collections) that have acquired your work, and other recognition you might have received. Private individuals who own your work can be put together under one heading.

Other headings you may want to include in your resume are:

- Mentors with whom you have worked.
- Presentations/Artists in Education/Workshops which you have taught or attended.
- Residencies in which you have taken part.
- Commissions which you have received.
- Panels and Committees on which you have served.

## Writing your Artistic Resume.

You must include an artistic resume of no more than 2 pages with your application. An artistic resume will include an artist's statement and information about your artistic training and education; exhibition, publication, or performance record; awards and grants; and other pertinent activities related to your involvement in the arts. The following is a suggested format for your resume.

Start with your **Artist Statement**. This statement should explain exactly what it is that you do and your involvement with your work.

Under **Education and Training** mention both your formal arts education (certificates or degrees from art schools or universities); classes or workshops taken; and mentorship opportunities with instrumental artists or culturally significant individuals, if appropriate.

Under **Employment**, list your arts related job experiences.

This next section should be suitably titled to your discipline:  
**Readings/Publications, Exhibitions, or Performances, etc.** List the activities by their date, starting with the most recent.

Under **Awards and Collections**, list awards you have received and both public and private collections that have acquired your work. Private individuals that own your work can be put together under on heading.

**Other headings you may want to include in your resume are:**

- **Mentors** with whom you have worked.
- **Presentations/Artists in Education/Workshops** which you have taught or attended, including residencies in schools.
- **Residencies** in which you have taken part.
- **Commissions** which you have received.

### Jane Evans

1301 East Lake Street  
Duluth, MN 55812

#### Artist Statement

The focus of my work is the natural surroundings of northeastern Minnesota and Lake Superior. In the past it has been in the form of naturalistic landscapes but in the last two years I have been experimenting with color and form in an effort to represent the essence of the nature we find around us. I have been working with oil paints for the past eight years.

#### Education/Training

- M.F.A. Degree in Art from the University of Minnesota, 1970
- Graduate Level Painting Classes at the University of Iowa, 1975, 1978, 1983

#### Employment

- Art Instructor, Lake Superior College, Duluth, Minnesota, 1992 to present
- Adjunct Assistant Professor in Art, University of Minnesota, Duluth, 1985 to 1992

#### Exhibitions (partial listing)

- Painting and Drawings, Solo Exhibition, Pizza Luce, Duluth, MN, January 2007
- Recent Paintings, Solo Exhibition, MacRostie Art Center, Grand Rapids, MN, June 2006
- Paintings and Drawings, Solo Exhibition, Duluth Art Institute, Duluth, MN, March 2004
- The 49<sup>th</sup> Annual Arrowhead Art Exhibition, Duluth Art Institute, Duluth, MN, September, 2002
- Faculty Art Exhibition, Lake Superior College, Duluth, MN, January 2004, 2002, 2000, 1998, 1996, 1994
- Faculty Art Exhibition, Tweed Museum of Art, UMD, Duluth, MN, February, 1992, 1990, 1988

#### Awards and Collections

- 1<sup>st</sup> Place Award in Painting, 49<sup>th</sup> Annual Arrowhead Art Exhibition, Duluth Art Institute, Duluth, September, 2001
- 1<sup>st</sup> Place, 5<sup>th</sup> Annual Juried Art Show, MacRostie Art Center, Grand Rapids, MN, June, 1997
- Work in private collections in Duluth, Grand Rapids, Minneapolis, and St. Paul, Minnesota

#### Memberships

- Duluth Art Institute
- MacRostie Art Center

(see below for additional ideas on categories to include on your resume.)

“Writing your Artistic Resume” was used, with permission, from the Arrowhead Regional Arts Council.

## **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 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 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 our web page: [www.ecrac.org/grants](http://www.ecrac.org/grants).

**ANY QUESTIONS??? CALL 320-396-2337**

**East Central Regional Arts Council**

**112 Main Avenue S.**

**PO Box 294**

**Braham, MN 55006**

[www.ecrac.org](http://www.ecrac.org)

**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 by this grant, any publicity for your project needs to include the following logo, funding credit line, and hashtag (for social media use):



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