



## Application

### 147119 - FY 2024-2025 Regional Arts Council Documents - Final Application

147763 - FY 2024-2025 Regional Arts Council Documents  
Regional Arts Councils

Status: Submitted      Submitted Date: 04/03/2023 10:52 AM      Submitted By: Mary Minnick-Daniels

### Applicant Information

#### Primary Contact:

Legal Name\*      Mary      Middle Name      Minnick-Daniels  
First Name      Last Name

Alternate Name      First Name      Last Name

#### Organization Information

Legal Name:\*      East Central Regional Arts Council

Alternate Name

City\*      Hinckley

### Narrative

#### Title

Your council's name or acronym followed by FY 2024-2025 Preliminary Biennial Plan (e.g., Prairie Lakes Regional Arts Council FY 2024-2025 Preliminary Biennial Plan)

(100 characters max)\*      East Central Regional Arts Council FY 2024-2025 Preliminary Biennial Plan

#### Mission statement

The biennial plan must include the regional arts council's mission statement which must describe the overall philosophy and aims of the organization concerning local and regional arts development.

(1,000 characters max)\*      East Central Regional Arts Council's mission is to support the arts and bring the life enhancing values they afford to Region 7E residents.

#### Region - Background, demographics, other context for the plan

(5,000 characters max)\*

Provide any necessary context about your region (i.e., economic, demographic, geographic, cultural, etc.) or about your organization that has a meaningful impact on your planning or your programs and services.

ECRAC serves Region 7E. Region 7E includes the Minnesota Counties of Chisago, Isanti, Kanabec, Mille Lacs, and Pine. Cities include Braham, Cambridge, Hinckley, Isanti, Milaca, Mora, North Branch, Ogilvie, Onamia, Pine City, Princeton, Taylors Falls, Sandstone, Shafer, Wyoming, and others. Region 7E is geographically one of the smallest in the state with a square mileage of 750,536.6.

Region 7E was home to 171,703 people in 2021, comprising 3.0% of the state's total population. The region saw a 4.8% population increase since 2010, making it the seventh largest of the 13 economic development regions in total population, and the sixth fastest growing. In comparison, the state of Minnesota saw a 7.6% gain from 2010 to 2021.

Chisago County is the largest county in Region 7E and is the 18th largest county of 87 in the state, with just under 57,500 people in 2021. It added 3,582 people, a 6.6% increase, since 2010, the 20th fastest growth rate. Isanti County experienced the largest growth in the region with an increase of 4,090 people and now has nearly 42,000 people. The next largest county is Pine County with 29,302 people but has declined in population since 2010, while

Mille Lacs County has increased slightly and has 26,867 people, and Kanabec County is the smallest county in the region with 16,159 people, the 52nd largest county in the state.

Region 7E has an older population than the rest of the state, with 18.4% of residents aged 65 years and over, compared to 16.8% statewide. In addition, Region 7E had a much higher percentage of people in the 45 to 64 year old age group, but consequently had a lower percentage of people in the 25- to 44-year-old age group, typically the leading edge of “prime working years”. A large portion of the area’s population is a part of the Baby Boom generation, which is creating a significant shift in regional demographics over time. Between 2000 and 2020, the group 55 years or older added more than 27,000 residents.

Region 7E’s population is less diverse than the state’s but is becoming more diverse over time. In 2020, 90.5% of the region’s residents reported white alone as their race, compared to 77.5% of residents statewide. At 1.9%, Region 7E had a higher percentage of American Indian or Alaska Natives than the state, but otherwise had much smaller percentages of people of all other race and origin groups, especially Black or African American, Asian, and Hispanic or Latino origin. With just under 8,000 people, the largest racial or ethnic group other than White is people of Two or More Races, which increased 246% from 2010 to 2020. Conversely, the region saw a 0.5% decline in the number of white residents. Every other group saw increases and three groups (Black or African American, Asian, and Hispanic or Latino origin) grew faster than 30% over two decades up to 3,750 residents.

Despite the more rapid recent growth, Region 7E is projected to experience a slight population decline in the next 20 years. According to the State Demographic Center, Region 7E is expected to lose 458 residents from 2023 to 2043, a 0.3% decrease. By comparison the state of Minnesota is projected to grow 9.4%.

Population growth is expected to happen in older age groups. Region 7E is projected to add 9,000 people aged 75 years and over, as well as about 2,500 people in the 45- to 54-year-old age group. However, Region 7E is projected to lose over 4,800 people under 45 years of age, and about 7,100 people in the 55 to 74 year old age group - as current Baby Boomers continue to age.

The median household incomes was \$71,170 lower in Region 7E than the state, where the median income in 2020 was \$73,382. Just over 35% of the households in the region had incomes below \$50,000 in 2020, similar to statewide. Similarly, only 30.8% of households in Region 7E earned over \$100,000 per year, compared to 35% percent of households statewide. Data source: *ECONOMIC DEVELOPMENT REGION 7E 2022 REGIONAL PROFILE*, Updated October 2022.

The poverty rate from 2015-2019 in the State of Minnesota was 9.7%. In Region 7E the three northern counties have some of the highest poverty levels: Kanabec, 10.0%; Mille Lacs, 12.4%; and Pine, 11%. The two southern counties in Region 7E are doing a bit better than the state as a whole in terms of poverty levels: Chisago, 6%; and Isanti, at 7.3%. The statewide indicator for children under the age of 18 living in poverty was 12.2%. However, Mille Lacs County has level of 17.1% of children under the age of 18 in poverty. In fact, Mille Lacs County’s poverty rate (12.4%) is in the top twenty of all counties in Minnesota. Data source: *Minnesota Public Health and Environmental Data by County*. For Region 7E 38.7% of K-12 students receive free and reduced lunches with Chisago County being the lowest at 25% and Mille Lacs County the highest at 49.5%. Data source: Minnesota Department of Education, Student Enrollment Data for Special Populations: Free and Reduced Price Lunch Eligibility.

**Attachment (optional)** 4-1-23 ECRAC Biennial Plan background.pdf

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## Needs assessment

(10,000 characters max)\*

The biennial plan must be based on a needs assessment carried out in a manner which ensured input from the arts community and the arts involved public. The components of the needs assessment shall be determined by the regional arts council and may consist of any combination of constituent meetings, focus groups, program evaluations, mail, e-mail, online, or telephone surveys, individual interviews, or other evaluative tools. The assessment shall be conducted to assess and prioritize constituent needs, to evaluate appropriate community and regional resources to meet those needs, and to determine the practicality of continuing existing programming activities, service and grants assistance programs, or the feasibility of developing new programs, services, or grants by the regional arts council. The needs assessment shall be updated at intervals determined and announced by the regional arts council, but no less frequently than once every four years. The results shall be included in the biennial plan.

In this section, describe:

1. When the needs assessment was completed.
2. The process used to generate input from the arts community and the arts involved public.
3. The methods and/or tools used to gather input.
4. The key findings identified through the needs assessment.

Planning enables ECRAC to listen to the needs of its constituency and to respond with programming designed to benefit all residents of 7E. The planning process used by the East Central Regional Arts Council included both informal and formal needs assessment and planning. To survey a broader group the ECRAC Needs Assessment survey was in-depth and included those in the arts community and other constituents were also asked to respond. The needs assessment was completed in December 2022.

Needs assessment input was received with the following methods: from constituents in the form of an online survey distributed and open to all and which was highlighted by all Region 7E media with purchased advertisements, and public service announcements; it was also distributed via the ECRAC newsletter and the ECRAC website, and advertisements on social media (both to those already following ECRAC and to others targeted by their city of residence); via grant information sessions in which input was solicited regarding needs from attendee interviews;-and by reviewing outcome evaluations and written grantee evaluations;

### Key Findings from the ECRAC Needs Assessment Survey

For existing ECRAC grants and services, all grants and services were either highly valued or extremely valued. Feedback was for ECRAC to continue providing the grants and services with adjustments to remove barriers. The needs assessment also addressed equitable distribution and the following are being incorporated: partnering even better with existing providers of services to underrepresented groups and community groups; ECRAC should have a focus on serving underrepresented groups/artists; and ECRAC should build more relationships with underrepresented groups and community groups. The ECRAC board of directors has made a commitment to overcoming bias and to building diversity and inclusion in both the grant-making and providing services priorities.

In addition, due to the lasting impact of the COVID-19 pandemic constituents are requesting a different kind of technical assistance support, workshops, and networking than in the past.

Please note that in the Forum of Regional Arts Councils of Minnesota (FRACM) Policy Manual, as publicly funded programs, "RACs' regranting of state funds must maintain high standards of fiscal responsibility and be conducted in an open manner without discrimination on the basis of national origin, race, color, creed, religion, disability, gender, status with regard to public assistance, gender preference, marital status or political affiliation." ECRAC has always been committed to this responsibility and equity. In the context of ECRAC programming and services under-represented people and groups are defined based on age, gender, disability, sexual orientation, culture and race. ECRAC has an IDEA (inclusivity, diversity, equity, and accessibility) Strategy in place.

Changes are being, and have been, made to how services are provided. ECRAC has and will continue to update policies, grants, workshops, networking, calendar, newsletter, and the online presence. This is to increase the number of people able to use ECRAC grants and services with as few barriers as possible. ECRAC remains committed to inclusivity, diversity, equity, and accessibility.

**Attachment (optional)** FY 2023 final needs assessment results East Central Regional Arts Council.pdf

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### Description of the planning process

(5,000 characters max)\*

The biennial plan must include a description of the biennial planning process used by the council including a list of the steps included in the development of the biennial plan and the participants involved in the biennial planning process.

Planning started in 2022 with both Policy Manual updates and the needs assessment process. The ECRAC Executive and Policy Manual Committees met and discussed the regional needs and how best to serve constituents. The Executive Committee includes the Board Chairperson, Vice Chairperson, the Treasurer, and the Secretary. The Policy Manual Committee includes the Chairperson, Vice-Chairperson and the Treasurer.

These committees discussed about the demographics of the region, they highlighted the responsibilities of being a Regional Arts Council to the Minnesota tax payers and to the residents of the region, and they discussed established and revised ECRAC policy and processes, they also reviewed the Needs Assessment Survey data. Recommendations were given to the full board.

Ultimately the result of all the discussions, and the approved document, were then brought to a public meeting was on March 14, 2023, and the Preliminary Biennial Plan approval was March 21, 2023. Additionally, after the Preliminary Biennial Plan review by the Minnesota State Arts Board suggestions made will be discussed and incorporated.

**Attachment (optional)**

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### Work plan for grants, programs, and services - Overview

(4,000 characters max)\*

The biennial plan must include a work plan which contains a description of services, programs, and grants available from the council, and the goals and objectives of these activities as related to the needs assessment, and the 25-year arts legacy outcomes.

The 4 priorities of the East Central Regional Arts Council, as identified below, were found to be of very high priority in the needs assessment and they are linked to the 25-year arts legacy outcomes too.

**Attachment (optional)** 4-1-2023 final preliminary ECRAC biennial workplan FY 2024-2025.pdf

**Are you ready to work on work plan priority 1?\*** Yes

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### Work Plan Priority 1 (2,000 characters max)\*

#### Work Plan Priority 1

Provide technical assistance opportunities, arts information services to artists and arts organizations. This includes resources related to IDEA (Inclusion, Diversity, Equity, and Accessibility) and, as or if needed to the pandemic.

Strategies- Foster visionary, skilled arts leaders and organizations; and serve as a clearinghouse of information on best practices and successful programs for artists and organizations providing arts programming.

State one measurable outcome the council expects to produce through Priority 1 activities.

**Measurable Outcome (150 characters max)** Measurable Outcome - People develop arts skills or knowledge

Which of the 25-year arts legacy outcomes will this measurable outcome address (select all that apply)?

The arts are interwoven into every facet of

community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

Yes

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota

Yes

Plan for measuring results (1,000 characters max)

Quantitative: numbers, rating, totaling, or comparing including attendees and surveys.  
Review the program statistics.

Is there a second work plan priority?

Yes

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**Work Plan Priority 2 (2,000 characters max)**

*Work Plan Priority 2*

To offer grants to artists and organizations providing arts activities.

Strategies- Provide a portfolio of grants to artists, skilled arts leaders, and organizations providing arts programming and services.

State one measurable outcome the council expects to produce through Priority 2 activities.

Measurable Outcome (150 characters max)

People develop arts skills or knowledge and People access arts experiences

Which of the 25-year arts legacy outcomes will this measurable outcome address (select all that apply)?

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

Yes

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota

Yes

Plan for measuring results (1,000 characters max)

Qualitative: observations or narratives without any pre-determined categories of information to look for the outcomes as they emerged from the experience.  
Surveying stakeholders about their knowledge skills, attitudes, behaviors, or motivations before and after opportunities.

Is there a third work plan priority?

Yes

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**Work Plan Priority 3 (2,000 characters max)**

**Work Plan Priority 3**

Provide art exhibit space to artists and arts organizations.

Strategy - exhibit regional artist's artwork and exhibit artwork in Region 7E.

State one measurable outcome the council expects to produce through Priority 3 activities.

**Measurable Outcome (150 characters max)** People access arts experiences.

Which of the 25-year arts legacy outcomes will this measurable outcome address (select all that apply)?

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

People trust Minnesota's stewardship of public arts funding No

The arts thrive in Minnesota Yes

**Plan for measuring results (1,000 characters max)** Quantitative: numbers, rating, totaling, or comparing including attendees and surveys.  
Review the program statistics.

Is there a fourth work plan priority? Yes

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**Work Plan Priority 4 (2,000 characters max)**

**Work Plan Priority 4**

Oversee all aspects of East Central Regional Arts Council administration.

Strategies - Provide an accountable arts organization system and be responsible stewards of public and other funds.

State one measurable outcome the council expects to produce through Priority 4 activities.

**Measurable Outcome (150 characters max)** The organization provides and develops capacities that advance the arts.

Which of the 25-year arts legacy outcomes will this measurable outcome address (select all that apply)?

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages,

**ethnicities,  
and abilities  
participate in  
the arts**

**People trust  
Minnesota's  
stewardship  
of public arts  
funding** Yes

**The arts  
thrive in  
Minnesota**

**Plan for  
measuring  
results (1,000  
characters  
max)** Qualitative: observations or narratives without any pre-determined categories of information to look for the outcomes as they emerged from the experience.

Surveying stakeholders (board members, constituents, funders) about their knowledge skills, attitudes, behaviors, or motivations during and after biennium.

**Is there a fifth  
work plan  
priority?** No

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**Program information**

**(7,000 characters max)\***

Describe the grants and other forms of assistance the council will provide, the review criteria for evaluating grant requests, and eligibility requirements.

***ACHF Arts and Arts Access - Investing in high quality arts activities and experiences for all Region 7E residents***

Arts and Cultural Heritage Fund Grants for Individuals -\$2,000

October 1, February 1, & April 1 deadlines

With a required open to the public event to be held at ECRAC

Review Criteria: 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 including underserved populations.

Eligibility Requirements: The applicant must 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 an individual artist and not working on a collaborative project. In addition, artists are limited to one active ECRAC grant at a time.

ACHF Art Project Grants for Organizations - \$5,000 to \$20,000

October 1, February 1, & April 1 deadlines

Review Criteria: 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 including underserved populations.

Eligibility Requirements: organizations, units of government, schools and nonprofits or art groups that use one of these as a fiscal sponsor.

Resiliency Grants for Artists and Art Organizations - up to \$600

Rolling deadline July 1 to June 30 each fiscal year ACHF Funding

Review Criteria: 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 including underserved populations.

Eligibility Requirements: artists or art organizations and cannot have more than 3 resiliency grants each fiscal year.

Essential Arts (formerly known as Operating Support) Grants for arts organizations- \$3,000 to \$10,000 ACHF Funding

March 1 deadline for a July 1 to June 30 grant period

Review Criteria: These factors constitute the grant review standards: artistic merit and artistic quality; ability of the organization to accomplish stated goals and objectives; and demonstrated need of the organization including ability to provide service for underserved populations.

Eligibility Requirements: nonprofit arts organizations in Region 7E.

Small/Art Project Assistance Grant - \$5,000 State General Fund

October 1, February 1, & April 1 deadlines

Review Criteria: The merit and artistic quality of the project, ability of the applicant or organization to accomplish the project; and a demand/need for the grant project or program in the community served including underserved populations.

Eligibility Requirements: organizations, units of government, schools and nonprofits or art groups that use one of these as a fiscal sponsor.

Scholarships for K-12 Kids - up to \$600 State General Fund

March 1 deadline - General Fund

Review Criteria: Primary considerations for reviewing applications will be artistic quality and merit of the proposed project, and the student artist's goals and (age appropriate) artistic background.

Eligibility Requirements: High school, middle school, or elementary school intending to enhance their artistic talents. The student must live in one of the following Minnesota counties: Chisago, Isanti, Kanabec, Mille Lacs or Pine. If the student is under 18 the parent will enter into the grant contract with ECRAC.

***ACHF Arts Education - Investing in lifelong learning in the arts in Region 7E.***

Arts and Cultural Heritage Fund Grants for Individuals -\$2,000 See above for details.

ACHF Art Project Grants for Organizations - \$5,000 to \$20,000 See above for details.

Resiliency Grants for Artists and Art Organizations - up to \$600 See above for details.

Art In Our Schools Grant - \$5,000 General Fund

October 1, February 1, & April 1 deadlines

Review Criteria: Artistic Quality and Merit; merit of the residency plan, including the artist or field trip schedule; community (open to the public) component; and ability of the school to accomplish the project

***ACHF Arts and Cultural Heritage - Building bridges between people via arts traditions in Region 7E.***

Arts and Cultural Heritage Fund Grants for Individuals -\$2,000 See above for details.

ACHF Art Project Grants for Organizations- \$5,000 to \$20,000 See above for details.

Resiliency Grants for Artists and Art Organizations - up to \$600 See above for details.

Funded with Other, The McKnight Foundation Funds:

Individual Artist Mid-Career Grants - \$3,600

October 1, February 1, & April 1 deadlines - McKnight Funding

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; and the artistic résumé.

Essential Artist Award for Professional Artists - \$9,000

March 1 deadline - McKnight Funding

Review Criteria: include the artistic quality of the work samples submitted, and the merit and feasibility of the Essential Artist Award plan and the ability to accomplish.

Grant guidelines will be updated for the FY 2024-2025 biennium by August 15, 2022.

Please note that the definition for previously underserved populations is as follows: The applicant should describe how the project identifies and proactively addresses barriers to engaging historically marginalized, targeted, and underserved people and identities that may otherwise have limited access to your proposed activity. Examples might include: IPOC (Indigenous people and People of Color including Native American, Black/African/African American, Afro Latinx, Caribbean, Chicanx/Mexican, Central American, South American, Middle Eastern/North African, Southeast Asian/Asian/Pacific Islander); immigrants and/or refugees; economically disadvantaged individuals; older adults; people with disabilities; LGBTQIA (Lesbian, Gay, Transgender, Queer, Intersex, Asexual) people.

***Other Forms of Assistance to be provided:***

- grant writing technical assistance, online grant info sessions, grant final report training, past approved grant application library, assistance with grant change requests
- providing information on IDEA (Inclusion, Diversity, Equity, and Accessibility)
- providing information on COVID-19 related resources, if needed
- Reimbursements for Zoom subscriptions for artists, groups of artists, and arts organizations
- Training reimbursements for artists, groups of artists, and arts organizations
- ECRAC website

- At least 2 art shows per year including the annual IMAGE Art show which had it's 35th year in 2022
- Art show display and other equipment rental
- Arts library
- Workshops for artists and art organizations (including hybrid)
- Referrals to other services or service providers when needed
- Essential Arts e-newsletter
- Partnering even better with existing providers of services to underrepresented groups and community groups; ECRAC will have a focus on serving underrepresented groups/artists

**Attachment (optional)** 4-1-2023 final preliminary ECRAC biennial plan program information FY 2024-2025.pdf

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## **Grant making and monitoring process**

**(5,000 characters max)\***

Provide a detailed description of the council's grant making process including the review process, the terms of the grant contract with grant recipients, the time needed and process followed in paying grant recipients, the responsibilities of grantees, and the grant monitoring process.

**Principles for Grantmaking:** Members of the East Central Regional Arts Council recognize that they play an important role in supporting the arts in their communities; that their role is sustained by the public trust; and that certain obligations follow from that trust. Members are committed to basing their work on principles that reflect those obligations.

Members, volunteers, and staff of the East Central Regional Arts Council:

- Deal respectfully with applicants, and grantees, as well as those simply seeking information about their programs.
- Are accessible and respond clearly, promptly, and as fairly as possible to requests for information and meetings.
- Make readily available basic information about their programs, funding priorities, and application requirements.
- Respect the confidentiality of applicants, grantees and donors and use discretion in communicating with others about specific organizations and individuals.
- Are thoughtful and purposeful in their grantmaking and periodically review and evaluate their mission, priorities, policies, and practices.
- Recognize the increasing cultural diversity of the communities they serve and proactively seek to reflect this diversity in grantmaking and in the membership of the Council and staff.
- Adhere to the highest standards of ethical behavior and maintain an appropriate conflict of interest policy for staff and board members.
- Are aware of and fulfill their fiduciary and legal responsibilities.

**Grant making and monitoring process:** ECRAC follows a several step process concerning grant review and evaluation. All applications must be received online by the deadline date and time. Staff then reviews the submitted grant applications for completeness and accuracy. Grant applications are then distributed via the online grant portal to the Arts Council board members for the grant review. If there is a grant review panel (occasionally) the full board receives the written grant review notes before their next meeting and is ultimately responsible for approving the grant.

Grant applicants or other interested persons may attend the grant review meeting but may not offer additional information. During the online review, the Council (or grant reviewers) rates each application on a scale. Applications are rated individually according to the criteria published in the East Central Regional Arts Council Grant Program Guidelines. Funding is then allocated based on a blind ranking of the proposals up for review during the grant review meeting.

Once grant funding is approved by the Board of Directors, a Notification of Grant Award(NGA)/Terms of Contract (copy attached) is sent to grantees with a Request for Payment (RFP) form. Grantees have 45 days to return. After the signed NGA and RFP are returned, and a once a year grantee final report training has taken place, ECRAC processes the payment for the project within 30 days of the NGA/RFP receipt. Grant files are kept which contain all pertinent information such as any correspondence, the grant application, data collection information, the NGA and RFP, information on any contacts with the grantee, etc. Grant file information is kept online in the ECRAC grant system portal.

The grantee is expected to complete the grant project as proposed and as approved. They are also expected to know and follow the terms of their contract and approved budget with ECRAC. If there are unexpected changes the grantee is asked to contact staff or go to the ECRAC website for instructions on how to make a grant revision. The ECRAC Board of Directors signs up to monitor grant funded events. At that time they complete a "grant funded event monitoring form" which is then included in the grant file.

A grant final report is due within 30-60 days of the completed project. At ECRAC the final report must include documentation of how the grant funds were used, and all other income and expenses relating to the project. This is usually in the form of a receipts or cancelled checks. The purpose is two-fold, to ensure that the grant funds were spent as proposed and to ensure the terms of the contract were followed. An example of this is ensuring that the 10% cash match for the project was reached, if there is one. ECRAC has instituted the State Arts Board Misuse of Funds Policy and implemented it in FY 2020.

Final report documentation also includes items such as photos, programs, and outcome evaluation summaries. ECRAC reserves the right to conduct audits of randomly selected projects. This can either be a fiscal or program audit. Grantees are required to keep documentation of projects for a three-year period. Reviews of the final reports are conducted by the Grant Program Officer under supervision of the Executive Director and are reported



to the ECRAC board both routinely as they are submitted and collectively as part of a current application's past grant history used to establish ability to accomplish the project.

**Attachment (optional)**      ACHF Org Letter NGA RFP Template.pdf

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**Public meeting**

**(1,000 characters max)\***

Each council must hold at least one public meeting to solicit reaction to its preliminary biennial plan before it is approved and submitted to the Arts Board.  
Provide the date(s) and location(s) of the public meeting(s). How was the public informed? Who participated in the meeting (types and numbers of attendees)?

The East Central Regional Arts Council advertised their public meeting via both the Region 7E media via public service announcement and paid advertisements and on the Arts Council website. Constituents were also notified of the opportunity to provide input through the newsletter and in the news section of the ECRAC website. ECRAC held the public meeting for the preliminary Biennial Plan on Tuesday, March 14, 2023, at 4 p.m. via Zoom. This public meeting was held in order to receive input from the general public as well as the established arts community. There were six people in attendance. Information from the public meeting was incorporated into the final plan at the ECRAC Board Meeting on March 21, before submission of the Preliminary Biennial Plan before submission to the Minnesota State Arts Board on April 3, 2023.

**Attachment (optional)**

***Attach Files Here***

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**Required attachments**

**Council's bylaws\***      BYLAWS OF EAST CENTRAL REGIONAL ARTS COUNCIL.pdf

**Board information**

- Names and affiliations
- Arts experience and background requirements for membership
- Nomination process - including a statement of the council's commitment and methods used to identify, recruit, and appoint board members to provide representation from all counties
- Rotation system - to ensure replacement of members on a regular basis

**Board information\***      4-23 ecrac board member list for biennial plan.pdf

**Staff information**

- Names and titles
- Job descriptions

**Staff information\***      ecrac job descriptions.pdf

**Is council part of a regional development commission?**

If yes, attach a memorandum describing the policies and procedures under which grants will be made including a statement that the regional development commission agrees to fund only organizations or projects which have been recommended by its arts advisory council and that the recommendations will be based on the regional arts advisory committee's review of the application's artistic merit, the applicant's ability, and the need for the project or program

**Is council part of a regional development commission?\***      No

**Is council using a 501(c)(3) fiscal agent?**

If yes, attach a letter of agreement between the council and its fiscal agent stating that the fiscal agent has no jurisdiction over the council's review and awarding of arts grants.

**Is council using a 501(c)(3) fiscal agent?\***      No

**Projected budget**

[Click here to download a blank: Biennial Plan Budget Template.](#)

**Biennial budget\***      4-1-23 final ECRAC FY 24-25 budget.pdf

# Preliminary Biennial Plan Background Info



April, 2023

FOR EAST CENTRAL REGIONAL ARTS COUNCIL FY 2024-2025

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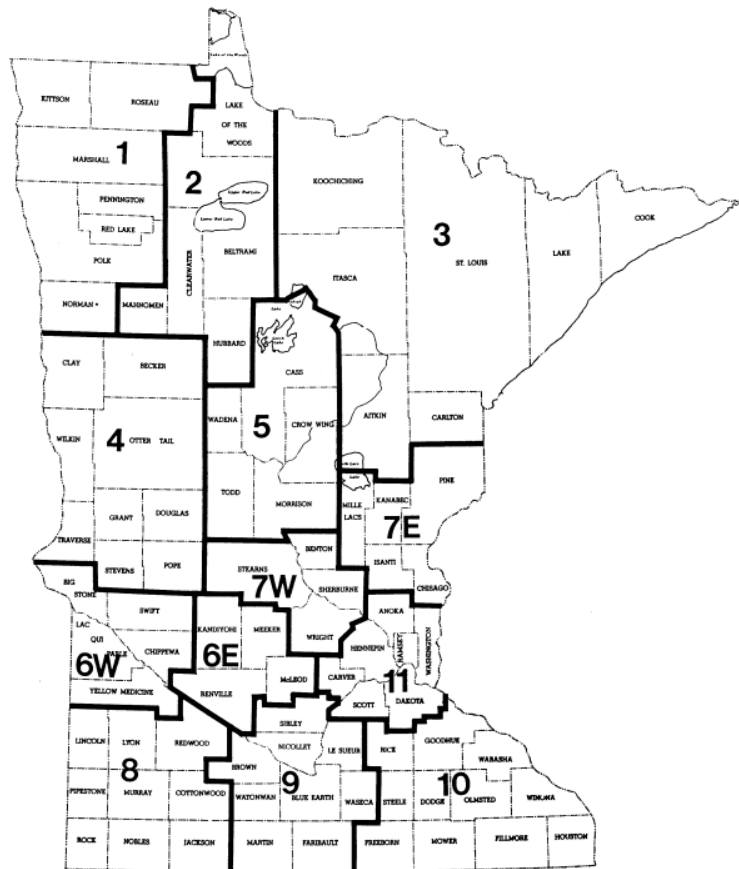
*PART OF MINNESOTA'S STATEWIDE ARTS SYSTEM*

# Minnesota's Arts Funding System

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In order to better understand our arts funding system, let's think about the different levels of government support for the arts from National to our Regional levels.

1. [National Endowment for the Arts](#) gives federal funds to every state.
2. Multi-state: [Arts Midwest](#) has a main office in Minneapolis; and covers Minnesota, Illinois, Indiana, Iowa, Michigan, North Dakota, South Dakota, Ohio, and Wisconsin. Programs include World Fest, ArtsLab, Annual Conference, etc.
3. State: [Minnesota State Arts Board](#)
4. Multi-county regions: [Eleven Regional Arts Councils in Minnesota!](#)



# Regional Arts Council Forum of MN:

A Voice for the Arts in Minnesota

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Each of the eleven Minnesota Regional Arts Councils has an Executive Director. Together, these Exec Directors comprise the voting membership of the Forum.

Mission: Throughout MN, the Forum, provides a strong voice and advocacy for small arts organizations and community based, arts related activities.

[What does the Forum do?](#)

# RAC Forum activities with Partners

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SERVING THE STATE OF MINNESOTA TOGETHER

# Minnesota Citizens for the Arts

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30 member board

Representative on the MCA Board from each region in Minnesota

Arts Advocacy Day each spring at the State Capitol- important to let our Legislators know the work we are doing.

# McKnight Foundation

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The McKnight Foundation has a friendly long term relationship with RACs in order to serve artists in Minnesota.

FRACM can apply for funding for the Forum and its specific projects.



# Minnesota State Arts Board

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Fiscal agent contract

Outcome evaluation

Data collection

Misuse of funds policy

We are partners with the Minnesota State Arts Board but are not part of MSAB.

# MSAB Arts Advisory Committee

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Regional Arts Councils (RACs) are required in law to create and submit their biennial plan in the Spring of odd numbered years to the Minnesota State Arts Board since they serve as our fiscal sponsor. Components of the plan are clearly outlined in Rules. MSAB provides a checklist and the budget template.

The Arts Advisory Committee is an official standing committee of MSAB that includes two RAC directors and one RAC appointed member and two MSAB board members and one MSAB appointed member at-large. The main task is to review and approve biennial plans during Spring of odd years.

# ECRAC Biennial Plan FY 2024-2025

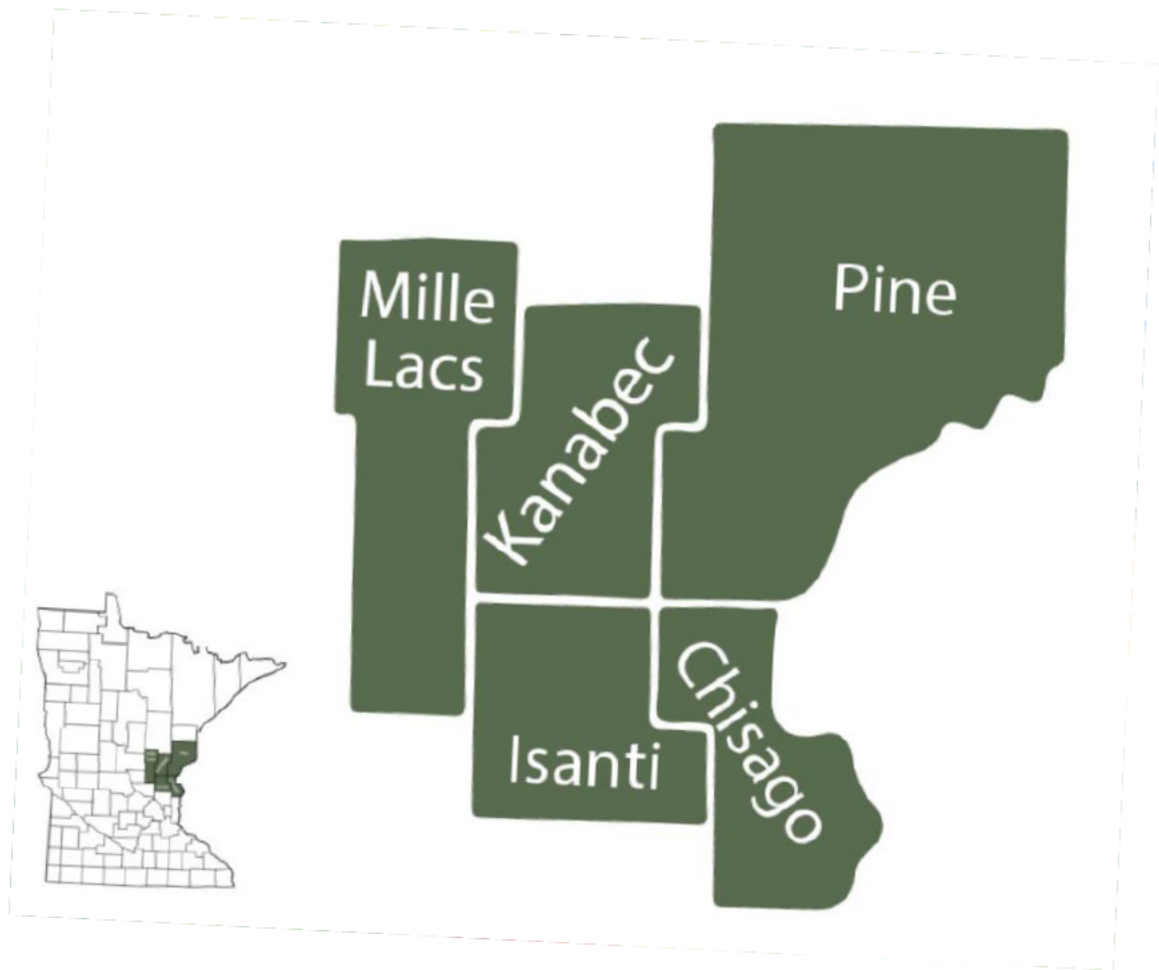
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- **Mission statement**

East Central Regional Arts Council's mission is to support the arts and bring the life enhancing values they afford to Region 7E residents.

## Region 7E in MN

Chisago, Isanti, Kanabec, Mille Lacs, & Pine Counties in East Central Minnesota



# Demographics

<b>Population Change 2010-2021</b>				
	2010 Population	2021 Estimates	2010-2021 Change	
			Number	Percent
<b>Region 7E</b>	<b>163,789</b>	<b>171,703</b>	<b>+7,914</b>	<b>+4.8%</b>
Chisago Co.	53,887	57,469	+3,582	+6.6%
Isanti Co.	37,816	41,906	+4,090	+10.8%
Kanabec Co.	16,239	16,159	-80	-0.5%
Mille Lacs Co.	26,097	26,867	+770	+3.0%
Pine Co.	29,750	29,302	-448	-1.5%
<b>Minnesota</b>	<b>5,303,925</b>	<b>5,707,390</b>	<b>+403,465</b>	<b>+7.6%</b>
<i>Source: <a href="#">U.S. Census Bureau, Population Estimates</a></i>				

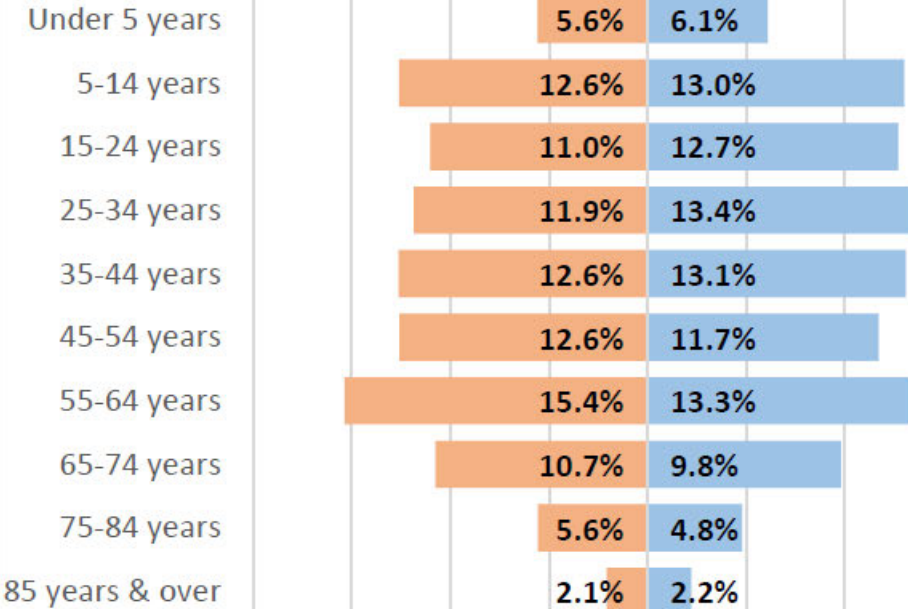
### Estimates of the Components of Population Change, 2020-2021

	<i>Total Change</i>	<i>Natural Increase</i>	<i>Vital Events</i>		<i>Net Migration</i>		
			<i>Births</i>	<i>Deaths</i>	<i>Total</i>	<i>Inter-national</i>	<i>Domestic</i>
Region 7E	2,580	-177	2,070	2,247	+2,776	+15	+2,761
Minnesota	896	12,512	79,493	66,981	-11,734	+4,213	-15,947

*Source: U.S. Census Bureau, Population Estimates Program*

## Percentage of Population by Age Group, 2020

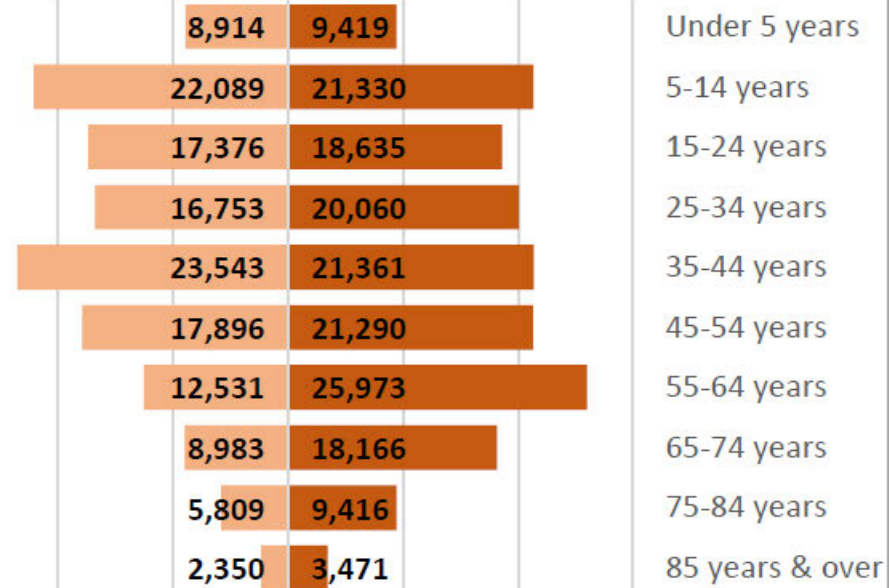
Region 7E Minnesota



Source: U.S. Census Bureau, Population Estimates

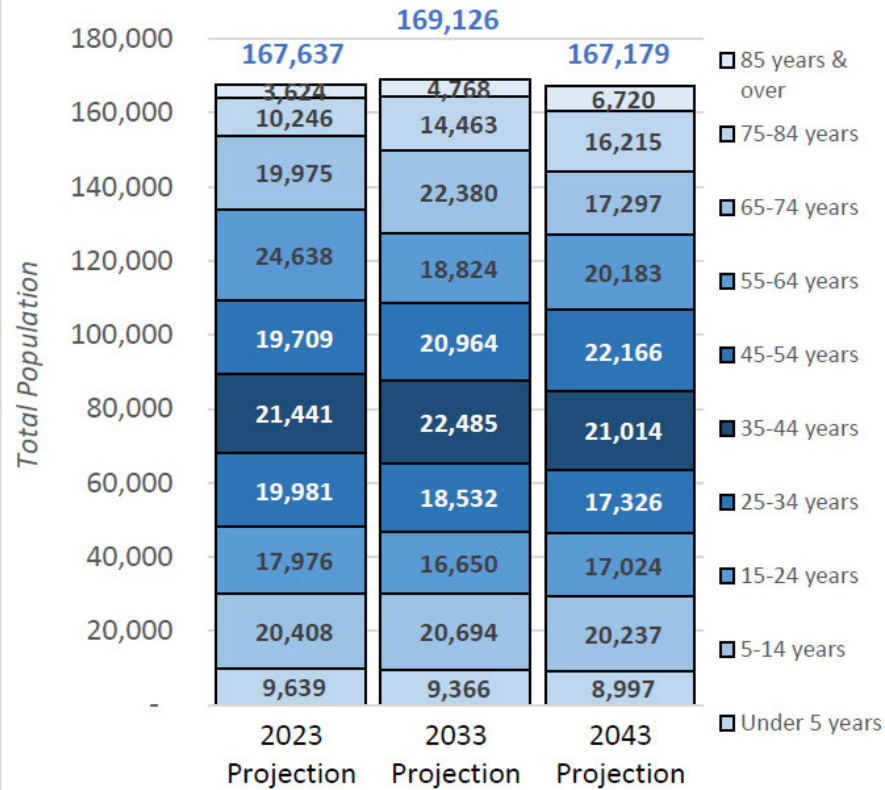
## Region 7E Population Pyramid, 2000-2020

2000 Population 2020 Estimate



Source: U.S. Census Bureau

### Region 7E Population Projections by Age Group, 2023-2043



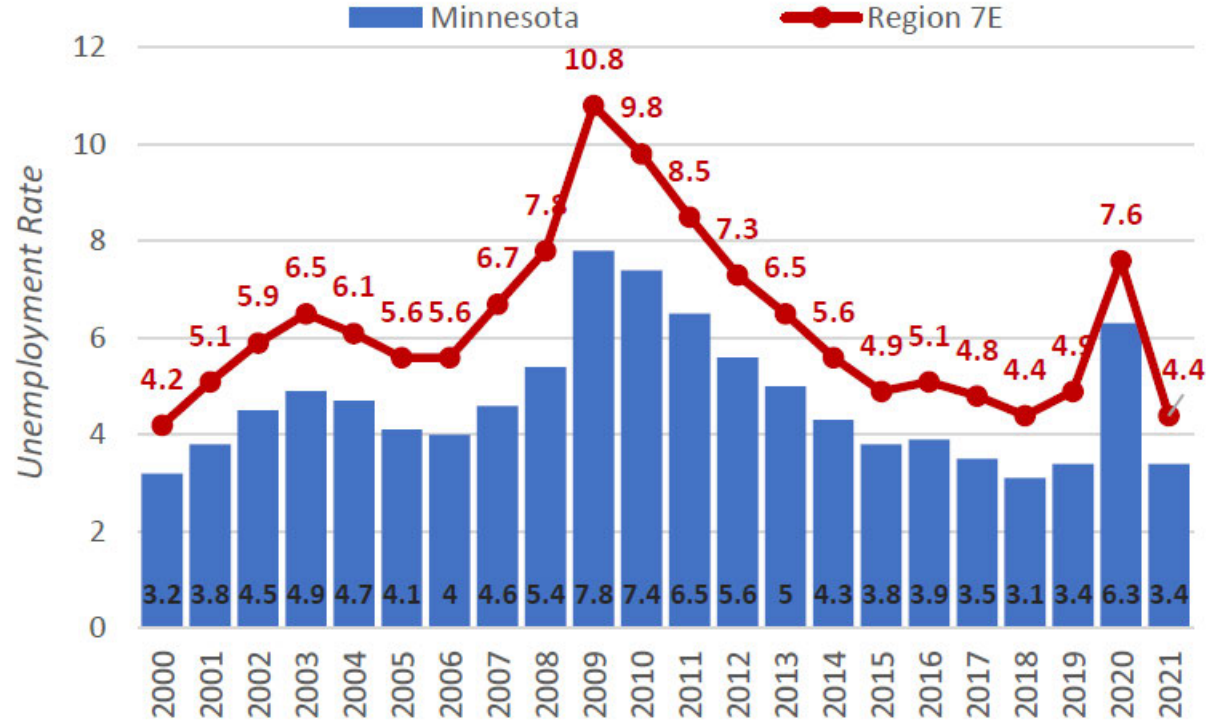
Source: Minnesota State Demographic Center



Race Origin, 2020	Region 7E				Minnesota	
	Number	Percent	Change from 2010-2020 Numeric/Percent		Percent	Change from 2010-2020
<b>Total</b>						
White	<b>169,123</b>	<b>100.0%</b>	<b>+6,730</b>	<b>+4.1%</b>	<b>100.0%</b>	<b>+8.9%</b>
Black or African American	153,131	90.5%	-791	-0.5%	77.5%	-2.6%
	1,799	1.1%	+67	+3.9%	7.0%	+54.9%
American Indian & Alaska Native	3,177	1.9%	+405	+14.6%	1.2%	+24.0%
Asian & Other Pac. Islander	1,772	1.0%	+676	+61.7%	5.3%	+46.4%
Some Other Race	1,279	0.8%	+712	+125.6%	3.0%	+122.8%
Two or More Races	7,965	4.7%	+5,661	+245.7%	6.1%	+221.3%
Hispanic or Latino origin	3,779	2.2%	+978	+34.9%	6.1%	+47.9%
<i>Source: U.S. Census Bureau, 2016-2020 American Community Survey</i>						

<b>Region 7E Employment Characteristics, 2020</b>					
	<b>Region 7E</b>			<b>Minnesota</b>	
<b>Age Group</b>	<b>Labor Force</b>	<b>Labor Force Partic. Rate</b>	<b>Unemp. Rate</b>	<b>Labor Force Partic. Rate</b>	<b>Unemp. Rate</b>
<b>Total Labor Force</b>	<b>87,294</b>	<b>65.0%</b>	<b>4.6%</b>	<b>69.3%</b>	<b>3.8%</b>

## Unemployment Rates, 2000-2020



Source: DEED Local Area Unemployment Statistics (LAUS) program

Region 7E Cost of Living, 2022										
Family Composition	Number of Workers	Yearly Cost of Living	Hourly Wage Required	Monthly Costs						
				Child Care	Food	Health Care	Housing	Transportation	Other	Taxes
<b>Region 7E</b>										
Single, 0 children	1 FT	\$35,868	\$17.24	\$0	\$349	\$157	\$892	\$824	\$340	\$427
Single, 1 child	1 FT	\$58,920	\$28.33	\$949	\$517	\$439	\$1,148	\$830	\$456	\$571
<b>2 parents, 1 child</b>	<b>1 FT, 1 PT</b>	<b>\$61,656</b>	<b>\$19.76</b>	<b>\$475</b>	<b>\$799</b>	<b>\$559</b>	<b>\$1,148</b>	<b>\$972</b>	<b>\$533</b>	<b>\$652</b>
2 parents, 2 children	2 FT	\$90,084	\$21.65	\$1,492	\$1,043	\$570	\$1,596	\$1,030	\$723	\$1,053
<b>State of Minnesota</b>										
Single, 0 children	1 FT	\$33,708	\$16.21	\$0	\$359	\$157	\$903	\$663	\$345	\$382
<b>2 parents, 1 child</b>	<b>1 FT, 1 PT</b>	<b>\$60,540</b>	<b>\$19.40</b>	<b>\$579</b>	<b>\$822</b>	<b>\$561</b>	<b>\$1,151</b>	<b>\$772</b>	<b>\$540</b>	<b>\$620</b>

*Source: DEED Cost of Living tool*

Region 7E's poverty rate was 8.4%, which was below the statewide rate of 9.3%. Like incomes, poverty levels varied widely by race and origin. It was estimated that over 26% of the region's American Indian and 22.3% of Hispanic or Latinos were below the poverty level in 2020, compared to just 8.0% of the white population.

Data source: : [\*ECONOMIC DEVELOPMENT REGION 7E 2022 REGIONAL PROFILE\*](#),  
Updated October 2022

The percentage of students in public schools who are eligible for free and reduced price lunch is commonly used to understand how many school-age children live in lower-income households. For Region 7E 38.7% of K-12 students receive free and reduced lunches with Chisago County being the lowest at 25% and Mille Lacs County the highest at 49.5%.

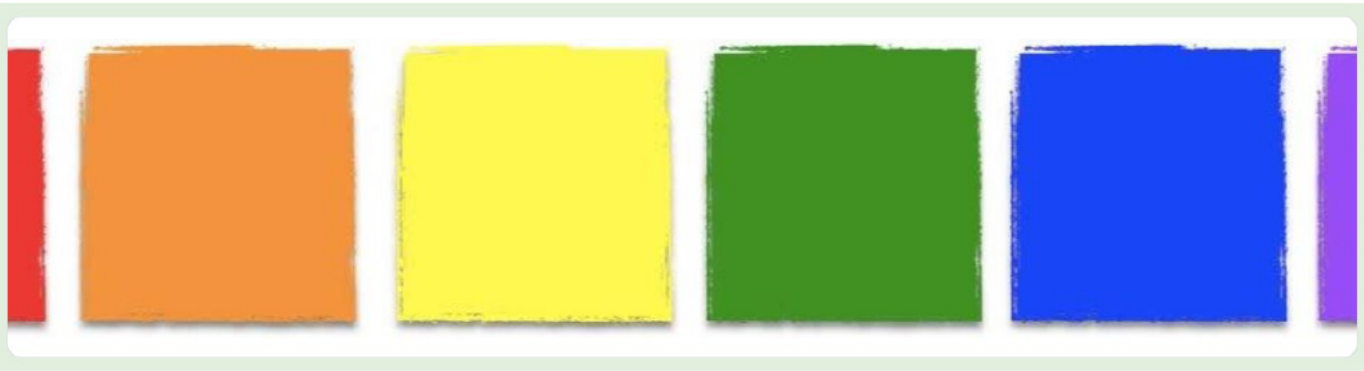
Data source: [Minnesota Department of Education, Student Enrollment Data for Special Populations: Free and Reduced Price Lunch Eligibility.](#)

The poverty rate from 2015-2019 in the State of Minnesota was 9.7%. In Region 7E the three northern counties have some of the highest poverty levels: Kanabec, 10.0%; Mille Lacs, 12.4%; and Pine, 11%.

The two southern counties in Region 7E are doing a bit better than the state as a whole in terms of poverty levels: Chisago, 6%; and Isanti, at 7.3%.

The statewide indicator for children under the age of 18 living in poverty was 12.2%. However, Mille Lacs County has level of 17.1% of children under the age of 18 in poverty. Mille Lacs County's poverty rate (12.4%) is in the top twenty of all counties in Minnesota.

Data source: [Minnesota Public Health and Environmental Data by County](#).



# East Central Regional Arts Council Needs Assessment Results

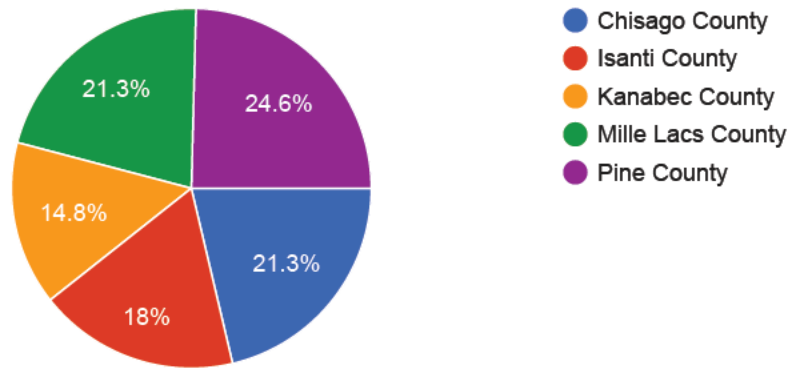
Are you completing this survey as an individual artist or as the representative of an organization?



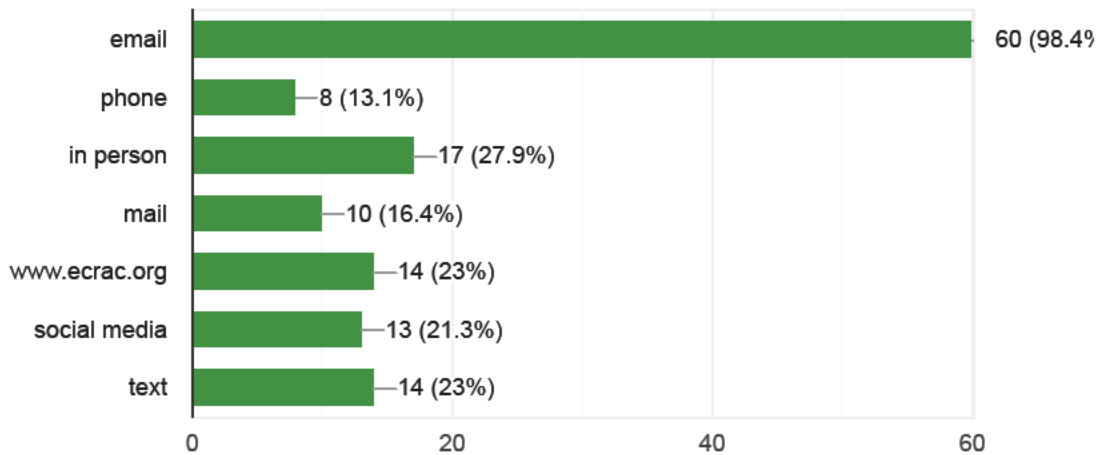


This survey is for people or organizations located in one of the five ECRAC region 7E counties.

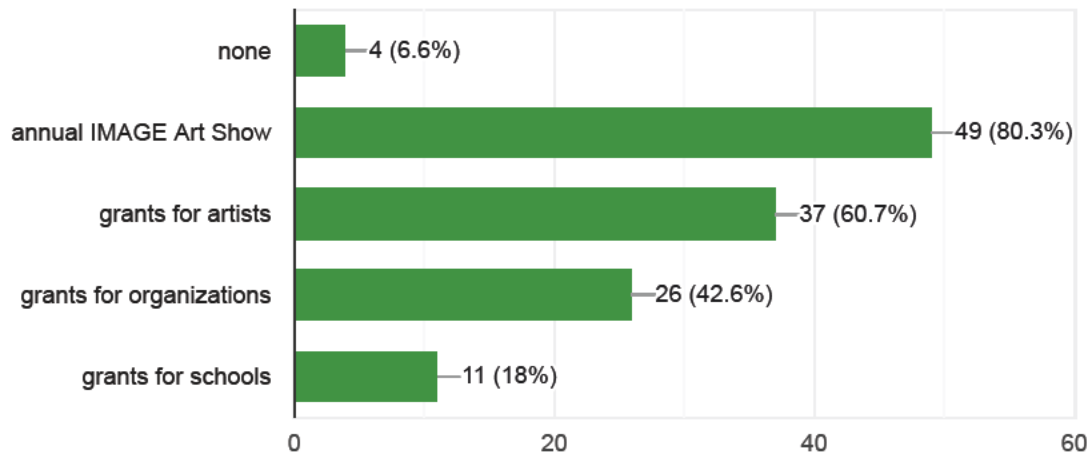
Which county do you reside in? Or, if you are with an organization, which county is it located in?



How would you prefer to interact with us?  
Check all that apply.



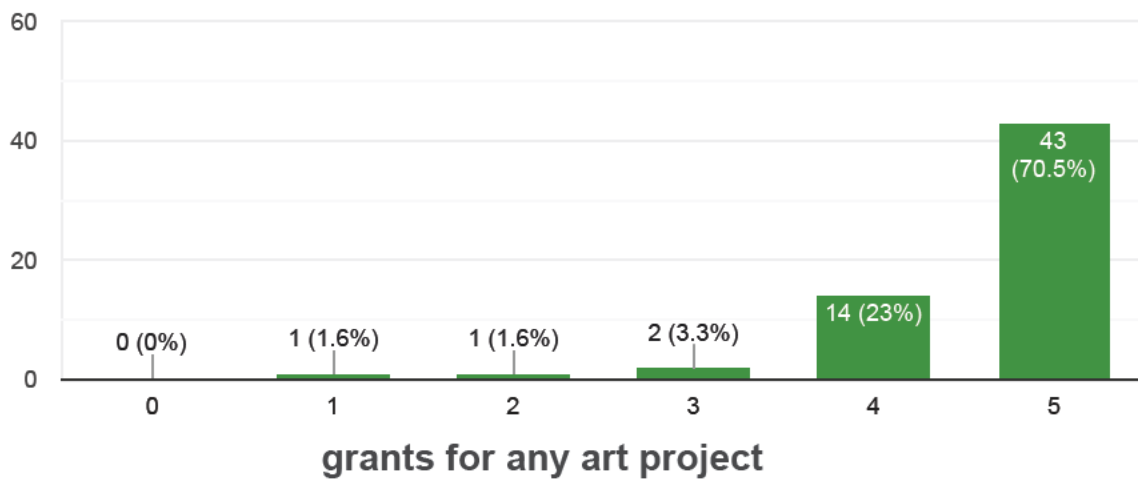
Which East Central Regional Arts Council programs or projects are most familiar to you if any? Check all that apply



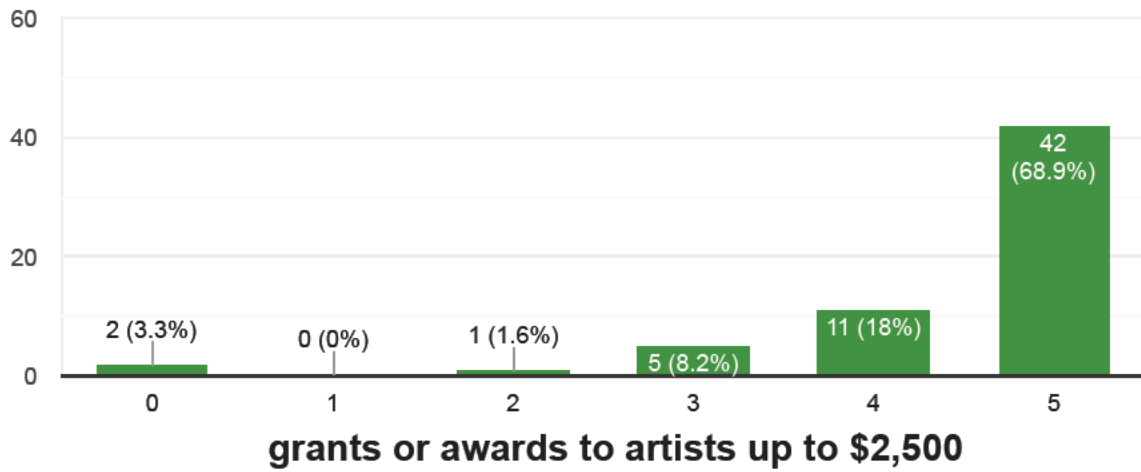
**Please rate the following ECRAC grants in terms of their importance. Based on feedback, we will evaluate where we are putting funding, energy, and resources.**

**The grant program can be important to you personally or important to others based on your experience. In other words, rate a grant as important even if you wouldn't apply, but feel that it could be important to others in our region.**

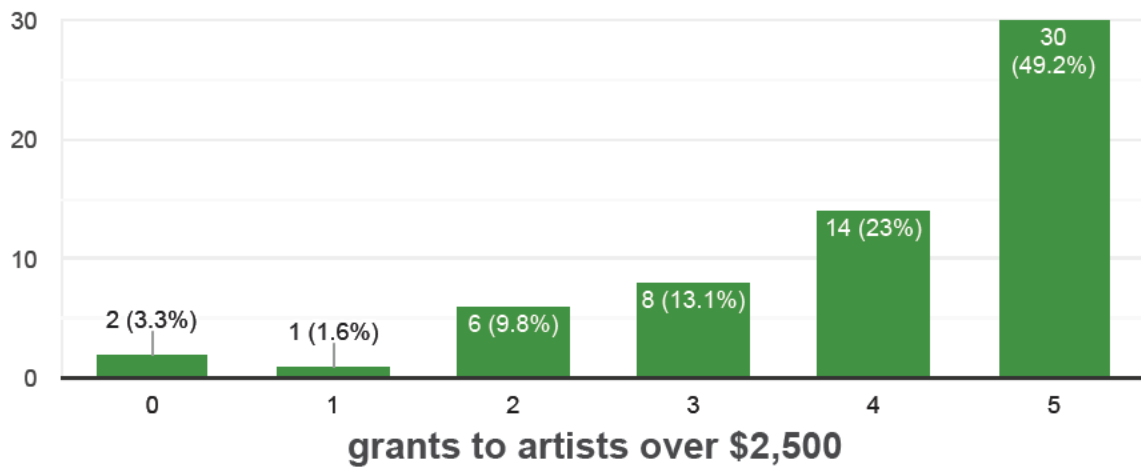
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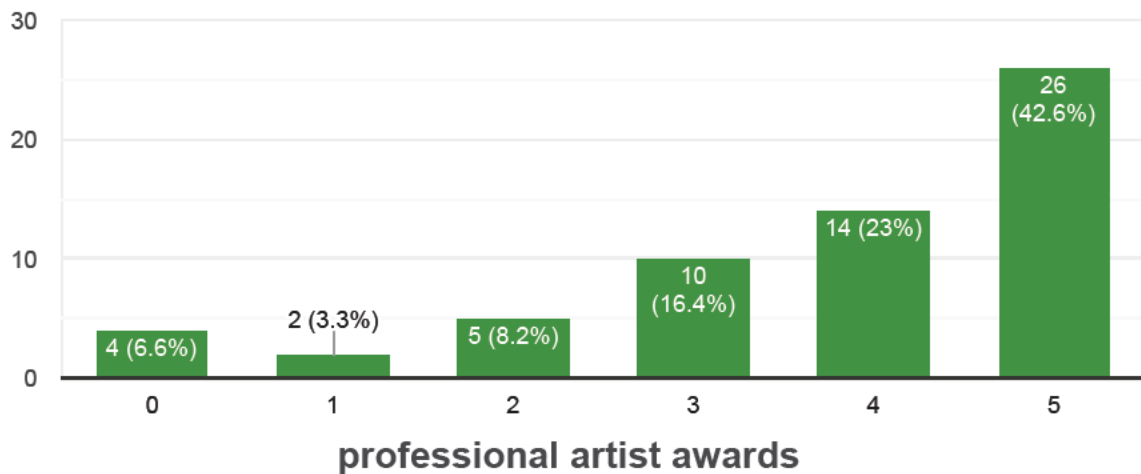
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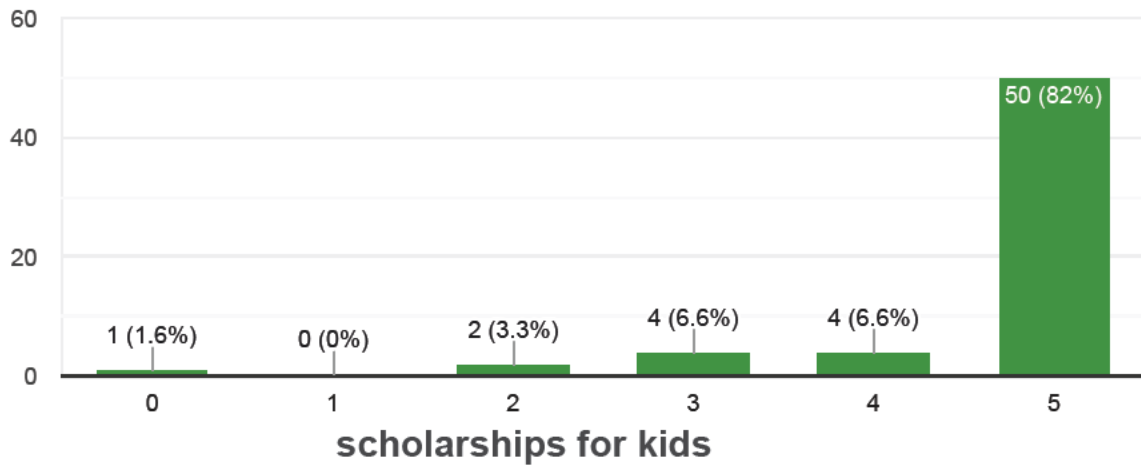
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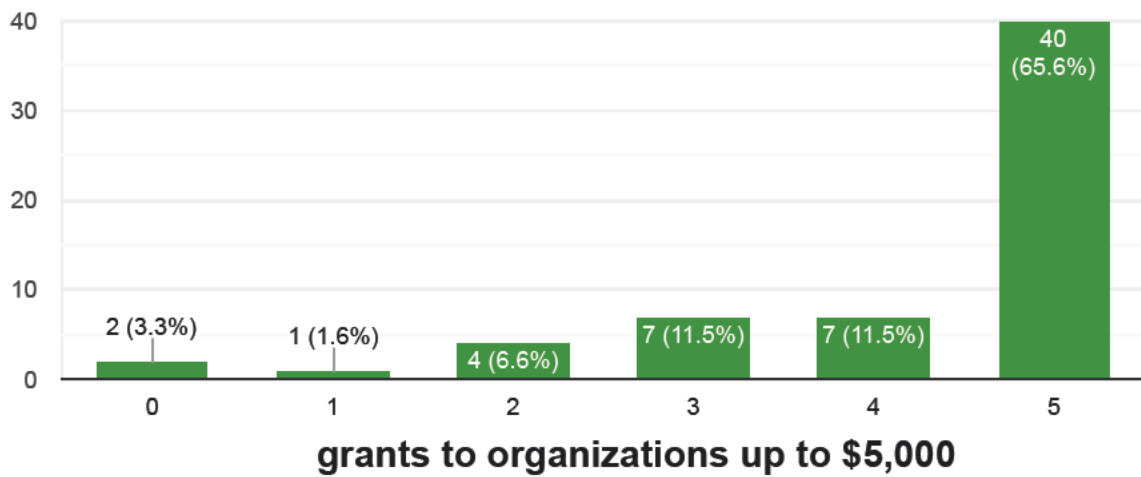
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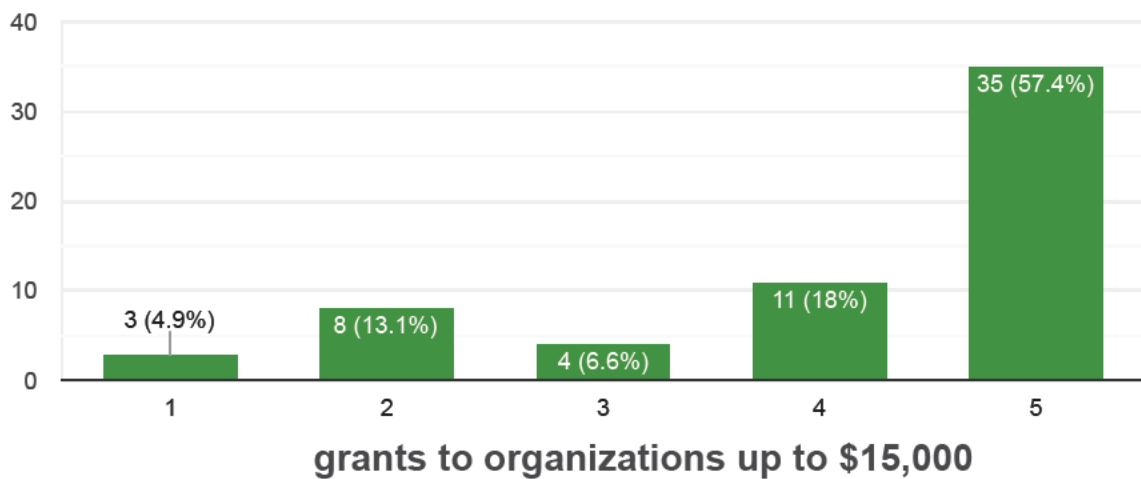
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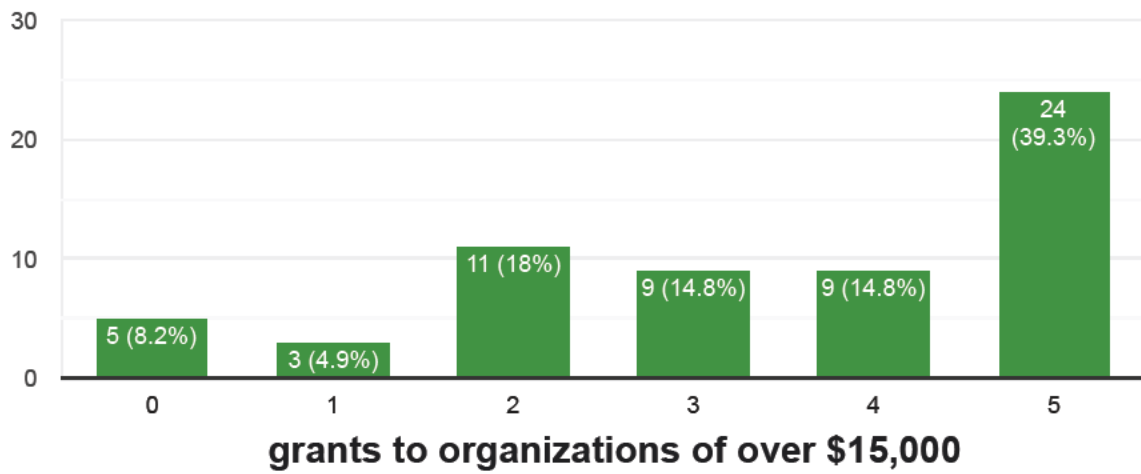
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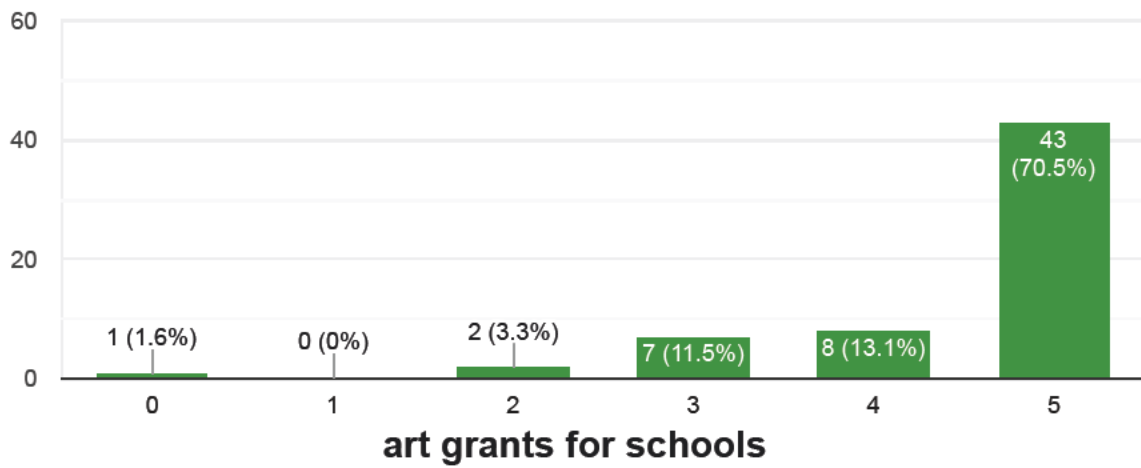
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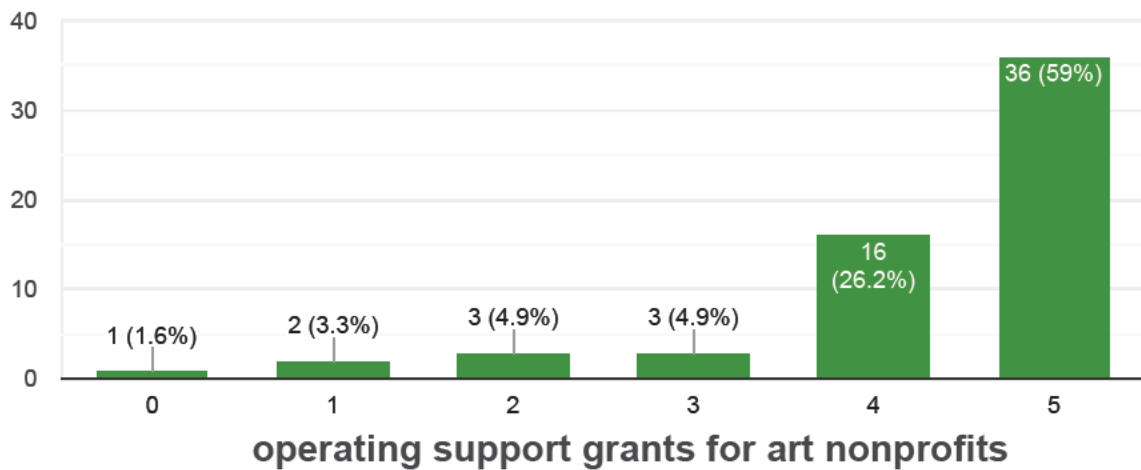
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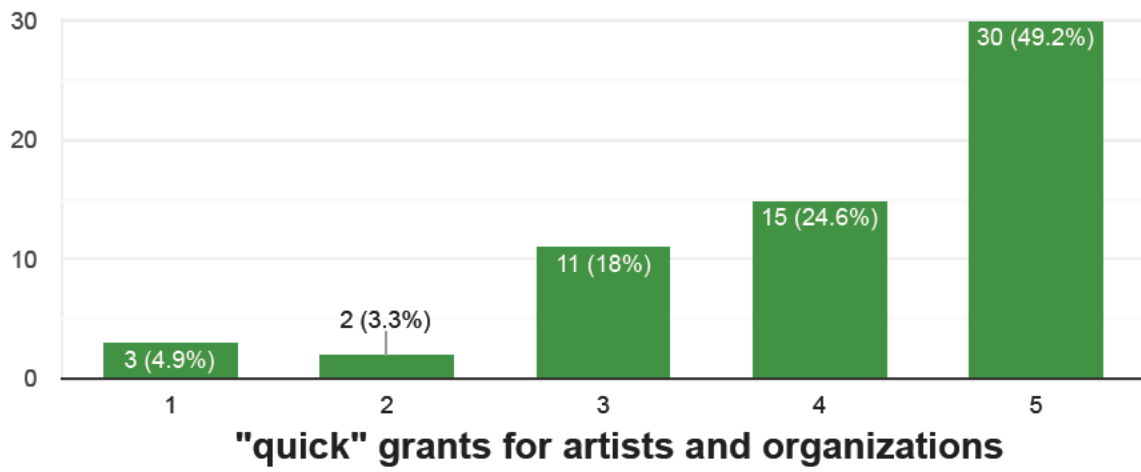
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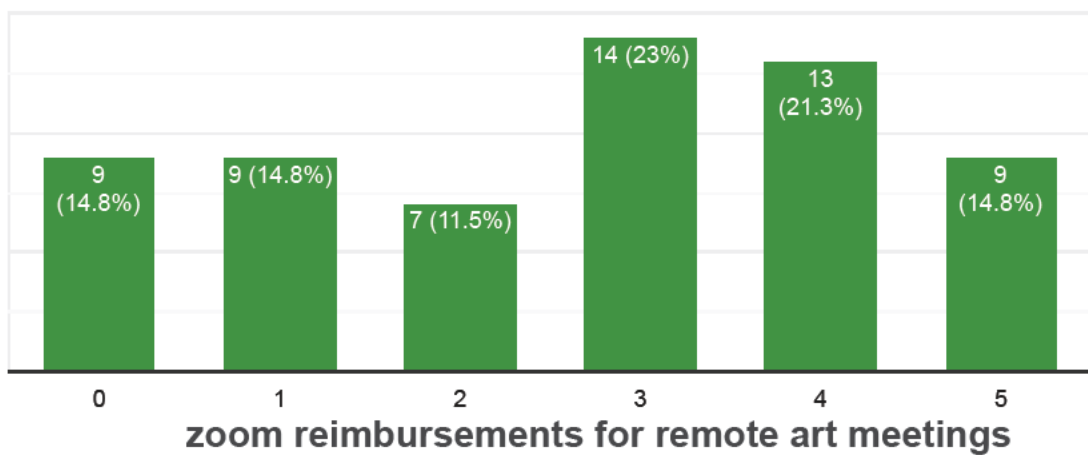
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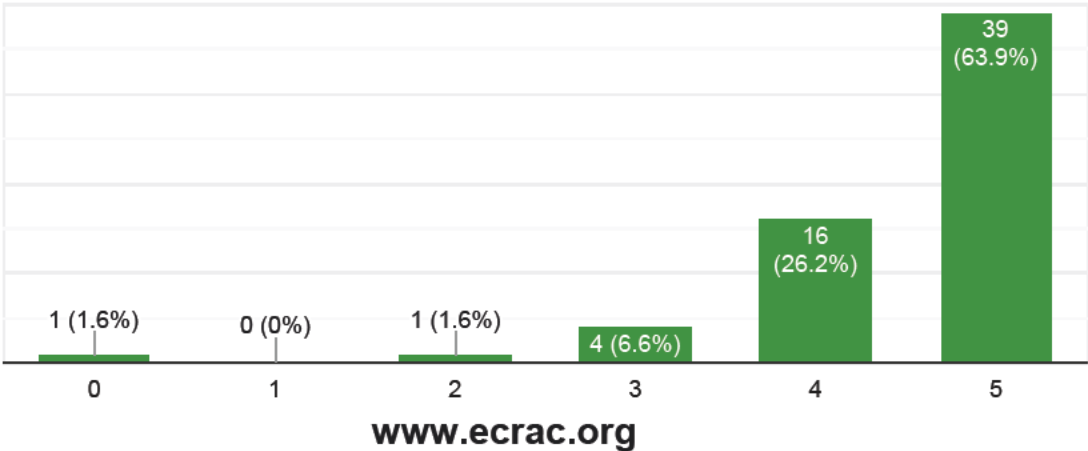


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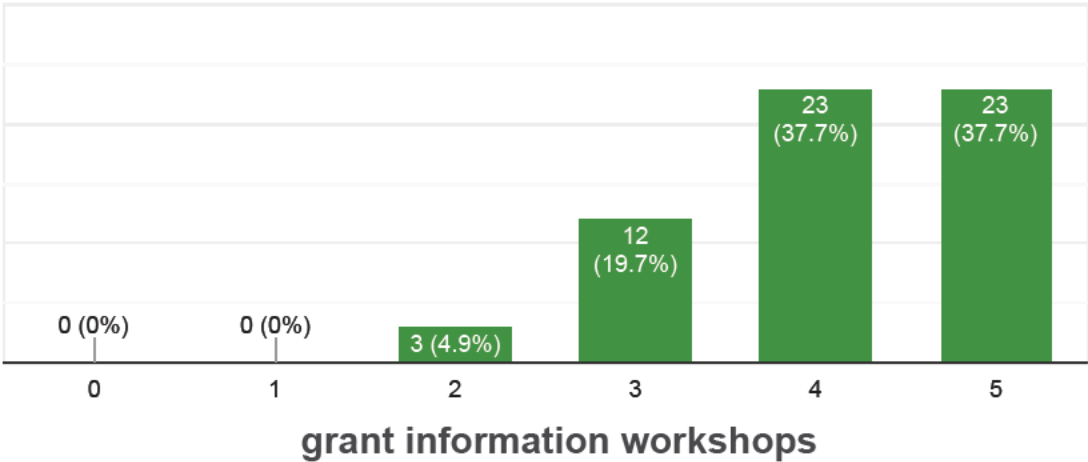


Please rate the following ECRAC services in terms of their importance to you. Based on feedback, we will evaluate where we are putting our funding, energy, and resources. The service can be important to you personally or important to others. Rate a service important even if you wouldn't use it but feel that it would be important to others in our region.

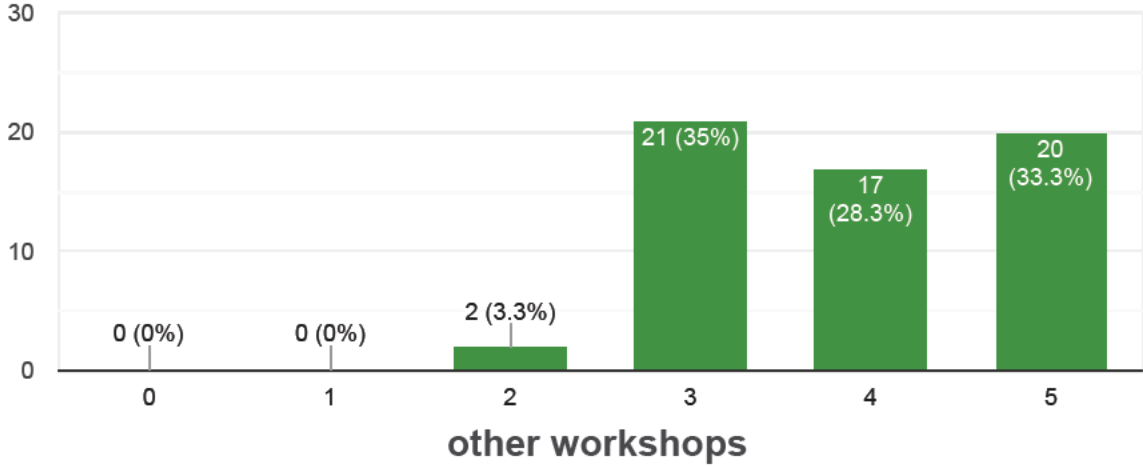
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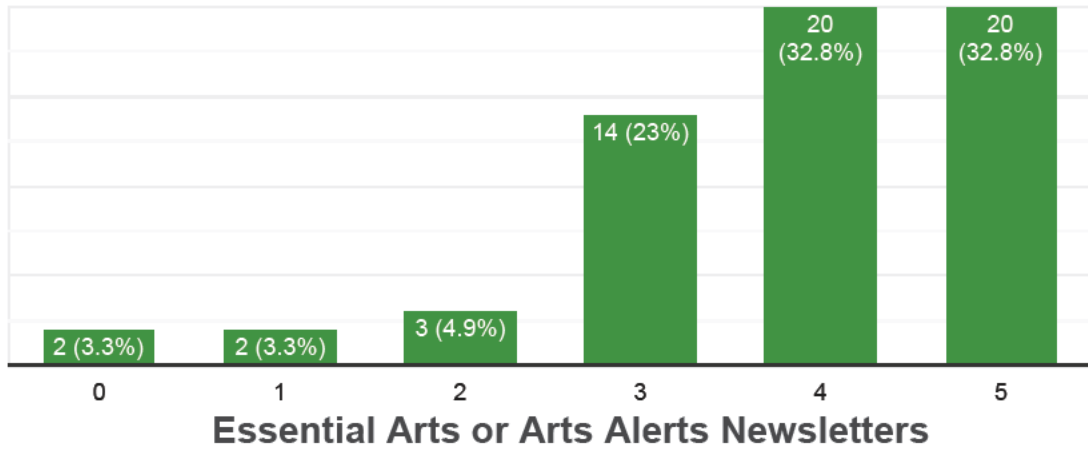


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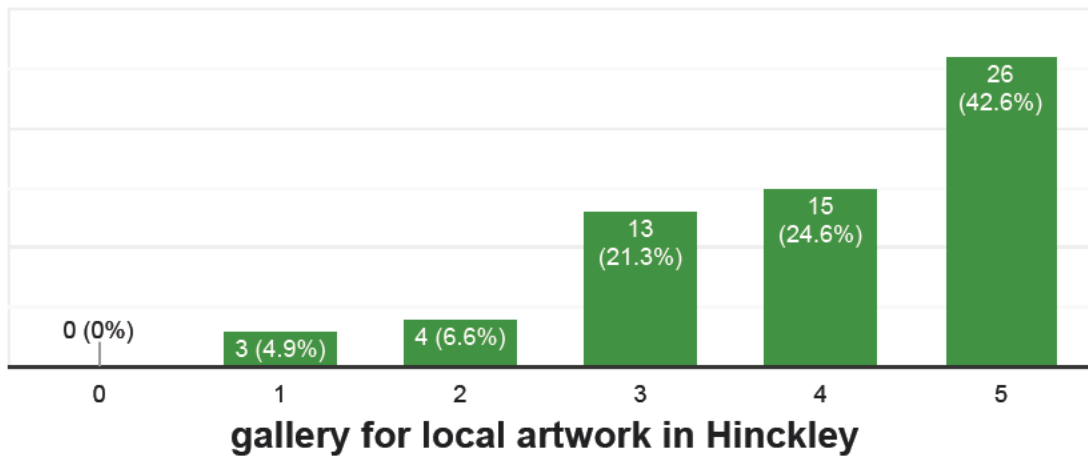




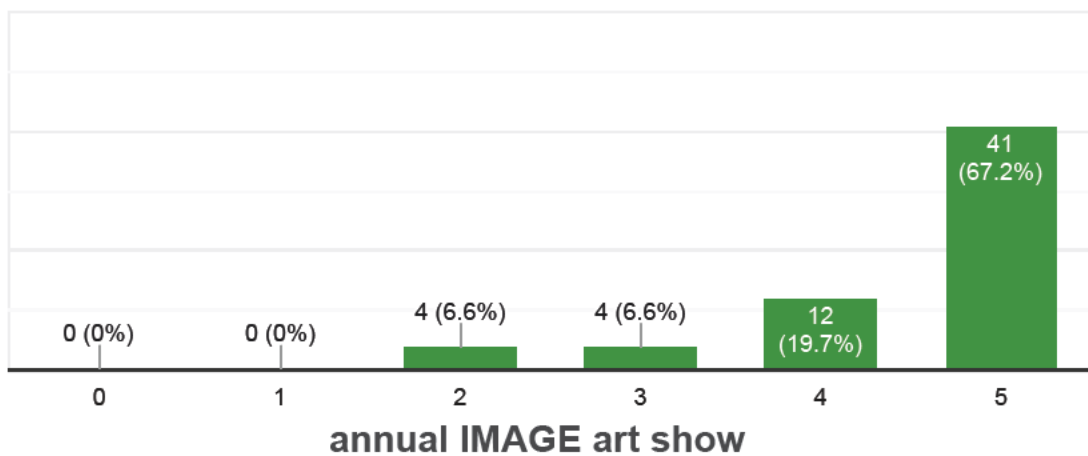
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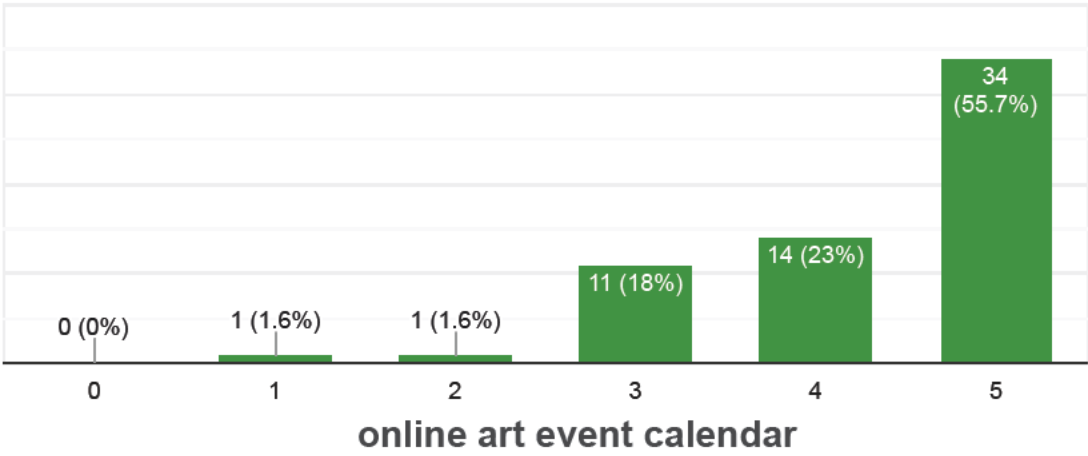
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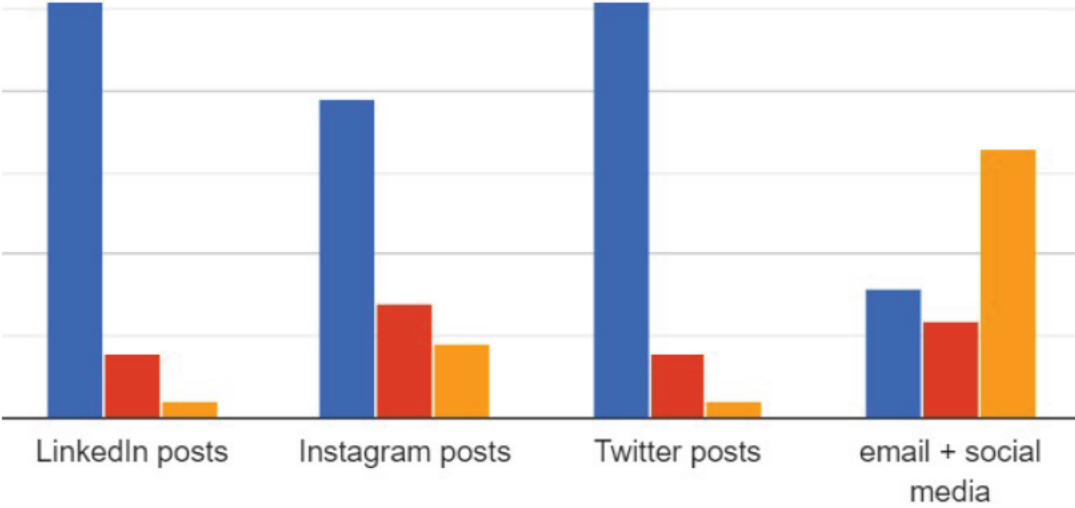
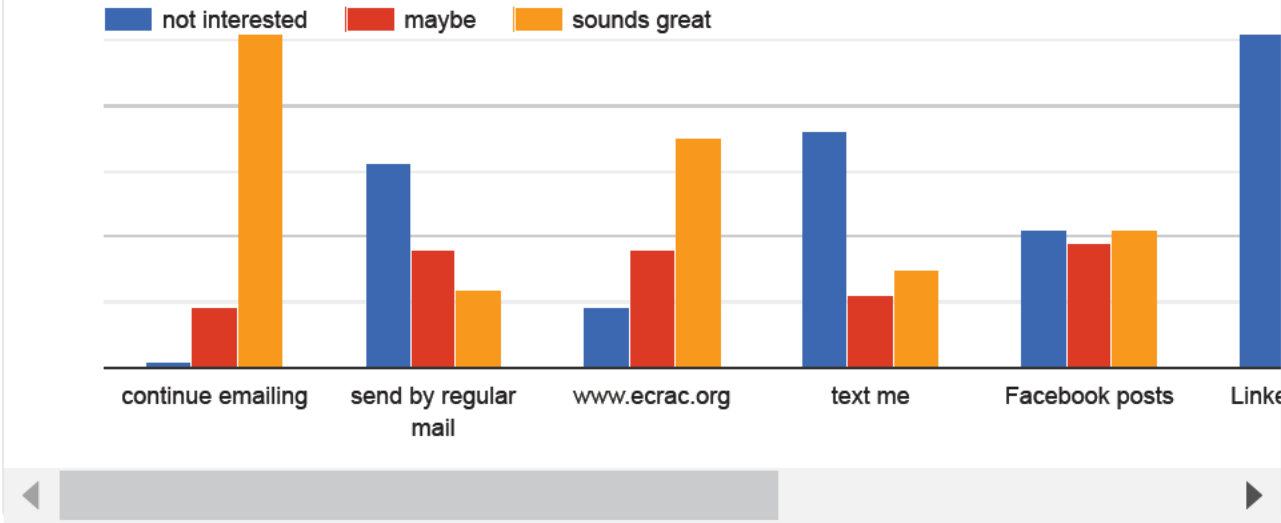
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0 is not important and 5 is very important



The ECRAC Arts Newsletter (called *Essential Arts* or the *Arts Alert*) is used to provide information about upcoming grants, features on local artists, grant workshops, and regional items of interest. Currently, the newsletter is emailed once a month to over 2,000 people, and 30% open our emails. We are rethinking how to provide this information to you. Please indicate which of the options below would be most useful to you.



## How else should we reach out with art opportunities?

Email and website is fine for my interests

Newspaper

Personal letters/info to participants

connect with small town city councils and schools about organizational grants

Keep sending your newsletter

Possibly a webinar or YouTube video that can also be viewed later as well

Local newspapers

local news media

local papers maybe that comes under social media

30% open rate for emails is actually pretty good. Stick with that.

Informal gatherings throughout the year at cities within the ECRAC area

Biannual events where artists can come and be matched up with the most applicable grants.

News letters

It might be interesting to have someone travel to the local high schools and help push the k-12 Grant. They could visit the art, music, woods and weldingrooms and explain the opportunities available.

Radio

I found out that pamphlets, flyers, cards, etc. at local libraries and coffee shops were awesome to find out more!

Through the newspaper

Local newspapers and local libraries

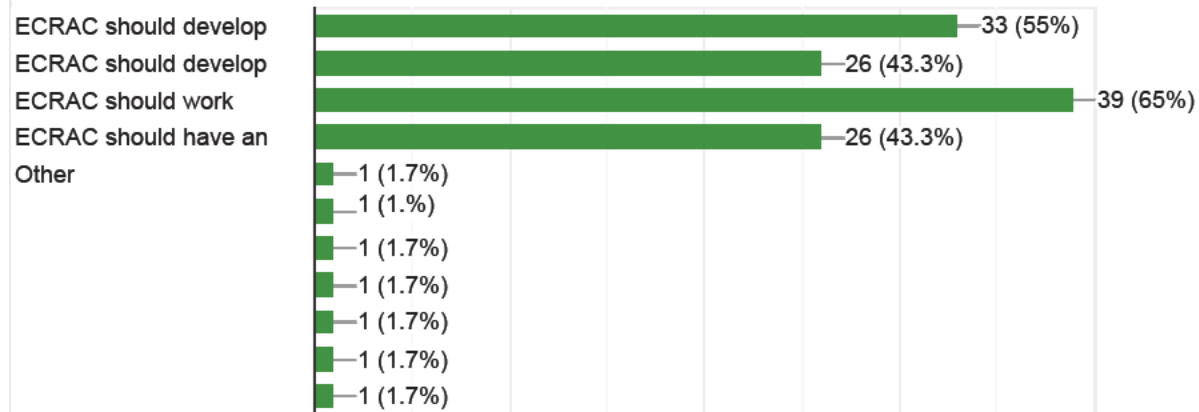
Newspaper, mailings, email, facebook

Newspapers

Local newspapers, radio stations, and community education booklets/pr  
email

**ECRAC wants to be sure that access to our grants and services is available to everyone, regardless of national origin, race, color, creed, religion, disability, gender/gender identity, economic status, or political affiliation. We are building relationships with and reaching out to previously underrepresented groups in our region. Please select responses below so that we can evaluate how to best use our resources.**

Check all that apply



**Key for text above:**

ECRAC should develop a specific grant program for underrepresented groups/artists to do arts activities.

ECRAC should develop services specifically for underrepresented groups/artists.

ECRAC should work on building direct relationships with underrepresented groups.

ECRAC should have an advisory committee consisting of representatives from underrepresented groups.

Other...

Other access ideas submitted by respondents:

Scholarships for art education

It is important to avoid tokenism. For inclusion to be meaningful, people from underrepresented communities need a seat at the table. There needs to be power sharing and a say in how resources are distributed.

Has this ever been a problem?

ECRAC should be sure the grant opportunities are publicized by newsletters, posters and social media targeting groups that are underrepresented, such as native american community centers.

Define underrepresented groups



# Preliminary Biennial Plan Workplan Info April 2023

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FOR EAST CENTRAL REGIONAL ARTS COUNCIL  
FY 2024-2025

*PART OF MINNESOTA'S STATEWIDE ARTS SYSTEM*

# ECRAC Priority 1

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- Provide technical assistance opportunities, arts information services to artists and arts organizations. This includes resources related to IDEA (Inclusion, Diversity, Equity, and Accessibility) and, as or if needed, to the pandemic.
- Strategies- Foster visionary, skilled arts leaders and organizations; Serve as a clearinghouse of information on best practices and successful programs for artists and organizations providing arts programming.
- Measurable Outcome - People develop arts skills or knowledge.

# ECRAC Priority 2

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- To offer grants to artists and organizations providing arts activities.
- Strategies- Provide a portfolio of grants to artists, skilled arts leaders, and organizations providing arts programming and services.
- Measurable Outcome- People develop arts skills or knowledge & People access arts experiences.



# ECRAC Priority 3

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- Provide art exhibit space to artists and arts organizations.
- Strategy - exhibit regional artist's artwork and exhibit artwork in Region 7E.
- Measurable Outcome- People access arts experiences.

# ECRAC Priority 4

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- Oversee all aspects of East Central Regional Arts Council administration.
- Strategies - Provide an accountable arts organization system and be responsible stewards of public and other funds.
- Measurable Outcome- The organization provides and develops capacities that advance the arts.



# Preliminary Biennial Plan Program Info April 2023

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FOR EAST CENTRAL REGIONAL ARTS COUNCIL  
FY 2024-2025

*PART OF MINNESOTA'S STATEWIDE ARTS SYSTEM*

# ECRAC Grant Programs

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- **Arts and Cultural Heritage Fund Art Project Legacy Grant for Organizations** – in ACHF \$5,000 to \$20,000 October 1, February 1, & April 1 deadlines
- Review Criteria: merit and artistic quality; ability of the applicant to accomplish the project; and demonstrated need for the project including underserved populations.
- Eligibility Requirements: organizations, units of government, schools and nonprofits.

# ECRAC Grant Programs

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- **Resiliency Grants** - up to \$600 in ACHF with a rolling deadline of July 1 to June 30
- Review Criteria: merit and artistic quality; ability of the applicant to accomplish the project; and demonstrated need for the project including underserved populations.
- Eligibility Requirements: arts organizations or artists that have a need. With a required open to the public event that can be, at the least, accessible online.

# ECRAC Grant Programs

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- **Essential Arts (formerly known as Operating Support) Grant for arts organizations-** \$3,000 to \$10,000 ACHF Funding March 1 deadline for a July 1 to June 30 grant period
- Review Criteria: artistic merit and artistic quality; ability of the organization to accomplish stated goals and objectives; and demonstrated need of the organization including ability to provide service for underserved populations.
- Eligibility Requirements: nonprofit arts organizations in Region 7E.

# ECRAC Grant Programs

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- **Small/Art Project Assistance Grant-** \$5,000 State General Fund with ACHF Supplementation, if needed
- October 1, February 1, & April 1 deadlines
- Review Criteria: The merit and artistic quality of the project, ability of the applicant or organization to accomplish the project; and a demand/need for the grant project or program in the community served including underserved populations.
- Eligibility Requirements: organizations, units of government, schools and nonprofits.

# ECRAC Grant Programs

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- **Scholarships for K-12 Kids** – up to \$600 in ACHF
- March 1 deadline
- Review Criteria: artistic quality and merit of the proposed project, and the student artist's goals and (age appropriate) artistic background.
- Eligibility Requirements: High school, middle school, or elementary school intending to enhance their artistic talents. The student must live in one the following Minnesota counties: Chisago, Isanti, Kanabec, Mille Lacs or Pine. If the student is under 18 the parent or legal guardian will enter into the grant contract with ECRAC.



# ECRAC Grant Programs

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- **Art In Our Schools Grant** - \$5,000 State General Fund with ACHF Supplementation, if needed  
October 1, February 1, & April 1 deadlines
- Review Criteria: Artistic Quality and Merit; merit of the residency plan, including the artist or field trip schedule; community (open to the public) component; and ability of the school to accomplish the project

# ECRAC Grant Programs

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- **Individual Artist Mid-Career Grants - \$3,600**
- October 1, February 1, & April 1 deadlines - McKnight Funding
- 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; and the artistic resume.

# ECRAC Grant Programs

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- **Essential Artist Award for Professional Artists** - \$9,000 March 1 deadline - McKnight Funding
- Review Criteria: include the artistic quality of the work samples submitted, and the merit and feasibility of the Essential Artist Award plan, and the ability to accomplish.

# ECRAC Grant Programs

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ECRAC has always been committed to this responsibility and the values of inclusion, diversity, equity, and accessibility (IDEA). In the context of ECRAC programming and services underserved or underrepresented populations are those represented by people and groups defined based on age, gender, disability, sexual orientation, culture and race.

# Other forms of assistance from ECRAC

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- **grant writing technical assistance, grant info sessions, past approved grant application resources, grant management training, and assistance with grant change requests once a grant is funded**
- **provide information on other resources as needed including providing information on IDEA (Inclusion, Diversity, Equity, and Accessibility)**
- **Scholarships for Zoom subscriptions for groups of artists and arts organizations and various training reimbursements for artists and arts organizations**
- **Essential Arts e-newsletter and alerts**
- **ECRAC website**
- **at least 2 art shows per year including the annual IMAGE Art Show**
- **art show display equipment rental**
- **arts library**
- **workshops for artists and art organizations for business skill development including entrepreneurialism**
- **referrals to other services or service providers when needed**
- **and we are working on partnering even better with existing providers of services to underrepresented groups and community groups because ECRAC had made a commitment to overcoming bias and to building diversity and inclusion both in grant-making and in providing services**

*Bears Aren't Blue*  
by Dustin Wayne

PURCHASE AWARD IMAGE 2022



**East Central Regional Arts Council**  
office & gallery in Hinckley, MN



Executive Director  
Mary Minnick-Daniels

Grant Program Officer  
Katina Eklund



Questions?! Concerns?! Thoughts?! Input?! or...

for more information go to:

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**ecrac.org**





DATE



«project\_director», «Project\_Director\_Title»  
«Organization\_Address\_1»  
«Organization\_City», «Organization\_State» «Organization\_Postal\_Code»

**RE: East Central Regional Arts Council (ECRAC) Arts and Cultural Heritage Fund (ACHF) Organization Grant #«REGAPP\_\_Grant\_Number»**

Dear Mr. (or Ms.) «Project\_Director»,

I am writing regarding your grant application for funding through the East Central Regional Arts Council Arts & Cultural Heritage Fund Organization Grant Program. On behalf of ECRAC, I am pleased to inform you that funding was approved in the amount of \$«Amount\_Awarded» for your project, «Grant\_Project\_Title». Congratulations!

This is the Notification of Grant Award (NGA) Contract and the Request for Payment (RFP) form. **Any special grant stipulations from the ECRAC board will be noted on the NGA.** Within 45 days, please review, sign, and return the NGA with the completed and signed Request for Payment. A completed signed copy of the NGA/RFP will be emailed to you and is for your records. Checks cannot be issued until all forms are signed by both the Project Director and the Authorized Signer for the Organization.

Your grant final report was assigned on March 22, 2023, please reference the email from that date for additional information regarding your grant. For example, If you haven't already done so, please schedule Grant Management Training with Katina Eklund, Grant Program Officer by [clicking here](#). Note that all emails can be found in the grant portal next to your applicant profile by clicking on the "Contact Email History" link.

I also want to remind you that if you anticipate any changes in your project from what you proposed in the application you should notify ECRAC, in writing, prior to making the grant project amendments. This includes any budget changes of more than 20% per line item. Additional information regarding project changes can be found by [clicking here](#). If no changes are made, this grant funded project should be carried out as you proposed, and as the ECRAC Board Members approved.

The funding for this grant program comes directly from the [Clean Water, Land and Legacy Amendment to the Minnesota Constitution](#). To ensure the continued availability of such funds, it is very important that Legislators know that state arts funds are being used in this region and to inform them of the types of activities that are being supported. We ask that you send a letter to your Legislators thanking them for their support of the arts, telling them about your ECRAC Arts & Cultural Heritage Fund project and, if applicable, inviting them to attend any project related activity. For your convenience, we will include a sample letter in your grant portal, documents section. Once you have completed your letters, send a copy to the ECRAC for our records.

You must ensure that the ECRAC funding credit line found in the grant guidelines and NGA contract below is legibly included in all publicity for this grant project. You will also need to use the logos for both ECRAC and the ACHF Legacy Fund, and use **#ArtsLegacy** and **#ecrac** for any social media. Failure to do so may jeopardize future funding from ECRAC for your organization. The logos are available on the ECRAC website by [clicking here](#).

In addition, within your grant portal are the mailing addresses of the ECRAC Board Members. Please include them on your mailing distribution list. Finally, remember to email [info@ecrac.org](mailto:info@ecrac.org) with your press release or public service announcements (text only) add your event(s) to the ECRAC online calendar <https://www.ecrac.org/art-community/events-calendar>. For your convenience, information on how to write a public service announcement can also be found on your grant dashboard.

Please contact Grant Program Officer Katina Eklund with any questions or grant project change requests at (320) 591-7034, or via email at [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org).

Sincerely,

Mary Minnick-Daniels  
Executive Director



## TERMS OF CONTRACT

Agreement between East Central Regional Arts Council (ECRAC) and «**Organization\_Name**». In order to finalize the grant, you must, within 45 days, have the Grantee Project Director, and an authorized organization official, sign and return this contract; and also have the authorized organization official sign and return the Request for Payment (RFP).

**In accepting and receiving these grant funds in the amount of \$«Amount\_Awarded», the Grantee agrees/certifies to the following terms and conditions:**

1. That this funding will be used in implementation of East Central Regional Arts Council's grant program as outlined in the current guidelines and as proposed in the ECRAC approved grant application submitted by the Grantee. The approved grant proposal is incorporated herein and the funding is contingent on funding availability.
2. That any ECRAC Arts and Cultural Heritage Funds are spent only on activities that are directly related to and necessary to accomplish the intended grant program or project. Arts and Cultural Heritage Funds may not be spent on administrative costs, indirect costs, or other institutional overhead charges that are not directly related to and necessary for a specific program or project.
3. That the grant funded project will be carried out in compliance with the grantee's submitted and approved project description, budget, dates, and outcome evaluation, as the grantee set forth in the approved application; and, as reflected in the information contained in the terms of this contract (NGA) and the current ECRAC grant guidelines.
4. To notify ECRAC staff in writing, for prior approval, of any proposed changes to the grant project or any revision of the approved budget of 20% or greater per line item. The Regional Arts Council must preapprove significant changes in the project such as changes in dates, project goals or outcomes, and/or budget changes of 20% or greater (per line item). No revisions are allowed to this agreement or to the grant project without ECRAC prior approval.
5. That accurate financial documentation and records will be tracked separately from other accounts regarding the project and all costs.
6. That all eligible costs must be incurred during the approved project period of the grant contract.
7. That a project final report shall be forwarded to ECRAC on the format provided within 60 days following the project end date and all grant project proofs of payment (including copies of all supporting paid receipts or canceled checks; sales slips; and any vouchers for contributions - including in-kind contributions, if applicable) will be available per ECRAC request for 3 years after project ends.
8. That all project accounts and records shall be made available to ECRAC upon request and such accounts and **records shall be retained for at least three (3) years following grant project completion.** These obligations survive beyond the expiration date of this grant contract.
9. That access to participation in the project will not be limited on the basis of national origin, race, religion, age, gender or disability. ECRAC has information available regarding ADA compliance, if needed.
10. That the Grantee agrees to indemnify, save and hold harmless the East Central Regional Arts Council, the Board, its agents, and the employees from any and all claims or causes of action arising from or relating in any way to this agreement. This clause must not be construed to bar any legal remedies Grantee may have for the ECRAC's failure to fulfill its obligations pursuant to this agreement.
11. That the project will be publicized and advertised throughout the region (the 5 counties of Chisago, Isanti, Kanabec, Mille Lacs, and Pine, unless stated otherwise in the application). Any publicity (such as news releases, advertisements, posters and programs related to the project) is the sole responsibility of the Grantee.
12. That both the ECRAC and the ACHF logos will be used in all publicity. Also, that **#ArtsLegacy** and **#ecrac** will be used for social media, and that the following statement will be included legibly in all grant project publicity and programs: **"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."**
13. That all grant project press releases, advertisements or public service announcements will be emailed to ECRAC ([info@ecrac.org](mailto:info@ecrac.org)) at least one month prior to all scheduled events and submit each grant event to the ECRAC Event Calendar online.
14. That any grant activities occurring outside of Region 7E (unless part of the ECRAC approved grant proposal) and ALL travel outside of Minnesota are prohibited under this grant contract.
15. That any grant funds not expended by the Grantee in carrying out the project, or expended in violation of this contract, shall be returned to ECRAC when the Final Report is submitted.
16. That the Grantee will return the entire grant award to ECRAC in the event the project cannot be completed as stated.
17. That failure of the Grantee to comply with any of these terms of the grant award shall result in the suspension of the award pending ECRAC action.
18. That the distribution of grant funds will be determined by the amount of approved budget, the scope and time frame of the project, and by completion of financial and project reports as indicated.
19. **Other conditions as described herein, if any: before payment can be made, «Stipulations»**
20. **AWARD/FINAL REPORT SCHEDULE:** Within 45 days of receipt of the completed and returned NGA/RFP, ECRAC will schedule an appointment with the Grantee to receive the full grant amount (unless otherwise stipulated above), final report form information, and training at the ECRAC office. **The completed final report form must be submitted within 60 days of the approved project end date.** Failure to submit the final report will result in the Grantee becoming ineligible for future ECRAC grant funding.
21. That the Grantee is responsible for complying with all applicable federal, state and local laws, rules, regulations, and ordinances in relation to the use of these funds. Failure to comply may result in termination or forfeiture of the grant.
22. That future grants will be contingent upon complete compliance with the terms of this contract.

ECRAC reserves the right for three years from the project end date to audit all accounting policies, procedures, and financial and program records of projects receiving grant funds, and the right to publicize the award.

**This agreement must not be considered accepted, approved, or effective until all required signatures are affixed. The grantee is responsible for the obligations contained herein. If the terms of the agreement are not clearly understood the grantee is advised to seek assistance before signing.**

**For the purposes of execution, the signatures of two different grantee representatives are required: one of the grant project director and the other a corporate official having the authority to enter into a contract on the grantee's behalf.**

<b>GRANTEE</b>
«Project_Director»
_____ Grant Project Director, printed name
_____ Signature
«Project_Director_Phone_Number _day»
_____ Telephone Number
_____ Date

<b>EAST CENTRAL REGIONAL ARTS COUNCIL</b>
_____ <u>Mary Minnick-Daniels</u> ECRAC Executive Director, printed name
_____ Signature
_____ <u>320-591-7033</u> Telephone Number
_____ Date

<b>GRANTEE</b>
«Organizations_Authorized_Signe r»
_____ Fiscal Agent Authorized Signature, printed name
_____ Signature
_____ Telephone Number
_____ Date

**REQUEST FOR PAYMENT  
ARTS AND CULTURAL HERITAGE FUND - ORGANIZATION**

<b>EAST CENTRAL REGIONAL ARTS COUNCIL</b> 540 Weber Ave S, Suite 109 Hinckley, MN 55037-4511 Phone: (320) 591-7031	Date of ECRAC Action: «Decision_Date»
	Project Grant #: «REGAPP__Grant_Number»
	EIN #: «Organization_Tax_Id»
	Grant Award: \$«Amount_Awarded»
	Approved Project Period: «BEG__Project_Start_Date»- «END__Project_End_Date»
	Project Title: «Grant_Project_Title»

**GRANTEE**

Name, Address, Phone #, Email of Grant Project Director: «project_director», «Project_Director_Title» «Organization_Name» «Organization_Address_1» «Organization_City», «Organization_State» «Organization_Postal_Code» «Project_Director_Phone_Number_day» «Project_Director_Email_Address»	Name, Address, Phone #, Email of Fiscal Agent:  <p style="text-align: center;">SAME</p>
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Grant funds in the amount of \$«Amount\_Awarded» are hereby requested for payment.

**Project Title: «Grant\_Project\_Title»**

Additional grant requirement stipulations from ECRAC before payment can be made:

- **«Stipulations»**

Arts and Arts Access Amount:	<u>\$0</u>	Code: 60300-02
Arts and Arts Education Amount:	<u>\$0</u>	Code: 60300-03
Arts and Cultural Heritage Amount:	<u>\$0</u>	Code: 60300-04

\_\_\_\_\_  
Authorized Signature (Fiscal Agent)

\_\_\_\_\_  
Date

**ARTS AND CULTURAL HERITAGE FUND - ORGANIZATION**

**REQUEST FOR PAYMENT**

## BYLAWS OF EAST CENTRAL REGIONAL ARTS COUNCIL

### ARTICLE I

#### MISSION; WORK

Section 1.01. Mission. East Central Regional Arts Council (ECRAC) is a Minnesota nonprofit corporation. To support the arts and bring the life enhancing values they afford to Region 7E residents. The East Central Regional Arts Council accomplishes this mission through programs and special initiatives for artists and arts organizations. Region 7E is the East Central Minnesota Counties of Chisago, Isanti, Kanabec, Mille Lacs and Pine.

Section 1.02. Work of ECRAC. The organization may, among its other activities relating to its mission, make grants to artists and arts-related entities and provide grants and program support services.

Section 1.03. Annual Biennial Plan. Every other year ECRAC shall adopt a biennial plan summarizing its activities for the coming two years. The plan will be reviewed annually.

### ARTICLE II

#### OFFICES; CORPORATE SEAL

Section 2.01. Registered Office. The registered office of this corporation shall be as set forth in the Articles of Incorporation, or in the most recent amendment of the Articles of Incorporation, or in the most recent statement filed with the secretary of State of Minnesota changing the registered office.

Section 2.02. Corporate Seal. This corporation shall have no corporate seal.

### ARTICLE III

#### BOARD OF DIRECTORS

Section 3.01 General Powers. ECRAC is not a membership organization. The property, business, and affairs of ECRAC shall be managed by or under the direction of the Board of Directors of ECRAC.

Section 3.02. Number, Qualifications, Term of Office, and Election. The Board shall consist of between seven and fifteen members. Directors must be natural persons and must be at least 18 years of age. In selecting board members, the board shall strive to ensure that each county is represented by the same number of board members as every other county. The directors shall be elected by the members of

the Board of Directors at a meeting of the Board at the annual meeting. Any person who resides in the East Central Region and whose background includes involvement as an artist, an art consumer, an art advocate, a volunteer director, teacher, arts organizer, or who is with a library, historical society, arts guild, or an ethnic art organization is eligible to serve on the Board.

Section 3.03. Terms of Office. The term of office for directors shall be two years with approximately one-half of the directors elected at each annual meeting. For the first board of directors, the terms of office shall be one year for one-half of the members (selected by lot), and two years for the other half. Terms of office shall begin and end with an annual meeting. Directors shall not serve more than three consecutive two-year terms and are eligible for board service again after one year off of the board.

Section 3.04. Resignation. A director may resign at any time by giving notice to the board chair or the executive director. The resignation of a director is effective without acceptance when the notice is given, unless a later effective time is specified in the notice.

Section 3.05. Removal of Directors. A director may be removed at any time, with or without cause, by a vote of at least 60% of all the remaining members of the board.

Section 3.06. Vacancies. Any vacancy in the Board caused by death, resignation, or removal shall be filled by the affirmative vote of a majority of the other directors, and the term of the director filling the vacancy shall expire at the scheduled end of the term of the former director. The term limit for the newly elected director shall be the duration of the former director's term plus two consecutive additional terms.

Section 3.07. Attendance and Participation in Meetings by Means of Remote Communication. Board members may participate in Board meetings through one or more means of remote communication. Participation in a meeting through a form of remote communication authorized by the Board constitutes personal presence at the meeting if all attending directors are able to hear each other.

Section 3.08. Meetings. Regular meetings of the Board shall be held at such times and places and in such manner as the Board may determine. Special meetings of the Board shall be called by the chair or by five other directors representing three different counties and shall be held at such times and places and in such manner as the Board may determine. One meeting a year shall be designated as the

#### Annual Meeting.

Section 3.09. Notice. Notice of meetings will be given in the spirit of the Minnesota Open Meeting Law. Notice of a meeting shall be delivered by electronic communication, unless a director does not have that capability, in which case the notice shall be mailed to that director, addressed to his or her residence or usual place of business at least seven days before the day on which the meeting is to be held. However, notice need not be given if the date, time and place of the meeting were announced at a previous Board meeting. The notice shall state the time, place and manner of the meeting, but need not state the purposes thereof. To the extent practicable, notices of meetings shall be posted on the ECRAC website if such a website is maintained. Notice will be deemed waived by any director who attends the meeting in person or participates in the meeting via remote communication, unless the director objects at the beginning of the meeting that the meeting is not lawfully called or convened and does not participate in the meeting.

Section 3.10. Quorum. Except as otherwise provided by statute or by these bylaws, a majority of the directors currently holding office shall be required to constitute a quorum for the transaction of business at any meeting. The act of a majority of the directors present at any duly held meeting at which a quorum is present shall be the act of the Board. In the absence of a quorum, a majority of the directors present may adjourn a meeting from time to time until a quorum is present. Notice of any adjourned meeting need not be given, other than by announcement at the meeting at which adjournment is taken. If a quorum is present when a duly called or held meeting is convened, the directors present may continue to transact business until adjournment, even though the withdrawal of directors originally present leaves less than the number otherwise required for a quorum; provided, however, that the affirmative vote of a majority of the required quorum is required to take any action other than adjournment.

Section 3.11. Proxy Voting. Proxy voting shall not be permitted.

Section 3.12. Action without Meeting. Any action that may be taken at a meeting of the Board may be taken without a meeting, when authorized in a written action signed or consented to in an electronic communication by the number of directors that would be required to take the same action at a meeting of the Board at which all directors were present. If the Articles of Incorporation provide for a different requirement regarding the number of votes required for a written action, the Articles of Incorporation shall be followed.



Section 3.13. Conflicts of Interest. Except as permitted by law, with respect to any contract or other transaction between ECRAC and any director or member (or an organization in which a director or member is a director, member, officer or legal representative or has a material financial interest): (a) the material facts as to such contract or transaction and as to the person's interest must be fully disclosed or known to the Board prior to approval of such contract or transaction; (b) such approval shall require the affirmative vote of a majority of the directors, not counting any vote that the interested director otherwise might have; and (c) an interested director shall not be counted in determining the presence of a quorum for that item of business. The Board shall develop a conflict of interest policy that further defines this issue, and each director shall each year execute, a conflict of interest statement.

#### ARTICLE IV

##### OFFICERS

Section 4.01. Number and Qualifications. The officers of ECRAC shall be the chair, vicechair, secretary, treasurer, and executive director. Except for the executive director, all officers shall be members of the Board.

Section 4.02. Election and Term of Office. Officers shall be elected by the Board at the first Board meeting following each annual meeting. The term of office shall be one year and until a successor is elected and qualified, or until the earlier death, resignation, or removal of the officer. One person may simultaneously hold the offices of vice-president and secretary.

Section 4.03. Resignations. An officer may resign by giving notice to the chair or secretary. The resignation is effective without acceptance when the notice is given unless a later effective date is named in the notice.

Section 4.04. Removal. An officer may be removed, with or without cause, by a resolution adopted by a majority of members of the Board.

Section 4.05. Vacancies. A vacancy in an office because of death, resignation, removal, or any other cause shall be filled for the unexpired part of the term in the manner prescribed in these bylaws for election to such office.

Section 4.06. Chair. The principal duties of the chair shall be to preside at all meetings of the board of the directors.

Section 4.07. Vice chair. The principal duties of the Vice-chair shall be to discharge the duties of the chair in the absence or disability, for any cause whatsoever, of the chair, and to generally assist the chair.

Section 4.08. Secretary. The principal duties of the secretary shall be to keep a record of the proceedings of the meetings of the Board of Directors and any board committees, and to safely and systematically keep all papers, records, and documents belonging to ECRAC, or in any way pertaining to ECRAC business, except the books and records incidental to the duties of the treasurer. With the approval of the Board, the secretary may delegate their duties relating to paper, record and document retention to the executive director.

Section 4.09. Treasurer. The principal duties of the treasurer shall be to keep an account of all monies, credits, and property of any and every nature of ECRAC, and to keep an accurate account of all monies received and disbursed. At all Board meetings, the treasurer shall provide a financial report with supporting bills, vouchers, etc. in such manner as the Board shall specify. The treasurer shall prepare for filing ECRAC's annual state and federal tax returns and other filings as needed. Expenditures of the ECRAC shall have received approval of the Board. The duties of the treasurer may be delegated to other individuals if so approved by the Board; however, the treasurer remains ultimately responsible for the financial management of ECRAC.

Section 4.10. Executive Director. The executive director shall be the chief staff person for ECRAC and shall serve as its chief executive officer. The executive director shall attend all meetings of the Board of Directors but shall not be a voting member. The Board shall select and may remove the executive director, shall establish the compensation for the executive director, and shall determine all other terms of office and working conditions for the executive director. Prior to each annual meeting, the executive director shall prepare for the Board a summary of major ECRAC activities for the prior year including progress made on the annual plan, shall note progress toward the executive director's performance goals for that year, and shall suggest performance goals for the coming year.

## ARTICLE V

### COMMITTEES

Section 5.01. Executive Committee. The chair, vice-chair, secretary and treasurer of ECRAC shall constitute the Executive Committee. The committee shall meet at the call of the chair and may act on behalf of the full Board in such situations where action cannot await the next full Board meeting. Any actions of the Executive Committee shall be subject to ratification by the full Board at its next meeting.

Section 5.02. Nominating Committee. A The Nominating Committee will consist of the Executive Committee. The Nominating Committee shall have the duty of nominating directors for consideration by the Board at the annual meeting, but the members are not restricted to electing persons nominated by the committee.

Section 5.03. Other Committees. The Board may act by and through such additional committees and task forces as may be specified in resolutions approved by a majority of the total number of directors. The chair shall name the members of the committees. Persons other than board members who reside in the five counties are eligible to be named to such other committees and task forces, but the ECRAC's conflicts of interest policy shall apply to any such members.

Section 5.04. Procedures. Notices of committee meetings shall, to the extent practicable, be posted on the ECRAC website, if there is such a site.

## ARTICLE VI

### GENERAL

Section 6.01. Checks and Notes. All checks, drafts and promissory notes of the ECRAC shall be signed by such Officers or agents as may from time to time be designated by resolution of the Board of Directors or any other agreement approved by the Board of Directors which prescribes such procedures.

Section 6.02. Fiscal Year. The fiscal year of the ECRAC shall begin on July 1st and end on the following June 30th.

## ARTICLE VII

### PARLIAMENTARY AUTHORITY

The Rules contained in the current edition of Robert's Rules of Order, newly revised, shall

govern ECRAC meetings in all cases to which they are applicable, and in which they are not inconsistent with the Articles of Incorporation, these Bylaws, and any special rules of order of ECRAC.

ARTICLE VIII

AUDIT

ECRAC shall annually have prepared an audit of ECRAC by a public accounting firm. The chair shall appoint an audit committee consisting of two members of the board and one other person to review the audit and to monitor the work of the outside auditor. The results of any audit shall be reported to the board as soon as practicable.

ARTICLE IX

STANDARD OF CARE, EXPENSES AND INDEMNIFICATION

Board members shall perform their duties in accordance with the standards set forth in Minnesota Statutes, Section 317A.251. ECRAC shall indemnify and hold harmless directors who meet that obligation, and ECRAC may procure insurance for that and other related purposes. ECRAC may reimburse Board, committee, and task force members for such reasonable expenses incurred in the performance of their duties to the extent permitted by applicable law.

ARTICLE X

AMENDMENTS

Amendments to the Articles of Incorporation and these Bylaws must be approved at any regular meeting of the Board by two-thirds of the directors currently holding office provided the amendment has been submitted in writing at the previous regular meeting.

\* \* \* \* \*

These Bylaws have been approved and adopted by the Board of ECRAC on August 10, 2010.

These Bylaws were revised, approved and adopted by the Board of ECRAC on June 16, 2015.



# FY 2024-2025 Biennial Plan East Central Regional Arts Council Board + Staff

Sarah Ratermann Beahan  
writer, instructor, workshop facilitator,  
blogger, Kaerus ArtSpace co-founder, art  
administrator sarah@ecrac.org

[Redacted]

1<sup>st</sup> Term Ends: 6/24

Pat Black  
textile artist, art educator, former art co-op  
leader patricia@ecrac.org

[Redacted]

1<sup>st</sup> Term Ends: 6/22

2<sup>nd</sup> Term Ends: 6/24

Chad Filley  
storyteller, comedian, improv artist,  
newspaper columnist, educator,  
local volunteer chad@ecrac.org

[Redacted]

1<sup>st</sup> Term Ends: 6/24

Matthew Krousey  
potter, St. Croix Valley Pottery Tour,  
instructor/lecturer/presenter, veteran

[Redacted]

1<sup>st</sup> Term Ends: 6/24 matthew@ecrac.org

Roger Nieboer  
experimental theatre artist, playwright,  
found object sculptor, educator, local  
volunteer roger@ecrac.org

[Redacted]

1<sup>st</sup> Term Ends: 6/24

Deborah Trent  
visual artist, art advocate, retired corporate  
financial professional, former educator,  
American Red Cross vol deborah@ecrac.org

[Redacted]

1<sup>st</sup> Term Ends: 6/24

Carla Vita  
state/local government administration, community  
development director, art advocate, local volunteer  
carla@ecrac.org

[Redacted]

1<sup>st</sup> Term Ends: 6/23

## ECRAC Personnel

Mary Minnick-Daniels, Executive Director  
Katina Eklund, Grant Program Officer  
East Central Regional Arts Council  
540 Weber Ave S, Ste 109  
Hinckley, MN 55037-4511  
Phone: 320-591-7031

Emails:  
director@ecrac.org  
grantinfo@ecrac.org

Web: www.ecrac.org

## **Current ECRAC Staff**

Mary Minnick-Daniels, Executive Director

Katina Eklund, Grant Program Officer

## V. JOB DESCRIPTIONS

**Title: Executive Director**

**Reports to: ECRAC Board of Directors (BOD)**

**Supervises: Grant Program Specialist, Gallery Coordinator/Curator, contractors, interns and volunteers**

**Employment Status: Full-time, exempt; the Executive Director can expect to work frequent evening and weekend hours**

**Applicants: Applicants for the position of Executive Director must provide a cover letter, current resume, and at least two professional references. A background check is required of all new ECRAC employees.**

**Salary:**

Salary is commensurate with work experience and a retirement plan is provided. Cost of living increases are provided by the BOD.

Position Description: The Executive Director receives direction from the Executive Committee of the Council for responsible, professional consultative and coordinative functions on behalf of the ECRAC BOD consistent with its mission.

The role of the Executive Director consists of two major areas of responsibility: management and public relations.

Grant Programs:

1. Provide leadership in the design of, research and procure funding for, and administer all grant programs.
2. Oversee the promotion of grants programs, using a variety of media, including but not limited to: the ECRAC website, social media, regional news outlets, paid advertising, and direct mailings.
3. Provide technical assistance to potential grant applicants, including orientation to program requirements and assistance in completion of application forms.
4. Provide assistance to the ECRAC BOD and/or grant review panels in the review of grant applications, in overseeing processing of grant documents and checks after funding decisions are made, and in supporting the ECRAC on grants policy and procedural issues.

Services: Oversight of website design, content, and maintenance; production of the monthly newsletter; design and delivery of workshops for arts organizations and/or individual artists; provision of technical assistance and consultation to individual artists and arts organizations. oversight of the ECRAC gallery and art shows, and oversight of grant site visits.

Advocacy: Provide information on behalf of the arts to civic, community, and governmental groups, including the Minnesota State Legislature and active membership in Minnesota Citizens for the Arts, Americans for the Arts, the Forum of Regional Arts Councils, and other relevant boards or committees as approved by the ECRAC BOD.

Planning, Research, and Evaluation: Research, write and submit in accordance with established deadlines all funding proposals, including but not limited to the Biennial Plan to the Minnesota State Arts Board and the request for funding to the McKnight Foundation as approved by the ECRAC BOD. Work with the ECRAC BOD to design and carry out ongoing needs assessments of the artistic community and general citizenry in Region 7E. Work with the Forum of Regional Arts Councils in Minnesota on coordinated planning and implementation statewide arts services and projects. Keep the ECRAC BOD informed of issues related to the arts.

Reporting: Provide accurate program and financial reports in a timely manner as required by or on the behalf of the ECRAC BOD.

#### Essential Qualifications and Skills:

Qualifications/Education: Possess the knowledge, skill, and mental development equivalent to completion of four years of college. A demonstrated passion for, understanding of, and sensitivity to the arts are required. A demonstrated competency in management skills, computer literacy, and a demonstrated ability to interact with the general public, the arts community, and the BOD in a professional manner are required.

#### Additional Requirements:

1. Competency in methods of organization, administration, record keeping/database administration, and personnel management.
2. Knowledge of current business communication and presentation tools, in order to effectively relate the resources of the ECRAC to the community.
3. Ability to present effective interpretations of policies and procedures orally and in writing, in keeping with the BOD's intentions.
4. Ability to evaluate procedures and programs and make recommendations.
5. Ability to analyze budget and give the BOD recommendations.
6. Ability to prepare concise reports, oral and written.
7. Demonstrated self-motivational qualities, i.e., ability to organize work in an appropriate sequence of activities within a realistic time schedule.
8. Ability to maintain effective working relationships with a diverse group of people and organizations.
9. The very highest ethical standards in dealing with matters of personnel and finance.
10. Supervision of and assignment of duties to support staff and volunteers.
11. Coordination with, supervision of and assignment of duties to any consultants, contractor, or other providers of service on behalf of ECRAC.
12. Attend ongoing training as approved by BOD and ensure adequate and appropriate training of staff as approved by BOD.
13. All other duties as assigned and apparent.
14. Have a valid Minnesota Driver's license.
15. Maintain an insured and reliable personal vehicle in working order.
16. Ability to travel and attend conferences that require an overnight stay.



**Title: Grant Program Officer**

**Reports To: Executive Director**

**Supervises: May have occasion to help direct the work of interns and volunteers.**

**Employment Status and Schedule: Part or Full-time (24-40 hours per week, depending on qualifications/duties), non-exempt/hourly. This position includes regular evening and weekend hours.**

**Applicants: Applicants for the position of Grant Program Officer must provide a cover letter, current résumé, and at least two professional references. A background check is required of all new ECRAC employees.**

**Wage Range:**

Wages are commensurate with work experience and a retirement plan is provided. Cost of living increases are provided.

Grant Program Officer

Distinguishing features of work: The Grants Program Officer is responsible for the development, delivery, and evaluation of grant programs and services for arts organizations and individual artists throughout the five-county East Central Minnesota region. The Grant Program Officer is also responsible for providing education and public relations related to ECRAC. Specific program accountability areas change from year to year depending on constituent and organizational needs, and may include special projects or isolated initiatives. The Grant Program Officer is directly responsible to the ECRAC Executive Director and will work in close collaboration with the Office/Communications Coordinator. This job description is subject to revision as the position evolves.

Primary Responsibilities- Grants Program and Service Delivery:

1. Answer inquiries about ECRAC programs and services.
2. Assist constituents and potential applicants in fully utilizing ECRAC grant programs and services and in understanding the grant guidelines and policies.
3. Review and update the grant program guidelines, instructions, and online application forms as needed and as approved.
4. Provide ECRAC and grant information sessions throughout the Region.
5. Provide technical assistance by phone, email, and in person to applicants relative to the submission of online applications or reports.
6. Process incoming grant applications and review applications for completeness, compliance, and eligibility.
7. Organize all aspects of the grant review meeting process such as recruiting panel members, training grant reviewers, developing the grant review packet and ranking sheets, and preparing the review minutes.
8. Prepare and produce all grant correspondence and contracts related to the grant award or declination following the grant decision.
9. Enter and maintain accuracy of grant data and track grants funded.
10. Monitor grantee final reports and prepare related correspondence.
11. Review, summarize, and report on grant applicants and grantees.
12. Conduct ongoing evaluation of programs through the use of the final reports, grant

- site visits, and other tools and conduct a regular needs assessment of potential grantees.
13. Provide oversight of grant making policies and procedures to ensure grantees are in compliance and report any compliance issues.
  14. Other related duties as assigned by Executive Director.

**Primary Responsibilities -Public Relations:**

1. Maintenance of grant making confidentiality.
2. Convey a positive image of ECRAC to the public and to ECRAC grant applicants.
3. Maintain communications with constituents and potential applicants through in-person, email, phone, and social media contacts.
4. Assist with documentation of ECRAC and grantee events and activities via photography/videography.
5. Assist with ECRAC events calendar of events, mailings, and provide content for website/newsletter updates.
6. Other related duties as assigned by Executive Director.

**Primary Responsibilities - Advocacy and Education:**

1. Support/attend local, regional, and statewide advocacy initiatives such as Arts Advocacy Day.
2. Educate constituents about the importance of their involvement in local arts advocacy efforts.
3. Develop curriculum for and provide ECRAC information sessions and provide technical assistance related to the application and reporting processes.
4. Maintain the past successful grant proposal samples.
5. Maintain the ECRAC arts resource library.
6. Provide regional media and social media with content regarding ECRAC grants and grantees.
7. Other related duties as assigned by Executive Director.

**Essential Qualifications and Skills:**

1. Two-year degree or five years' related experience in grants management or grant writing required. (Four-year degree preferred.)
2. Skills needed: MS Office 2016; Google Apps; Foundant Grant System.
3. Equipment operated: phone, PC, projector, digital camera, video camera, TV/DVD player, copy machine, scanner, shredder.
4. Experience in general office professionalism, functions, and procedures.
5. The very highest ethical standards in dealing with matters of finance.
6. Attend ongoing training as approved by Executive Director.
7. Attention to detail; strong logic and analytical thinking; creative problem-solving skills.
8. Ability to manage multiple tasks and adapt to changes in work-related scheduling.
9. Excellent written and verbal communication skills.
10. Ability to interact professionally with diverse groups and individuals.
11. Possess a valid Minnesota Driver's License. Maintain an insured and reliable personal vehicle.
12. Available to travel and attend conferences requiring overnight stays.
13. A background check is required of all ECRAC employees.



