

# ACHF Organization Grant October 1, 2023 deadline

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## *East Central Regional Arts Council*

### *Application Instructions*

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#### **BEFORE YOU BEGIN**

You will first want to familiarize yourself with basic information about East Central Regional Arts Council grant funding. The grant guidelines can be found by clicking [here](#). Please read through the Grant Guidelines before beginning the online application form. This application form includes specific questions which will assist the Regional Arts Council reviewers in determining eligibility, artistic quality & merit, ability, community need, and the equity & inclusion proposed.

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

#### **TIPS ON COMPLETING THE APPLICATION**

The grant portal opens 4-6 weeks before the deadline. A reasonable amount of planning time should be allowed to develop an application. Grant writing technical assistance is provided by ECRAC staff as requested. The staff person can help you best if you contact them well in advance of the application technical assistance deadline. Assistance from the staff person does not, however, imply that grant funding will be received.

Contact the ECRAC office to determine the availability of funding and which of the grant areas your proposal fits into. The ECRAC Grant Program Officer phone number is: 320-336-0200. The email address is [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org).

Attend an ECRAC Grant Information Session. This is not currently a grant requirement, but it is strongly recommended by the ECRAC Board of Directors. They are online as YouTube video tutorials, available by zoom, and in-person.

Read over the application question, and contact the ECRAC if you are unclear about them, or the grant review criteria.

Use the online forms provided by ECRAC. The application materials are on the ECRAC website: <https://www.ecrac.org/grants-available>. The grant tutorials are also available [here](#).

You will have to remain within the specified amount of space for answers. Do not submit

additional materials. Additional pages and materials not requested won't be reviewed by the Council or by a grant review panel. Do not mail or email any application-related materials to ECRAC.

Complete and submit your online application before 11:59 p.m. of the deadline date. Applications submitted after this are ineligible.

To be eligible, your application must include ALL required materials. If not, the application can be found ineligible.

Give all people involved in the grant project a copy of the approved grant proposal to ensure agreement.

Best practices and past grant application history indicate successful grant applications are written by organization representatives and/or organization grant writers. ECRAC strongly advises organizations to follow this best practice. Contact ECRAC staff if you have questions concerning this distinction.

### **General File Upload Information**

You will upload several files to the application. Document uploads must be a MS Word, MS Excel, or PDF document. Uploading any other format may make your application ineligible. It is highly recommended that you create your own Application Packet within the grant interface to assure that your documents have uploaded correctly; errors in formatting may have an adverse effect on your application.

### **CHECKLIST OF REQUIRED UPLOADS:**

- Project Personnel Résumés & Artist Résumés
- Artwork Samples
- Board of Directors/Advisory Committee
- Project Expense and Income Budget
- Organizational Annual Budget (one page)
- Signed Certification Page
- Fiscal Sponsor Agreement– (if applicable)

## *Organization Information*

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### **Project Director & Grant Writer Tasks**

The Project Director is the person responsible for the day-to-day details of the project. This is the contact person who is knowledgeable about the project and who is available to receive calls, e-mails, and correspondence. The project director has responsibility for all reporting

requirements. For example, writing the final report and compiling the financial documentation after project completion. When the grant application is funded the Project Director will attend an ECRAC Grant Management Training.

The Grant Writer is the person from the applicant organization responsible for writing the grant proposal and needs to ensure that the project director, authorizing officials, and key project personnel are all aware of the grant proposal details. The grant writer should be a representative of the organization applying for funding. The grant writer can also be the project director. If not, ensure that the project director has a copy of the grant application.

### **Project Director:\***

*Character Limit: 250*

### **Project Director Title\***

*Character Limit: 250*

### **Project Director Email Address\***

*Character Limit: 250*

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

*Character Limit: 250*

### **Grant Writer:\***

*Character Limit: 250*

### **Grant Writer Title\***

*Character Limit: 250*

### **Organization's Authorized Signer\***

This person cannot be the same as the Project Director.

*Character Limit: 30*

### **Organization's Authorized Signer Title\***

*Character Limit: 30*

### **Organization's Authorized Signer email address\***

This email address will be used if the application is approved. The grant contract will be emailed for signature from the organization's authorized signer.

*Character Limit: 100*

### **Our group/organization:**

### **Has no Misuse of Funds determination with:\***

- the MN State Arts Board or

- any designated MN Regional Arts Council.

**Choices**

Yes, that is correct  
No, that is incorrect

**Has no outstanding or unacceptable final reports with the East Central Regional Arts Council.\*****Choices**

Yes, that is correct  
No, that is incorrect

**Is incorporated as a nonprofit or is a unit of government or ISD\***

or has an official fiscal agent agreement with a nonprofit, unit of government, or independent school district (ISD).

**Choices**

Yes, that is correct  
No, that is incorrect

**Is located in and serves the counties of:\***

Chisago, Kanabec, Isanti, Mille Lacs or Pine.

**Choices**

Yes, that is correct  
No, that is incorrect

**Has three or more members.\*****Choices**

Yes, that is correct  
No, that is incorrect

**The project will not include any of the activities not funded by ECRAC.\***

Activities not funded by ECRAC may be referenced in the grant guidelines on pages 17-18. An example of an activity not funded by ECRAC includes: any travel costs outside of Minnesota. You may engage an out-of-state artist within your project, but their travel expense to get to or from Minnesota cannot be included in the request.

**Choices**

Yes, that is correct  
No, that is incorrect

**In promotion of the project I will use the ECRAC funding credit line, ECRAC logo, and the ACHF logo.\*****Choices**

Yes, that is correct  
No, that is incorrect

**This application only accepts the following file type(s) for upload:\***

- PDF
- Word
- Excel
- MP3
- Jpeg

**Choices**

I understand

**ECRAC no longer requires organization applicants to submit the following,\***  
but if the ECRAC Board requires it we will submit the most current:

- IRS letter documenting 501c3 tax exempt status
- yearly 990 or 1023
- or audit report

**Choices**

I understand

**ECRAC Newsletter\***

When applying for a grant with ECRAC please note that your email and/or organization email(s) will be added to the ECRAC newsletter mailing list to keep you posted on ECRAC news and updates; unless you have already subscribed, thank you! You can unsubscribe at any time using the Unsubscribe link at the bottom of every email.

**Choices**

I understand

***Fiscal Sponsor Information, If Applicable***

**\*If your group is not using a fiscal sponsor, the following section will be blank.\***

**Fiscal Sponsor**

If your organization is a unit of government, an independent school district (ISD), or is incorporated as a Minnesota private, non-profit organization which has obtained a 501(c)3 tax-exempt status under the Internal Revenue Code and which is registered with the Minnesota Secretary of State and Department of Revenue do not complete this section. Unless the applicant organization is a unit of government or ISD, you must provide proof of your organization's non-profit, tax-exempt status with your application. Independent School Districts do not fill out the fiscal sponsor section, the school itself is the applicant.

If your group is not incorporated as a 501(c)3 tax-exempt non-profit organization, & has 3 or more members, you may receive funds through a fiscal sponsor. You must sign and upload a fiscal sponsor agreement (contract) with the organization that has agreed to serve as your fiscal sponsor plus a copy of their proof of non-profit, tax-exempt status with your application. A sample copy of a Fiscal Sponsor Agreement is included for your convenience at ECRAC.org and can be found by clicking here. The fiscal sponsor is legally responsible for the proper completion of the project and the grant project finances. The fiscal sponsor contact person and signer of the Agreement should be an authorizing official of the organization.

### **Fiscal Sponsor Agreement**

A sample Fiscal Sponsor Agreement, if needed, can be found on ECRAC's website by clicking here. For additional information on fiscal sponsorship click here.

*File Size Limit: 2 MB*

### **Fiscal Sponsor Organization Name:**

*Character Limit: 250*

### **Fiscal Sponsor Mailing Address:**

*Character Limit: 250*

### **Fiscal Sponsor City:**

*Character Limit: 250*

### **Fiscal Sponsor State:**

*Character Limit: 50*

### **Fiscal Sponsor Zip Code:**

*Character Limit: 250*

### **Fiscal Sponsor Contact Person:**

Must be an authorizing official of the sponsor organization.

*Character Limit: 250*

### **Fiscal Sponsor Contact Person Title:**

*Character Limit: 250*

### **Fiscal Sponsor Contact Person Phone Number (day):**

*Character Limit: 250*

### **Fiscal Sponsor Contact Person Email Address:**

*Character Limit: 250*

### **Fiscal Sponsor Tax Exempt Number (EIN):**

*Character Limit: 250*

## *Project Summary Information*

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### **Grant Project Title\***

*Character Limit: 30*

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

*Character Limit: 750*

### **Project Information**

The Grant Guidelines contain the earliest starting date under each deadline. ECRAC cannot fund projects which start before that time. Keep in mind that applicants should use a start date before the first expected expenditure of grant project funds.

ACHF grant projects must be completed before the end of the next fiscal year. See the guidelines for the latest allowable project end dates. Please answer all of the application questions even if you feel they are repetitive.

### **BEG - Project Start Date:\***

See Grant Guidelines, page 12, for start and end date requirements.

*Character Limit: 10*

### **END - Project End Date:\***

*Character Limit: 10*

### **REQ - Grant Amount Requested - \$5,000 to \$20,000\***

From your completed Project Expense Template.

*Character Limit: 20*

### **Total Project Expenses\***

From your completed Project Expense Template.

*Character Limit: 20*

### **Date of grant writer and project director attendance at ECRAC grant information session.**

This is optional but highly recommended.

*Character Limit: 250*

### **Is your project's venue publicly accessible and ADA compliant?\***

#### **Choices**

Yes

No

**In the proposed project,\***

your organization will not include travel expenses or activities that do not take place in MN.

**Choices**

Yes

No

**In the proposed project,\***

your organization will not include expenses to purchase alcoholic beverages or to pay associated costs (servers, insurance, liquor licenses, etc.).

**Choices**

Yes

No

## *Request Narrative and Summary of Proposal*

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**Request Narrative and Summary of Project**

Describe the arts project for which you are requesting grant funds. Keep in mind that the Arts and Cultural Heritage Funds can only support activities that address one of the three key areas of: Arts and Arts Access, Arts Education, and Arts and Cultural Heritage. Include descriptions of all activities involved in completing the project, dates, location, workshops or other training, number of performances, names of artists, and any other information that will help the Arts Council understand your project. Explain your required open to the public community component and how you will advertise for it. Include the date of events and exact address of your venue. Answer any questions within the application.

**Detailed Project Summary\***

Include descriptions of all activities involved in completing the proposed project:

- date(s),
- location(s),
- workshops or other training,
- number of performances,
- names of staff, artists or companies,
- your required open to the public event,
- define your community served,
- how you will demonstrate equity and inclusion for the grant project in the community served,
- and any other information that will help the Arts Council understand your project.

Keep in mind that the Arts and Cultural Heritage Funds can only support activities that address the three key areas of: Arts and Arts Access, Arts Education, and Arts and Cultural Heritage. Refer to the definitions in the ACHF Grant Guidelines for further detail.

*Character Limit: 5000*

## Project Schedule

If you have a project schedule upload it here. For example, if your project includes multiple classes/events, a schedule with dates, times and locations is appropriate to include with your application.

*File Size Limit: 2 MB*

## Project Impact Evaluation\*

How does this project:

- instill the arts into your community and public life?
- provide a high quality arts experience?
- give access in Region 7E to a quality arts experience?
- help to develop knowledge, skills and understanding of the arts?
- help to represent diverse, ethnic and cultural arts traditions, if applicable?

*Character Limit: 1200*

## Promotion and Publicity Plan\*

Detail here how your organization will provide promotion and publicity for the project. Include specific media and costs.

*Character Limit: 1000*

## Artistic Merit\*

All ACHF grants must have a heightened sense of artistic merit. Explain how your project will expand both your organization's artistic capabilities and the artistic experiences of your audience.

*Character Limit: 1200*

## Why did you select the artist(s) or artist companies participating in this project?\*

*Character Limit: 3000*

## Résumé's

Include artistic résumés of any artists involved with the project. These are used respectively to determine artistic merit. All artists mentioned in the proposal MUST have an artistic résumé. If you are hiring a performing group their organization résumé is acceptable. ECRAC strongly prefers résumés and discourages biographies/narratives unless they contain everything that a typical artist résumé would have. Not including all the résumés can make your application ineligible.

For your reference an artistic résumé typically includes the following & there is a 2-page maximum for each résumé.

**Artist Statement:** An artist statement that explains exactly what it is that the artist does and their involvement with their artwork.

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

**Employment:** List arts related job experiences. Do not list non-arts related jobs on an artistic résumé unless this information might help the panel understand your artist.

**Performances, Readings/Publications, or Exhibitions etc. (discipline appropriate):** List the activities by their date, starting with the most recent. Include any visual art shows here such as the IMAGE Art Show.

**Grants, Awards, and Collections (discipline appropriate):** List grants received by the artist (including ECRAC), awards received, collections (both public and private collections) that have acquired the artist's work, and other recognition the artist might have received.

**Other headings the artist may want to include in the artistic résumé are:**

- Mentors with whom the artist has worked.
- Presentations/Artists in Education/Workshops which they have taught or attended.
- Residencies in which the artist has taken part.
- Commissions which the artist has received.
- Panels and Committees on which the artist has served.
- Other ECRAC grants, events, or art shows, that the artist has been involved in.

**All artists mentioned must have an artistic résumé. Upload all artistic résumés here.\***

*File Size Limit: 4 MB*

**Artistic Work Samples** - ECRAC allows organization applicants to upload artistic work samples. As you select a work sample(s) for submission, remember that artistic excellence is the primary criteria. It is important that the samples you submit represent your artists work to its best advantage. In general, the grant reviewers are not looking for a range in abilities. Rather, they look for a cohesive vision for grant recipients. In addition, the ECRAC board requests that your uploaded work samples are 4 years old, or less. If they are not, include an explanation of why in the application. The grant guidelines has a detailed list of acceptable work samples.

Combine samples as needed into documents/files in order to upload. You may also link to a YouTube video in the space provided. FYI - Including more than the allowable number or length of work samples may disqualify your application.

**Visual Artists** - There are a maximum of 10 visual artwork samples allowed. Include all your samples in one document, one work sample per page, and upload this document into the application. See below for work sample description information needed. Accepted formats:

Word doc, PDF, PowerPoint file.

**Performance and Installation Artists; Actors and Directors; Dance, Film and Video Artists** - 6 minutes maximum combined running time for all selections. In your work sample description please indicate the length of each sample (example 2 min. 30 sec.). List the title and recording date of each work. We recommend a YouTube link for this. Only use your own YouTube video links to ensure availability.

**Musicians** – 6 minutes maximum combined running time for all selections. Do not submit scores. In your work sample description please indicate the length of each selection (example 2 min. 30 sec.) List the title and recording date of each work. We recommend a YouTube link for this or MP3. Only use your own YouTube video links to ensure availability.

**Writers, Playwrights, Screenwriters, Prose Writers and Poets** - 2 samples of 5 pages or less. Combine all work samples into one document. Scholarly manuscripts, standard journalism, and translations are not accepted. We recommend a Word document or PDF.

Work samples containing multiple formats (such as video and poetry) must limit the amount in each format equivalently. Please contact the office for assistance with this, if needed. For large music and video files: If the upload space does not accommodate the file size you need, you may provide us with a website URL to an audio/video page (ex. YouTube, Vimeo) where we can listen to or view your selected sample. Do not give us a full website link as this is not an acceptable work sample.

Describe the work sample in the space provided in the application for work sample description. Include the following information:

- A brief description of the work being presented or viewed.
- The title and completion date for each work listed along with the artist information.
- Provide any technical instruction for presenting your work sample.

### **Work Sample upload #1**

Use this upload if you have visual or written work samples.

*File Size Limit: 22 MB*

### **Work Sample Description #1**

This work sample description is for the above work sample upload #1. View the work sample instructions above for information on what to include in the work sample description, or contact ECRAC Staff for assistance.

*Character Limit: 1000*

### **YouTube or other website address for audio/video work sample #2**

*Character Limit: 2000*

## Work Sample Description #2

*Character Limit: 1000*

## YouTube or other website address for audio/video work sample #3

*Character Limit: 2000*

## Work Sample Description #3

*Character Limit: 1000*

## YouTube or other website address for audio/video work sample #4

*Character Limit: 2000*

## Work Sample Description #4

*Character Limit: 1000*

## Organizational Ability\*

What year was your organization started?

*Character Limit: 10*

## Artistic Mission\*

Briefly describe the artistic mission of your organization. How will the proposed project help your organization fulfill that mission? If yours is not an art organization, please explain your artistic mission for this project. How will this project advance your organizations mission?

*Character Limit: 1000*

## Describe the governing body of your organization.\*

*Character Limit: 500*

## Board of Directors Information

This will be used to help determine organizational ability. Attach a list of your board members, indicating their address, profession, organizational affiliation or area of expertise. If you are using a fiscal sponsor, do not include the board members of the fiscal sponsor - include the members of your organization. (An organization or group using a fiscal sponsor must have at least three board members.) A sample fiscal sponsor agreement can be found here.

ECRAC strongly recommends you add an advisory committee member list to the Board Member list if there is one and/or if none of the Board Members are Region 7E residents.

## Attach a list of your board members.\*

Include their address, profession, organizational affiliation and/or area of expertise.

*File Size Limit: 2 MB*

## Explain how your organization is staffed.\*

*Character Limit: 450*

## Summarize the qualifications of the Project Director.\*

*Character Limit: 500*

### Résumé's

Include work résumés of the project director and key project personnel. These are used respectively to determine organizational ability. Any staff person mentioned for the project MUST have a work résumé included with the proposal. Not including all the résumés can make your application ineligible.

## Attach Project Director work résumé.\*

*File Size Limit: 2 MB*

### Additional work resumes

Combine all documents into one file and upload below.

*File Size Limit: 2 MB*

## Describe the project planning process and who was involved.\*

*Character Limit: 1500*

## List any projects your organization has completed in the past three years.\*

*Character Limit: 400*

## List all ECRAC funded projects your organization has had in the past three years.\*

Include the year and the amount funded.

*Character Limit: 2000*

### Repeat Grant Project Information

If your organization received grant support from the East Central Regional Arts Council in one or more of the past three fiscal years, please answer the following:

- How does this project differ from the past funded projects?
- Is it more challenging, original, or a change in direction from past projects?
- Explain how your project will expand your organization's artistic capabilities and the artistic experiences of your audience.

Repeat grant projects must have a heightened sense of artistic merit. If you are not a repeat grantee reply here with not applicable.

*Character Limit: 1000*

## Outcome Evaluation

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### Grant Program Outcomes

It is important for grantees to understand that funding for this program comes from the Arts

and Cultural Heritage Fund (ACHF), a fund created by the people of Minnesota to support the arts. Because our fellow citizens have made this commitment, we have an obligation to be intentional about arts projects: the outcomes, impacts and results, and the community benefits. Therefore, outcomes and outcome evaluation are an important part of the funding proposal; in fact, they are a legislatively mandated requirement.

ECRAC's very broad ACHF outcomes are: artists and the arts are visible in communities; artists develop their practice; organizations develop capacities that advance the arts; people access arts experiences; people develop arts skills or knowledge; people have meaningful arts experiences; and people make connections to ideas, organizations, or one another.

Below you will: choose the majority of the people you plan to serve with this project. You will then decide which of ECRAC's broad outcome areas best describes the kind of change you expect from your project. Lastly you will identify your project's specific outcome, the changes you expect to see in the people to be served by the project.

Be sure to include the costs of the outcome evaluation in your budget as a grant funded expense!

You may reference the grant guidelines if needed.

## Which of the following best describe the majority of the people you plan to serve with this project:\*

### Choices

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

## MEASUREPROP - Measurable Outcomes\*

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

## Choices

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

## What kinds of specific changes do you expect to see in the people to be served by this project?\*

Having your own specific outcome in mind for your proposed grant project means that the people you serve are supposed to be different in some way as a result of this project. Below you will identify what kinds of specific changes or effects you expect to see in the people to be served by this grant project.

### Choices

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

## Outcome Measurement

During and after the grant project activities you will have to evaluate your grant project outcome. Here, you will describe the outcome evaluation planned for your project. You will provide either quantitative or qualitative measurements or both. When funded, your grant final report must include a summary of these evaluation results.

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

## Outcome Measurement\*

What kinds of data or information will you gather?

- Quantitative: numbers or categories of things used to look for outcomes by rating, totaling, or comparing.

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

### Choices

Quantitative

Qualitative

Both Quantitative and Qualitative

## MEASUREEVAL - Outcome Evaluation Method Types\*

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

### Choices

Reviewing program statistics or other documents related to the project

Reviewing or critiquing a portfolio, experience, or other artifacts of the project

Conducting interviews with stakeholders

Conducting focus groups with stakeholders

Creating one or more case studies about the project

Making structured observations of stakeholders during project activities

Surveying stakeholders about their knowledge skills, attitudes, behaviors, or motivations

Gauging stakeholder priorities using interactive methods such as sorting cards or voting

Having stakeholders describe or capture their own impressions

## *Project Budget*

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### Organization Grants - Project Budget Tips

Round all amounts to the nearest dollar. Applications should present the total projected project cost.

Do not inflate your figures. An inflated budget reflects poorly on the organizational ability of the project.

ECRAC requires a 10% cash match, of the total grant project amount, for ACHF Organization Grants. The cash match can include earned income, other grants or contributions, and/or cash on hand. In kind cannot be included as a part of the 10% cash match.

Applicants must also upload a copy of their most current approved annual organization budget.

Applicants no longer need to provide a copy of their IRS letter of 501c3 determination, their most current 990, or their audit reports.

## Submit your organization's current year annual budget as a supplement to this project's budget.\*

*File Size Limit: 2 MB*

### Project Budget Expenses

Round all amounts to the nearest dollar.

1. Salaries or Wages - May include the project director, artistic director or other personnel assisting with the project. An hourly rate should be identified along with estimated hours for the project. You will not have paid staff full time equivalents (FTE's) involved with the project. For the purposes of this item, instead project grants will have specific project staffing costs. Name all personnel and their positions in the budget. You also must upload their résumé(s) with your application. Any hours of in kind staffing or volunteers will also go on this line.
2. Artist Fees - This will include artist fees for service, artist contracts, and/or honoraria and the amount to be paid to each. Artists must be identified by name and their résumé(s) uploaded in the application. Keep in mind that artists can be from any of the art disciplines listed earlier in these guidelines.
3. Artist Travel and Expenses - Include travel expenses such as allowable mileage and room & board for guest artists. An explanation of transportation expenses is helpful, including the rate of mileage (if applicable.) Submit proof of these expenses. No travel outside of Minnesota is allowed.
4. Publicity - List the costs of all marketing; radio, website, newspaper, social media, posters, flyers, etc.
5. Equipment or Rental Fees - This can include the costs for renting performance space, costumes, audio equipment, etc. If performance or other space is in kind, you must document, with a letter from the donor, to verify the value. This section will include the purchase costs for needed equipment.
6. Supplies and Materials - List consumable supplies for the project such as playbooks, music, etc. Reusable items should not be listed here. You can list the cost of refreshments here if they are an important part of your project budget.
7. Printing and Postage - List all printing and postage costs here.
8. Project Outcome Evaluation – Because outcome evaluation is a requirement all costs related to the outcome evaluation must be included here and should be a grant funded expense and not a local match.
9. Other - Costs in this category could include music licensing fees, royalties, or other project costs that don't fit into the above categories. You will need to describe what items are included here.

Total - Total all costs to get the Total Expenses.

### Project Budget Details\*

Please download, complete and upload the Project Budget Template here.

*File Size Limit: 2 MB*

### Project Expense Details and Explanations\*

Describe your project expense details and explanations for each of your budget line items here. For example, if your total amount of artists fees is \$3,000, your explanation would look like:

- artists fees: ABC Band \$1,500, XYZ Band \$1,500 = \$3,000.

Do this for each line item. Note: these are not for profit grant projects. If the budget shows a profit, or appears to be a fundraiser, the application is ineligible.

Round all amounts to the nearest dollar.

*Character Limit: 5000*

### Project Budget – Income

Round all amounts to the nearest dollar.

ECRAC requires a 10% cash match of the total project amount for ACHF Organization Grants. The cash match can include earned income, other grants/contributions, and/or cash on hand, but not in kind.

1. Earned Income - Project income based on your group's past project earning experience. Estimate the earned income you will receive during this project.
2. Other Grants and Contributions, if any - Other grants, anticipated grants, and expected contributions should be listed here. These funds should be already secured/anticipated. NOTE: If matching an ECRAC proposal with a Minnesota State Arts Board grant, reference their guidelines for limitations.
3. Cash - Cash on hand that is available and budgeted for the proposed project should be listed here.
4. In kind - In kind includes donated material, labor, or space that can be given a dollar value and is committed to the project. In kind should be significant items. Documentation must be provided for in kind contributions via a letter from the donor indicating the value of the in kind donation. ECRAC does recommend that all staffing in kind be itemized to determine the true value of a project. A sample form for documenting in kind time is available. In kind cannot be included as part of your 10% cash match

Sub - Total -Total all Project Income. Identify your funding request to ECRAC. The sum of the project costs and the ECRAC grant request is the Total Income.

**The Total Income must be equal to the Total Expenses.** If the income is more than the expenses, it is not a non-profit project and will be ineligible for grant funds.

### Project Income Details and Explanations\*

Describe your project income details and explanations for each of your budget line items here. For example, if your total amount of earned income is \$1,000, your explanation could look like:

- earned income: sale of 100 tickets at \$10 each = \$1,000

Do this for each line item. Note: these are not for profit grant projects. If the budget shows a profit, or appears to be a fundraiser, the application is ineligible.

Round all amounts to the nearest dollar.

*Character Limit: 1500*

If your proposal includes the purchase of equipment \$500 or more:

- you will need to include 3 separate quotes (eg. an online webpage of the item for sale with the costs included is a quote) to document the expense. The lowest quote need not be selected. However, you should state the reason why it wasn't selected.
- If your proposal includes the purchase of equipment \$500 or more you also need to submit an Equipment Use Plan, signed by you, and certifying you will not sell the equipment without prior ECRAC approval. The equipment may be subject to a UCC filing.
- A proposal which includes only the purchase of equipment does not constitute a fundable grant project. Also, make sure to include at least one Minnesota vendor in your quotes.

### Equipment Purchase

If your project includes the purchase of a piece of equipment totaling more than \$500 you are required to include three separate price quotes. One of these quotes needs to be from a Minnesota based vendor. Include each quote in the upload links provided below. The lowest amount need not be selected.

Describe here which quote you have chosen, and why.

*Character Limit: 1000*

### Price Quote 1

*File Size Limit: 2 MB*

### Price Quote 2

*File Size Limit: 2 MB*

## Price Quote 3

*File Size Limit: 2 MB*

## Equipment Use Plan

Grant requests from organizations for project equipment purchases of \$500 or more must also include: a detailed plan for the use of the equipment; and a statement certifying they will not sell the equipment without prior ECRAC approval and that you understand ECRAC may use a UCC filing. If you need assistance drafting an equipment use plan, contact ECRAC Staff at 320-336-0200 or [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org).

*File Size Limit: 2 MB*

## *ECRAC/ACHF Certification*

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### **Certification\***

You must certify that your board of directors supports this application, that it is accurate, and that you will carry out the project as described and will follow the grant guidelines if funded. **Two signatures are required**; one signer must be an authorizing board officer. One signature is the project director. Complete the certification form and upload it to application with original signatures, certified electronic signatures are acceptable. If your organization does not have a board of directors, you will be using a fiscal sponsor. In that case, their authorizing board officer(s) and the project director should sign the form.

Download, read, and complete the ECRAC/ACHF Certification. Upload the signed document here.

*File Size Limit: 2 MB*

FYI - To ensure all application files have uploaded and will open properly for reviewers, applicants should use the "*Application Packet*" button located at the top of the application. Any file upload error messages will appear on the "*File Attachment Summary*" page in the Application Packet.

Contact staff via email at [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org) or by telephone at 320-336-0200 if you have any questions or concerns regarding your application. If requested early enough in advance of the grant deadline ECRAC staff can review your draft application.

## *Regional Arts Council Data Collection*

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### **Regional Arts Council Grant Data Collection\***

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

### **Choices**

I understand

**Are you a new applicant?\***

**Choices**

- Yes
- No

**Does your organization go by any other names when promoting projects?**

Or, if your organization uses a name other than the legal name, or is known by any other name, please enter it here.

*Character Limit: 30*

**If so, would you like ECRAC to use the above organization name for publicity purposes?**

**Choices**

- Yes
- No

**County\***

Choose the county below in which your organization is located.

**Choices**

- Chisago
- Isanti
- Kanabec
- Mille Lacs
- Pine

**MN House District\***

MN legislative house district where the applicant is located (Click Here to use the district poll finder).

Due to redistricting be sure to check Poll Finder for the correct House District

**Choices**

- 10A
- 10B
- 11A
- 11B
- 27B
- 28A
- 28B
- 31B

**Congressional District\***

U.S. congressional district where the applicant is located. To be eligible to apply you must live within the five county East Central Minnesota Region which is congressional district 8.

## Choices

8

### CHR - Race/Ethnicity (optional)

**For Organizations:** Please select the option that best represents 50% or more of your staff or board or membership.

#### Choices

N American Indian/Alaskan Native  
 A Asian  
 P Native Hawaiian/Pacific Islander  
 B Black/African American  
 H Hispanic/Latino  
 M Middle Eastern/North African  
 W White  
 R Multiracial or Biracial  
 99 when no single group applies  
 O Other

### CHROTH - Special Characteristics (optional)

**For Organizations:** Select all that apply to best represent 50% or more of your staff, board, or membership.

#### Choices

I - Disability  
 S - Older than 65  
 V - Veteran  
 A - Adult (25-64 years)  
 Y - Young adult (19-24 years)  
 99 - None of the above

### PCHR - Population to Benefit by race/ethnicity

This includes people participating such as audience members or class participants. DO include artists or organization staff who are benefiting from the project, e.g., receiving professional development. DO NOT include artists or staff members who are providing programming or services, e.g., teaching artists.

Select all categories that, by your best estimate, will make up 25% or more of the population that may directly benefitted from the award during the grant period.

#### Choices

N Native American/Alaskan Native  
 A Asian  
 P Native Hawaiian/Other Pacific Islander  
 B Black/African American  
 H Hispanic/Latino  
 M Middle Eastern/North African  
 W White/not Hispanic

G No single racial/ethnic group makes up more than 25% of the population

### PCHRAGE - Age Group

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

#### Choices

- 1 Children/Youth (0 - 18 years)
- 2 Young Adults (19 - 24 years)
- 3 Adults (25 - 64 years)
- 4 Older Adults (65 + years)
- 99 No single age group

### PCHROTH - Population to benefit by distinct groups

Select all categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the grant period for grant activities only.

#### Choices

- D Individuals with Disabilities
- I Individuals in institutions
- P Individuals below the Poverty Line
- E Individuals with Limited English Proficiency
- M Military/Veterans/Active Duty Personnel
- Y Youth at Risk
- 5 PreK, children 5 and under
- G No single distinct group made up more than 25% of the population.

### STAT - Status\*

Select the one code that best describes the applicant. Click Here for a list of current **Status** codes. Example, enter "08" for Museum - Art.

#### Choices

- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 99

### INST - Institution\*

Select the one code that best describes the applicant. Click Here for a list of current **Institution** codes or you can see them on page 3 of the grant guidelines. Example, enter "08" for Museum - Art.

#### Choices

- 01

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### DIS1 - Discipline\*

Select one code that best describes the applicant's primary area of interest in the arts. Click Here for a list of current **Discipline** codes. Example, enter "01A" for Dance, ballet.

#### Choices

- 01
- 01A
- 01B
- 01C
- 02
- 02A
- 02B
- 02C
- 02D
- 02E
- 02F
- 02G
- 02H
- 02I
- 03
- 03A
- 03B
- 04
- 04A
- 04B
- 04C
- 04D
- 04E
- 05
- 05A
- 05B
- 05D
- 05F
- 06
- 06A
- 06B
- 06D
- 06E
- 06F
- 06G
- 07
- 07A
- 07B
- 07C
- 07D
- 07E

- 07F
- 07G
- 07H
- 07I
- 08
- 09
- 09A
- 09B
- 09C
- 09D
- 09E
- 10
- 10A
- 10B
- 10C
- 10D
- 11
- 12A
- 12B
- 12C
- 12D
- 13
- 14
- 15

### **PDIS1 - Project Discipline\***

Select one category that best describes the proposed project activity. [Click Here](#) for a list of current Discipline codes.

#### **Choices**

- 01
- 01A
- 01B
- 01C
- 02
- 02A
- 02B
- 02C
- 02D
- 02E
- 02F
- 02G
- 02H
- 02I
- 03
- 03A
- 03B
- 04
- 04A

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- 04C
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- 10A
- 10B
- 10C
- 10D
- 11
- 12A
- 12B
- 12C
- 12D
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**Does your proposed project involve a public event?\*****Choices**

Yes

No

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

Enter all individual event dates separated by a comma.

*Character Limit: 250***If yes, include the name(s) and address(es) of the event location(s).\****Character Limit: 250***ART - Adult Artists Participating\***

Estimated number of adult artists directly involved in or providing art or artistic services specifically identified with grant activities.

*Character Limit: 10***ADULT - Adult Audience Benefiting\***

Estimated number of adult audience participants benefiting directly from grant activities. Include for in-person activities only.

*Character Limit: 10***ADULTONLINE - Adult Audience Benefiting Online\***

Estimated number of adult audience participants benefiting directly from grant activities. Include for online activities only.

*Character Limit: 10***ADULTANNUAL - Total annual adult audience served.\***

Estimate the total adult attendance at cultural events/exhibits that your organization produced or presented during all of your most recently completed fiscal year. (EXCLUDING youth attendees).

*Character Limit: 10***YOUTH - Children/Youth Benefiting\***

Estimated number of children and youth, age 18 and under, participating in and/or benefiting directly from these grant activities, or included in an audience. Include for in-person activities only.

*Character Limit: 10***YOUTHONLINE - Children/Youth Benefiting Online\***

Estimated number of children and youth, age 18 and under, participating in and/or benefiting directly from these grant activities, or included in an audience. Include for an online audience only.

*Character Limit: 10*

### **YOUTHANNUAL - Total annual youth served.\***

Estimate the total attendance by youth ages 18 and below at cultural events/exhibits that your organization produced or presented during all of your most recently completed fiscal year.

*Character Limit: 10*

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

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

*Character Limit: 20*

### **EXPANNUALARTS - Organization's Total Arts Budget for Previous Fiscal Year:\***

Or Department Budget if you are at a school or unit of Government.

*Character Limit: 20*

### **FYANNUAL - Fiscal Year\***

What is the organizations fiscal year used in the above question?

*Character Limit: 4*

### **EXP - Cash Expense of Project\***

This number should be the project total cost minus the amount of any in-kind revenue listed in your budget.

*Character Limit: 20*

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

This number should be the amount of any in-kind revenue listed in your budget.

*Character Limit: 20*

### **FTEFUNDED - Full Time Equivalents (FTE) to be funded:\***

For project grants ECRAC expects this to be zero.

*Character Limit: 10*

### **COUNTIES - Counties Impacted\***

Please provide a list of counties (Minnesota only) that will be impacted by this project.

*Character Limit: 500*

### **GRANTEE BOARD - Board Members\***

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

*Character Limit: 1000*

### **ADDITIONAL APPLICATION COMMENTS**

Applications are public documents. DO NOT submit information with private personal information such as social security numbers or other non-public information.

Applicants are responsible for ensuring that their proposal application is submitted correctly, including uploads. ECRAC staff can provide technical assistance if needed but assistance does not imply that your project will be funded.

Contact staff via email at [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org) or by telephone at 320-336-0200 if you have any questions or concerns regarding your application. If requested early enough in advance of the grant deadline, ECRAC staff can review your draft application.

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

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