

East Central Regional Arts Council

Arts and Cultural Heritage Fund Legacy Grants for Artists

Guidelines and Application Instructions

- Fiscal Year 2018 -
July 1, 2017 – June 30, 2018
- Fiscal Year 2019 -
July 1, 2018 – June 30, 2019

East Central Regional Arts Council
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**This activity is made possible by the voters of Minnesota
thanks to a legislative appropriation from the
Arts and Cultural Heritage Fund.**

**These guidelines can be made available in the following formats:
Braille, large print, and audio.
To accommodate your request ECRAC will need at least 5 working days.**

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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. 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 as an applicant and regarding your proposed grant project.

Arts and Cultural Heritage Fund (ACHF) Legacy Overview

The Minnesota State Arts Board and Minnesota's designated Regional Arts Councils are entrusted with stewardship of funding through the State of Minnesota's Arts and Cultural Heritage Fund (ACHF). Minnesota voters passed a constitutional amendment in 2008 creating a new 3/8-cent sales tax to support outdoor heritage, clean waters, sustainable drinking water, parks and trails, arts, history and cultural heritage projects and activities. Of the total proceeds from the sales tax, 19.75% are dedicated to the Arts and Cultural Heritage Fund (ACHF) to support "...arts, arts education and arts access and to preserve Minnesota's history and cultural heritage."

The 25-Year Vision, Framework, Guiding Principles, and Ten-Year Goals for the Minnesota Arts and Cultural Heritage Fund (PDF) was presented to the legislature on January 15, 2010. It can be found online at: <http://www.arts.state.mn.us/pubs/pubs/achf-25-year.pdf>

For the two-year period from July 2009 through June 2011, the Minnesota State Legislature has appropriated a significant portion of the arts and cultural heritage fund to the Minnesota State Arts Board and Minnesota's eleven regional arts councils. These funds will help make high-quality arts experiences more accessible and available to Minnesotans throughout the state.

In 2009 the new funding opportunities became available and artists, arts organizations, community groups, human service organizations, public agencies, educational institutions, and others have been invited and encouraged to take advantage of the new ECRAC ACHF Legacy grant program in Region 7E.

To see a comprehensive list of all Legacy Amendment projects funded by the arts and cultural heritage fund, outdoor heritage fund, clean water fund, and parks and trails fund visit the Legislative Coordinating Commission's searchable Web site at: <http://www.legacy.leg.mn/>

Minnesota Statewide ACHF Vision

- In Minnesota, the arts define who we are. This is a place where people are transformed by quality arts experiences, and see the arts as essential to their communities. The arts in Minnesota connect people of all ages and cultures, fostering understanding and respect.
- Arts and culture are central to Minnesota's educational system and lifelong learning opportunities. The arts develop creative minds that maximize new opportunities and find solutions to life's challenges.
- In Minnesota, the arts are an integral part of the economy. Because of the arts, Minnesota communities are successful, dynamic, attractive places to live and work.

- Minnesota is a recognized national arts leader, a magnet for artists and arts enthusiasts, and a destination for tourists. Residents and visitors are assured a world-class quality arts experience.
- Minnesotans appreciate, create, attend participate or invest in the arts. Minnesota’s effective, innovative, vibrant, public-private support for the arts is the strongest in the country. Universal support and appreciation for the arts help ensure the state’s exceptional quality of life.

Arts and Cultural Heritage Fund (ACHF) Key Areas

Following the direction of the Minnesota State Legislature, the ECRAC Arts and Cultural Heritage Fund will support activities in three Key Areas in Region 7E. ECRAC ACHF Legacy arts project funding may be spent only on arts and arts access, arts education, and arts and cultural heritage. The fund is intended to create a strong arts legacy in Minnesota.

Arts and Arts Access

ACHF funding will support artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state. Such grant activities may be, but are not limited to:

- Investing in activities that make the arts available to persons who might not otherwise have access due to economic, geographic, or physical barrier.
- Ensuring that artists and arts organizations have sufficient financial support to create high quality art.
- Investing in the long-term health and vitality of the arts sector by supporting capacity-building and professional development.
- Investing in efforts that enable residents to connect with arts/arts experiences and performances.
- Investing in efforts to fully integrate the arts into local community development efforts.
- Investing in efforts to integrate the arts into local and regional economic development planning.
- Investing in public art that is available throughout the region. (ECRAC encourages applicants to utilize Forecast Public Art and to include their consulting services in the grant budget.)
- Recognizing and rewarding artists/arts organizations/arts providers for exceptional artistic quality and service to their audiences and/or the region.

Arts Education: Investing in lifelong learning in the arts

ACHF funding will support high-quality, age-appropriate arts education for residents of all ages to develop knowledge, skills, and understanding of the arts. Such activities may be, but are not limited to:

- Investing in efforts that enable residents to connect with arts learning opportunities and residencies.
- Ensuring that artists/arts organizations/arts providers are able to invest in professional development and workshops.
- Ensuring that arts learning opportunities and professional development are achieving intended outcomes through ongoing assessment and evaluation.

Arts & Cultural Heritage: Building bridges between Minnesotans through arts and culture

ACHF funding may be used for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state. Such activities may be, but are not limited to:

- Providing Region 7E residents with opportunities to celebrate our cultural heritage through events and activities that represent the range of Minnesota's ethnic and cultural arts traditions including festivals.
- Ensuring that Region 7E residents are able to experience folk/traditional arts of diverse cultures by supporting the work of folk and traditional artists/arts organizations.

Definition: What Is Art?

Art can describe several things: a study of a 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 Regional Arts Council defines "arts" as activities resulting in the artistic creation or artistic performance of works of the imagination. When we say arts, we are speaking very broadly of visual, performing, media, literary, and interdisciplinary art forms through which we learn about, explore, shape, and express the human experience.

These activities include the disciplines listed in ECRAC's online application form. 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 Regional Arts Council uses these disciplines to define and report the arts activities supported.

Definition: 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 outcome, or the process by which that outcome will be set;
2. require an assessment of learning towards the goal; and
3. be delivered in collaborations.

The Regional Arts Council believes there are no age limitations on arts education.

Definition: What Is Preservation of Our Cultural Heritage?

The East Central Regional Arts Council will fund the creation and exhibition of *artistic movable cultural heritage* such as paintings and sculpture through support for artists and arts organizations, and the preservation, interpretation, and appreciation of paintings and sculptures through support for exhibitions by artists or arts organizations. ECRAC also funds *intangible cultural heritage* such as performing arts, music and dance, all forms of theatre, festive events, and traditional craftsmanship of cultures from around the world.

When we say cultural heritage, we mean the values and traditions that serve to identify us collectively as Minnesotans, and the distinctive values and traditions of the many groups and institutions that make up Minnesota.

Who Is Eligible?

ECRAC has separate ACHF applications for organizations and individuals. Both are eligible to apply for ACHF funding as described in the following sections. Please contact ECRAC staff regarding any eligibility or application questions.

Individual Artists

An ACHF applicant may be any individual artist who is a permanent resident (for at least 6 months) in one of the five Region 7E Minnesota counties: 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 not have any unacceptable or outstanding reports due to ECRAC. Individual artist applicants must be those who seek help with creating, producing, or presenting high quality arts projects, and **are required to have a community component as part of their project proposal.**

What Is Not Funded

ECRAC ACHF grants WILL NOT fund:

- Applications that do not have an arts and/or culture related focus.
- Activities of a for-profit project, organization, or business or from other direct recipients of the Clean Water, Land, and Legacy Amendment Arts and Cultural Heritage Fund.
- Projects when funds are requested for deficits in projects or programs begun prior to the project earliest start date. In other words, payment of any debts incurred before the grant activities begin or outside of the grant project scope of activity will not be approved.
- Applicants with either unacceptable or past due ECRAC final grant reports, or applicants that contact ECRAC members/panelists regarding the proposal before final grant approval.
- Applications when funds are to be used to match other ECRAC grants or grant applications.
- Requests for new building construction, purchase of real property, or endowment funds.
- Fundraising events.
- Activities that are not open to the public or are not ADA accessible.
- Religious organizations or projects that are for the religious socialization of participants or audience.
- Activities that engage in political lobbying or intend to influence public policy.
- Applicants that have been found to be ineligible for ECRAC funding.
- Projects when artists are required to pay excessive entry or exhibition fees in order to exhibit or perform in the project which funds are sought.
- Requests for operating support.
- Projects that will not use the proper ECRAC funding credit line (in a legible font) and that don't use both the ECRAC logo and the ACHF Clean Water Land and Legacy logo, as required. Also, projects that will not take responsibility for their own publicity, media coverage, and public relations, or won't provide timely promotion of the project throughout Region 7E including to ECRAC itself.
- Applicants or projects outside of Region 7E in Minnesota.
- Applicants that are currently a direct recipient of the State of Minnesota's Arts and Cultural Heritage Fund or that would be in violation of the Minnesota State Arts Board's percent of state funding criteria found in their grant guidelines.
- Projects that try and substitute traditional sources of funding with an ACHF grant. The Minnesota Constitution requires that arts and cultural heritage fund dollars must be used to supplement not substitute for traditional sources of funding. All recipients of ACHF dollars must ensure that they are in compliance with this constitutional requirement.
- Projects unwilling to track and report costs appropriately. ACHF grant dollars must not be spent on administrative costs, indirect costs, or other institutional overhead charges that are not directly related to and necessary for the specific projects or activities that will be funded with Arts and Cultural Heritage Fund dollars. If awarded Arts and Cultural Heritage Funds, a grantee must track and be able to clearly document what portion of ACHF funds is spent on direct program or project costs and what portion of ACHF funds is spent on administrative costs,

indirect, or overhead costs that are “directly related to and necessary” to carry out the programs or projects that are supported with ACHF dollars. In order to ensure this, ECRAC requires that proof of all grant related costs are submitted with the final report.

For ACHF requests from **individual artists**, ECRAC CANNOT provide funds for the activities above and:

- Individuals whose primary focus is not the creation of art.
- More than one active ECRAC Individual Artist Grant at a time.
- The artist applicant’s time.
- Individuals who don’t make all grant funded events open and accessible to the general public.
- Activities involving any organization at which the artist is employed.
- Tuition, fees, or student work toward any degree.
- Translation of literary work.
- Development of any curriculum plans, teaching materials or teaching programs. Including those that are intended to be used in the regular course of K-12 or post-secondary employment.
- Publishing or marketing costs for a vanity or self-publication project.
- Activities in primary, secondary, post-secondary, or parochial schools.
- Any grant activities outside of Minnesota.

Grant Funding Limits

The maximum grant request for ECRAC ACHF Grants to individual artists is \$2,500.

Individual applicants are not required to provide a match for this ACHF program, but matching funds are encouraged and are evidence of an artist’s need and support for the grant proposal.

Matching funds may consist of: cash, in kind contributions, earned income, or other grants. In kind are donated items such as materials, labor, and space that can be given a dollar value and are a significant part of the project. Applicants must be able to prove that in kind is committed (i.e., letter from donor indicating commitment and value). ECRAC does have sample in kind donation voucher forms, if needed.

Applicants are required in the grant application budget form to identify where all grant project funds will be expended. All matching funds included in the budget should be committed to the grant project.

Special Requirements for Art Project Equipment Purchases

ACHF grant requests from individuals for project equipment purchase must include: a detailed plan for the use of the equipment; and a statement certifying they will not sell the equipment without prior ECRAC approval including the possibility of UCC filing. The act of only purchasing equipment does not constitute a fundable grant project.

Where and How To Apply

Applications should be completed online. The application portal information is at:

<http://ecrac.org/node/175>. 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.

There are different application forms for organizations and for individual artists. Schools should use the organization form. If in doubt about which to use, contact the Regional Arts Council staff.

Applicants must use the ECRAC online application form for the specific category of funds requested. The application guidelines can be made available in the following alternative formats: Braille, large print, and audio. To accommodate your request for alternative formats, ECRAC will need at least 5 working days notice. You may access the ECRAC website for the online application forms at www.ecrac.org/grants. The online grant portal is at: <http://ecrac.org/node/175>.

Do not apply for more than one grant, per grant program deadline. Be sure to include all attachments with your completed application or your application will be considered incomplete and thus ineligible. Artists are only allowed one active ECRAC grant at a time.

Individual artists required attachments include: the artist's résumé, work samples with description list, and all information documenting the proposed project and costs.

ECRAC has an online grant application process only. You cannot submit any grant application materials by mail, in person, or by email. The online application materials can be found at: www.ecrac.org/grants.

The grant portal is online at: <http://ecrac.org/node/175>.

Completed applications must be submitted online before 11:59 p.m. on the deadline date.

Deadlines

Plan on submitting ACHF proposals at least three months prior to your project start date.

When you submit an application, please be aware that it will take about 3 months before a final decision is reached. Individual artists are required to complete an ACHF grant activity before the end of the next fiscal year. **The earliest allowable starting dates and the corresponding end dates are listed below.**

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 incurred before the project start date (such as entering into a contract with performers) cannot be included in the grant project and may make your project ineligible. 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 2018-2019 are:

TECHNICAL ASSISTANCE DEADLINE	GRANT DEADLINE	FINAL APPROVAL BY	EARLIEST START DATE	LATEST END DATE
October 15	Nov. 1, 2017 & 2018	Dec. 31, 2017 & 2018	Jan. 15, 2018 & 2019	June 30, 2019 & 2020
January 15	Feb. 1, 2018 & 2019	Mar. 31, 2018 & 2019	May 15, 2018 & 2019	June 30, 2019 & 2020
March 15	April 1, 2018 & 2019	May 31, 2018 & 2019	July 15, 2018 & 2019	June 30, 2019 & 2020

If a deadline date falls on a weekend or a holiday, the deadline will be 11:59 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 will be offered based on staff availability. Application materials cannot be submitted by mail, in person, or by email.

Grant Review Procedure

ECRAC staff will review all grant application proposals for accuracy, completeness, and eligibility. The ECRAC Board will have the final determination of completeness and eligibility. Applicants will be notified of the receipt of their application and when the grant application review/s will take place. The accuracy, content, completeness, and merits of the application are solely the responsibility of the applicant. Applicants are strongly encouraged to attend the grant review meeting, but will not be permitted to provide any additional information from what was included in the application submitted. The ECRAC board, by majority vote, makes all final funding decisions. ECRAC staff do not participate in this grant review and funding process other than to introduce applications, describe the status of the grant application completeness and eligibility review, and to take minutes.

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

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. In reviewing the applications, a grant review panel and/or the Regional Arts Council will use the following criteria listed in order of priority. Review meetings are open to the public.

These factors constitute the grant review standards: merit and artistic quality; ability of the applicant to accomplish the project; and demonstrated need for the project.

- **The merit and artistic quality of the project or program**

Grant review considerations used to address this criterion may include:

1. How does this proposal instill the arts into your life?
2. How does this proposal provide a high quality arts experience? All ACHF grants must have a heightened sense of artistic merit.
3. How does this proposal give access in Region 7E to a quality arts experience?
4. How does this proposal help to develop knowledge, skills, and understanding of the arts?

5. How does this proposal help to represent diverse ethnic and cultural arts traditions?
(Optional answer - not applicable if not part of your proposal.)
6. Do the artist résumés and any work samples substantiate the artistic merit and quality of the project?
7. Is the project's open to the public event venue accessible and ADA compliant?
8. Explain how the project will expand your artistic capabilities and the artistic experiences of your audience.

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

- **The ability of the applicant to accomplish the project or program outcomes and activities as presented.** This is demonstrated by providing evidence of a planning process, qualifications, publicity efforts and previous successful grant efforts.

Grant review considerations used to address this criterion may include:

1. Did the applicant explain the planning process for the project?
2. Is the project budget feasible and does it demonstrate fiscal responsibility?
3. Are the marketing and publicity plans appropriate for the project and applicant?
Will they use a website and/or social media?
4. Is the outcome evaluation plan appropriate for the project and applicant, and is it included in the project budget?
5. If this applicant is a past ECRAC grant recipient have the projects been successful, and were all reporting requirements followed?
6. Does information provided by the applicant substantiate organizational ability?

- **Applicants must demonstrate a demand/need for the grant project or program in the community served.**

Grant review considerations used to address this criterion may include:

1. Does the applicant define the community served?
2. Does the application demonstrate community involvement and support for the project?
3. Will the applicant be able to market the project effectively to the community served?
4. How does the project meet the artistic needs of the applicant?
5. How does the project meet the artistic needs of the community served?
6. How does the budget demonstrate a financial need?

Based on the review standards and the recommendation of the grant review panel (if applicable), the Regional Arts Council shall make one of the following decisions for each grant applicant:

full funding of the amount requested; partial funding of the amount requested; table the request, pending receipt of additional information or stipulations for the application; or no funding.

The grant review panel (if applicable) will present its decisions for this grant program in writing to the East Central Regional Arts Council board. ECRAC relies heavily on the recommendations of these panels. ECRAC will determine if the review procedures have been properly followed and will approve, disapprove, or table based on its adherence to the procedures herein described. All applicants will receive a grant allocation notification within 30 days after final review of the grant application by ECRAC.

Conflict Of Interest

ECRAC observes strict procedures to prevent any conflict of interest. Any member of the Regional Arts Council with a direct financial or employment interest relating to any grant application to be reviewed will inform the Council of such affiliation prior to review of any grant application. The member will leave the room and not vote, rank, or participate in the grant review discussion. The Council reports annually on those members with affiliations who declared conflicts of interest.

A conflict of interest exists if a Regional Arts Council member or grant reviewer:

- receives direct financial benefit from the organization or project being reviewed.
- serves as an employee or governing board member of an applicant organization.
- serves with or without pay as a consultant on the application being reviewed.
- has familial (or adversarial) relationship with an applicant or a staff or board member of an applicant organization.
- receives free tickets or other benefits from the grant applicant being reviewed.

The ECRAC board chair and executive director have the authority to determine the existence and effect of a conflict of interest. Members acting in violation of the rules will be asked to resign and may be subject to prosecution under state law. ECRAC board members and their families are not allowed to apply for grant funding.

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, you 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 and once final report training has been completed. ECRAC may request additional grant requirements as a stipulation of grant funding.

Reports/Grant Evaluation

Grant recipients must submit a final report to ECRAC. Individual Artists must submit within 30 days, of the end of the grant project date as proposed in the approved application and as stated on the NGA and RFP. ECRAC may also require an interim report, or may conduct a mid-point grant progress review. The final report must be the ECRAC online format provided in the grant portal, 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 final/financial report form will also include all documentation on the outcome evaluation of the grant project. The Regional Arts Council CANNOT provide any grant funds to applicants who have outstanding or unacceptable grant final 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 will rescind its grant commitment if:

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

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 appeal 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.

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 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 our web page: www.ecrac.org/grants.

Application Instructions

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 Regional Arts Council also conducts grant workshops that help applicants understand the grantmaking philosophy as well as the process for submitting successful grant applications. Assistance from 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. The online grant portal is at <http://www.ecrac.org/node/175>.
6. You will have to remain within the specified amount of space for answers. Do not submit additional materials. Additional pages and materials will not be reviewed by the Council or by a grant review panel. Do not mail any application-related materials to ECRAC.
7. Complete and submit your online application before **11:59 p.m.** 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.

APPLICATION INSTRUCTIONS – Individual Artist Grants

Use the ECRAC online grant application form for Sections 1-7. 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 in the online application for individual artists.)

SECTION 2

Section 2 includes basic project information, including project start and end dates needed to determine eligibility and for granting purposes. (See Page 10 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 6.)

SECTION 4

Work Samples - Section 4 of the application includes your work samples and descriptions of the work samples. You are required to submit both work samples and the corresponding work sample descriptions.

As you select work samples 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. In addition, ECRAC requests that the work samples are 4 years old, or less. If they are not, you are required to put an explanation of why in the work sample description.

Follow the online instructions regarding work samples and types allowed. If you have questions about your work samples contact an ECRAC staff person for specifications.

Work Sample Descriptions - The work sample descriptions should be brief. Include the following information: the title of the artwork; materials used in construction (if appropriate), dimensions, and completion dates for each work. Do not include a narrative to describe each work. If your work sample is over 4 years old or more explain why here.

Protect your work samples - Adding the language “*Copyright © 2019, Your Name*” 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

Artistic Résumé

All grant applications require your artistic résumé. Refer to the ECRAC sample résumé, if needed. Do NOT submit a narrative résumé or a bio for you or your mentor unless it contains all artistic résumé information. Please contact ECRAC staff for more information on how to prepare an artistic résumé, if needed.

The artistic résumé 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.

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.

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. Include any visual art shows here such as the IMAGE Art Show.

Grants, Awards, and Collections (discipline appropriate): List grants received (including ECRAC and ECAC), 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 résumé 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.

Sample Artistic Resume

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 49th 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

- 1st Place Award in Painting, 49th Annual Arrowhead Art Exhibition, Duluth Art Institute, Duluth, September, 2001
- 1st Place, 5th 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.)

SECTION 6

Summary of Your Proposal

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 definitions in the grant guidelines and instructions for definitions.

Include descriptions of all activities involved in completing the project, dates, workshops or other training, number of performances, names of artist mentors, and any other information that will help the Arts Council understand your project. Explain here your required open to the public community component and how you will advertise for it. Include here the location(s) of your venue(s).

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.

Outcome Evaluation

It is important for grantees to understand that funding for this program comes from the Arts and Cultural Heritage Fund, a fund created by the people of Minnesota to support the arts. Because our fellow citizens have made this commitment, we have an obligation to be intentional about evaluating arts projects: the outcomes, impacts and results, and the community benefits. Therefore, outcome evaluation is an important part of a funding proposal; indeed it is a legislatively mandated requirement. Be sure to include the costs of the outcome evaluation in your budget. Contact ECRAC to see when an upcoming outcome evaluation workshop is scheduled if you feel you need assistance on this requirement. You can also schedule time in the ECRAC office to view past successful applications to assist with your outcome evaluation plan.

From artist applicants ECRAC expects to see one of 3 outcomes:

- Developing your artistic skills.
- Developing your business skills.
- Developing and/or using skills for engaging with audiences or communities.

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

Individual Grants - Outcome Evaluation Plan, cont.

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.

From artist applicants ECRAC expects that you will provide either quantitative or qualitative measurements or both. The methods of measurement to document your outcome can be:

- Making structured observations during project activities.
- Self-surveys regarding my knowledge and skills before and after the project.
- Audience surveys at my open to the public event.
- Having audience members describe their own impressions during my public event.
- Having my mentor review/critique the project.

Project Budget/Expenses

All costs of the project are to be identified in these sections. Dollar values should be given to in kind and cash match and identified in this section. Be as specific as possible. Contact ECRAC staff if you have questions regarding in kind dollar values, etc.

1. Mentor/Workshop Fees - This will include artist fees for service, artist contracts, and/or honoraria and the total to be paid to each. Artists must be identified by name and their résumé(s) included in the application. This should be a mentor you are working with or an arts workshop you will attend. Include the workshop brochure with your application. Note: your time is not an eligible expense for this grant.

2. Travel and Expenses - Include your travel expenses such as allowable mileage and room/board costs. Include a written explanation of transportation expenses, including the rate of mileage reimbursement and number of miles. Travel outside of Minnesota is not allowed.

3. Publicity Expenses - List the costs of all advertising; radio, newspaper, posters, flyers, etc., for your open to the public community event.

4. Rental Fees/Equipment - This can include the costs for renting performance space, costumes, audio equipment, etc. If performance or other space is donated as in kind, the applicant must document with a letter from the donor to verify the value. This section can also include the purchase costs for needed equipment. ALL equipment costs MUST be documented in the proposal. You will also need to include three separate quotes to document capital expenses \$500 and over. The lowest bid need not be selected; however the applicant should state the reason why it wasn't selected. If your proposal includes the purchase of equipment \$500 or more you also need to submit an Equipment Use Plan, signed by you, and certifying you will not sell the equipment without prior ECRAC approval.

5. Supplies and Materials - List consumable supplies for the project. Reusable items should not be listed here. You can list the cost of refreshments here if they are an important part of your open to the public community event.

Individual Artist Grants - Project Budget/Expenses, cont.

6. Printing and Postage - List all printing and postage costs here.

7. Outcome Evaluation - Outcome evaluation is a requirement. All costs related to your outcome evaluation plan should be included here.

8. Other - Reusable items can be listed here. Please specify/describe each expense in this category. Document all costs.

Total - Total all costs to get the Total Expenses.

Project Budget/Income

1. Earned Income - Project income based on your experience. Estimate the earned income you will receive during this project, if any.

2. Grants and Contributions - Other assured grants, anticipated grants, and expected contributions are entered here. These funds should be already secured/anticipated.

3. Cash - Cash on hand that is budgeted for the proposed project should be listed here.

4. Other - Other sources of funds. Can be in kind which includes donated material, labor, or space that can be given a dollar value and is committed to the project. In kind should be significant items. Applicants must be able to prove that in kind is committed (i.e., letter from donor indicating commitment and value). ECRAC does have sample in kind donation voucher forms, if needed.

Sub-Total - Total all Project Income. Identify your funding request to ECRAC. The sum of the project costs and the ECRAC grant request is the Total Income. The Total Income must be equal to the Total Expenses. If the income is more than the expenses, it is not a non-profit project and will be ineligible.

Section 7

Regional Arts Council (RAC) Data Collection

The information in this section is not used in the evaluation of your grant request and is simply used for data collection purposes. All information in this section is required.

ADDITIONAL COMMENTS

Applications are public documents. DO NOT submit information with private personal information such as social security numbers, or other non-public information. You will be required to submit your social security number later, if your proposal is funded. In addition, you will be required to show proof of residency such as your driver's license or voter's registration.

Taxable Income

Grants to individuals are subject to state and federal income tax. Please contact your tax preparer for further information.

ANY QUESTIONS??? CALL 320-396-2337

East Central Regional Arts Council

112 Main Avenue S.

PO Box 294

Braham, MN 55006

www.ecrac.org

STAY UP-TO-DATE!

Make sure you are on the ECRAC 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 program, any publicity for your project needs to include the following logo, funding credit line, and hashtags (for social media use):



#ecrac

#ArtsLegacy



This activity is made possible by the voters of Minnesota through a grant from the East Central Regional Arts Council thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.

**These guidelines can be made available in the following formats:
Braille, large print, and audio.**

To accommodate your request ECRAC will need at least 5 working days.