Small/Art Project Application Nov 1, 2017 deadline

East Central Regional Arts Council

Section 1: Organization Overview

Project Director*

Character Limit: 50

Title*

Character Limit: 100

Project Director Email address*

Character Limit: 254

Project Director Phone (day)*

Please enter the 10 digit phone number with no special formatting.

Character Limit: 10

Grant Writer*

Character Limit: 50

Title*

Character Limit: 100

Fiscal Agent Organization Name, If Applicable

Character Limit: 100

Fiscal Agent Contact Person

(must be an authorizing official of the organization)

Character Limit: 50

Title

Character Limit: 50

Phone (day)

Please enter the 10 digit phone number with no special formatting.

Character Limit: 10

Email address

Character Limit: 254

Fiscal Agent Tax Exempt Number (EIN)

Please enter the 9 digit EIN number with no special formatting.

Character Limit: 9

Our group/organization:

Has no overdue or unacceptable past reports with ECRAC*
Choices
Yes
No

Is incorporated as a nonprofit, or has an official fiscal agent agreement with a nonprofit, unit of government, or independent school district.*
Choices
Yes
No

Is located in and serves the counties of Chisago, Kanabec, Isanti, Mille Lacs or Pine.*
Choices
Yes
No

Section 2: Project Information

Project Name*
Character Limit: 100

Brief Project Description*
Character Limit: 500

Project Start Date*
See the Grant Guidelines, page 7, for start and end date requirements.
Character Limit: 10

Project End Date*
Character Limit: 10

Grant Amount Requested - up to $5,000*
Character Limit: 20

Total Project Cost*
From your completed Project Expense Template in section 6.
Character Limit: 20

Tax Determination Letter*

Copy of IRS letter documenting your group's tax-exempt status or letter of agreement with copy of fiscal agent's IRS tax-exempt letter.

File Size Limit: 2 MB

Detailed Project Description*

Describe the arts project for which you are requesting grant funds. Include descriptions of all activities involved in completing the arts project:

- the date(s),
- location(s),
- number of performances,
- names of staff,
- artists or companies, and
- any other information that will help the Arts Council understand your proposal.
- Define your community.
- Explain the artistic merit of your project. See the Grant Guidelines for the importance of artistic merit.

Character Limit: 5000

Promotion and Publicity Plan*

Detail here how your organization will provide promotion and publicity for the project.

Character Limit: 1500

Section 3: Artistic Merit and Quality

If you have attended an ECRAC Grant Workshop, enter date below.

Optional, but recommended.

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. Attach the supporting artistic résumés for artists and/or artistic companies to be used in the project to the application.

Character Limit: 1000

Artistic Résumé 1

File Size Limit: 1 MB

Artistic Résumés 2
File Size Limit: 1 MB

Artistic Résumé 3
File Size Limit: 1 MB

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.

Character Limit: 1000

Section 4: Applicant Ability

In what year was your organization started?*
Character Limit: 100

Describe the governing body of your organization.*
Attach supporting information on board members and include board member addresses.

Character Limit: 500 | File Size Limit: 1 MB

How is your organization staffed?*
Character Limit: 1000

Summarize the qualifications of the Project Director and grant project personnel.*
Attach work résumés.

Character Limit: 1000 | File Size Limit: 1 MB

Additional work résumés
File Size Limit: 1 MB

Additional work résumés
File Size Limit: 1 MB

Describe your project planning process. Who was involved with this process?*
Explain in detail your plans for promotion and publicity for the project.

Character Limit: 1000

Why did you select the artist(s) or companies participating in this arts project?*
Character Limit: 1000

List any projects your organization has completed in the past three years.*
Character Limit: 2000

Section 5: Need or Demand for the Project

Describe the community involvement with or support for the project.*
Character Limit: 1000

List any previous grant support received from East Central Regional Arts Council.*
Please include Project Title, Year, and Amount of Support. You may contact ECRAC staff if needed.

Character Limit: 1000

Section 6: Outcome Evaluation

Outcome Evaluation

ECRAC feels it is important to have an obligation and be intentional about evaluating art grant projects: the outcomes, impacts and results, and the community benefits. Therefore, outcome evaluation is an important part of a funding proposal.

You must include outcome evaluation costs in your budget expenses.

Refer to the **Grant Guidelines** on pages 16-18.

Describe 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

Sometimes thinking about different kinds of possible changes or effects can help us connect a grantmaker'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

Having a specific outcome in mind means that the people you serve are supposed to be different in some way as a result of this project. What kinds of specific changes do you expect to see in the people to be served by this 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

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. ECRAC staff has samples of outcome evaluations. Schedule an appointment with staff if this will assist you in your proposal.

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

Outcome Evaluation Method Types*
What kinds of methods do you anticipate using to document progress toward your project outcomes?

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

Section 7: Project Budget-Expenses

Project Expenses*
Please download, complete and upload the Project Expense Template below.

File Size Limit: 2 MB

Project Expense Details and Explanations*
Include the written project expense details and explanations for each of your budget line items here.

Character Limit: 1500

Price Quote 1
File Size Limit: 2 MB

Price Quote 2
File Size Limit: 2 MB

Price Quote 3
File Size Limit: 2 MB

Project Income*
Please download, complete and upload the Project Income Template below.

File Size Limit: 2 MB

Project Income Details and Explanations*
Include the written project income details and explanations for each of your budget line items here.

Character Limit: 1500

Annual Budget*
Submit your organization's annual budget as a supplement to this project's budget.

File Size Limit: 2 MB

Yearly 990 and Audit Report
Submit a copy of your organization's yearly 990 or your audit (if applicable and once per year.)

File Size Limit: 7 MB

Section 8: Certification

Certification*
Please download, complete and upload the Certification page below.

File Size Limit: 1 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 info@ecrac.org or by telephone at 320-396-2337 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.

Section 9: RAC Data Collection

RAC Grant Data Collection*

These reporting fields are not used in the evaluation of your grant request and are simply used for data collection purposes.

Choices

I understand

Are you a new applicant?*

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

11B

15A

31A

32A

32B

39A

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

Special Characteristics (optional)

For Organizations: select the one code that best represents 50% or more of your staff, board, or membership.

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
G No single distinct group makes up more than 25% of the population served
5 Pre-K, children 5 and under
99 None of the Above

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
99 when no single group applies
O Other

Age Group (optional)

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)
9 No single age group

Status*

Select the one code that best describes the applicant. Click Here for a list of current **Status** codes. Example, enter "01" for individual.

Choices

01
02
03
04
05
06
07
08

09
99

Institution*

Select the one code that best describes the applicant. Click Here for a list of current
Institution codes. Example, enter "01" for individual.

Choices

01
02
03
04
05
06
07
08
09
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

42
43
44
45
46
47
48
49
50
51
99

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

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
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

Does your proposed project involve a public event?*
Choices
Yes
No

If yes, include the name and address of the event location.
Character Limit: 250

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

Children/Youth Benefiting*
Estimated number of children and youth under the age of 18 participating in and/or benefiting directly from these grant activities, or included in an audience.

Character Limit: 10

Adult Audience Benefiting*
Estimated number of adult audience participants benefiting directly from grant activities.

Character Limit: 10

Total Organization Expenses*
List the total organization expenses for the most recently completed fiscal year.

Character Limit: 20

Organization's Total Arts Budget for the Previous Fiscal Year*
Character Limit: 20

Total Project Expenses*
Character Limit: 20

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

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

Character Limit: 20

Start Date*
The starting date should be approximately one month before your project is to take place or before you have to contract for services. *(This date **cannot** be before the grant deadline's earliest possible starting date listed in the guidelines.)*

Character Limit: 10

End Date*
The ending date should be approximately one month after the actual completion date of your project to allow time to close out all aspects of the project before submitting your final report.

Character Limit: 10

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

Character Limit: 500

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

Character Limit: 1000