East Central Regional Arts Council
Individual Artist Grant Program

Guidelines and Instructions

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

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

East Central Regional Arts Council
112 Main Avenue South
PO Box 294
Braham, Minnesota 55006
email: info@ecrac.org
www.ecrac.org
320-396-2337

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

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East Central Regional Arts Council (ECRAC) Overview/Introduction

The East Central Regional Arts Council (ECRAC) is a regional grant-making agency that supports the arts through funding from the Minnesota State Legislature and The McKnight Foundation. The Council distributes grant awards to artists, arts and other non-profit organizations, educational institutions, and local units of government and provides technical assistance for these grants.

Mission/Vision/Values:
ECRAC's mission is to support the arts and bring the life enhancing values they afford to Region 7E residents. The vision is that all Region 7E residents have the opportunity to participate, appreciate, create, and invest in the arts. The values of ECRAC are: arts in action; integrity; artistic merit; and legacy.

The East Central Regional Arts Council accomplishes this mission through programs and special initiatives for artists and arts organizations. The current work program of the Arts Council includes the following: Grant programs for organizations (501c3 non-profits, units of government, schools or other groups using a fiscal agent), are the Arts and Cultural Heritage Fund, Art in Our Schools, and the Small/Art Project Assistance Grant; Grant Programs for individual artists such as the Arts and Cultural Heritage Fund, McKnight/ECRAC Individual Artist and Fellowship Grant Programs, and - IMAGE - the annual regional art show. Other resources include hosting various grant workshops, an arts library, art display equipment rental, an art gallery, and providing technical assistance and resource information.

ECRAC receives funding through appropriations of the Minnesota State Legislature and through The McKnight Foundation. These funding sources enable ECRAC to provide grant funds for local or regional arts projects in the following Region 7E counties of Minnesota: Chisago, Isanti, Kanabec, Pine, and Mille Lacs. All grants are contingent upon the availability of funds. Funds are offered to organizations and individuals for a variety of arts projects that develop or enhance local arts organizations, artists, or art audiences.

The East Central Regional Arts Council is an independent 501(c)3 non-profit. The mailing address is 112 Main Avenue South, PO Box 294, Braham, Minnesota, 55006. You can reach ECRAC by telephone at 320-396-2337, and by email at info@ecrac.org. The agency website is: www.ecrac.org.

It is always best to contact staff of the ECRAC well in advance (see the grant deadline section)
prior to submission of a grant application for assistance, to determine current funding availability,
and for information on the correct application form to use. This allows applicants to review the grant
guidelines and to ask questions pertinent to you, as an applicant
and regarding your proposed grant project.

About the Program

The East Central Regional Arts Council (ECRAC) developed the Individual Artist Program with McKnight Foundation funding to provide financial support to artists committed to personal artistic growth. Applications are encouraged from artists in all disciplines and artists from all levels (emerging to professional). Applications must be made for a specific art project designed to: develop your artistic skills; develop your business skills as an artist; or developing and/or using skills for engaging with audiences or communities.

Who is an Eligible Applicant

The applicant may be any individual artist who is a permanent resident (for at least 6 months) in one of the five Minnesota counties of: Chisago, Isanti, Kanabec, Mille Lacs, or Pine. The applicant must be at least 18 years of age. The applicant must be an individual artist and not working on a collaborative project. The applicant must not have any outstanding or unacceptable final reports with ECRAC. Applicants must use the ECRAC grant application form online. The individual artist applicant must not have received ECRAC's McKnight funding for two years (Example: FY 2017 ECRAC/McKnight grantees are not eligible again until FY 2019.) Individual artists may not have more than one active ECRAC grant at a time.

How to Apply

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

Applications should be completed online. The application portal information is at: http://ecrac.org/node/175 Questions? You can reach ECRAC by telephone at 320-396-2337 and by email at: info@ecrac.org. The agency website is: www.ecrac.org.

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

Application Deadlines and Project Timelines

TECHNICAL ASSISTANCE DEADLINE	GRANT DEADLINE	FINAL APPROVAL BY	EARLIEST START DATE (2 months after deadline)	LATEST END DATE (14 months after deadline)
October 15	Nov. 1, 2017 & 2018	Dec. 31, 2017 & 2018	Jan. 1, 2018 & 2019	Jan. 1 2019 & 2020
January 15	Feb. 1, 2018 & 2019	Mar. 31, 2018 & 2019	April 1, 2018 & 2019	April 1, 2019 & 2020
March 15	April 1, 2018 & 2019	May 31, 2018 & 2019	June 1, 2018 & 2019	June 1, 2019 & 2020

If a deadline date falls on a weekend or holiday, the deadline will be 11:59 p.m. on the next working day. Technical assistance is guaranteed if you contact ECRAC staff <u>before</u> the technical assistance deadline. After that date, assistance can only be offered based on staff availability.

ECRAC has an online grant application process only. Completed applications must be submitted online before 11:59 p.m. on the deadline date.

Application materials are online at: www.ecrac.org/grants

What Can Be Funded

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

1. **Money to Produce Artwork.** Those materials and/or services necessary for the completion of new work or works of art. This does include time to work (i.e., an applicant's time in the project).

2. **Money to Present Artwork.** Costs involved in the arrangement of a visual arts exhibit, portfolio production, composer or musician demo production, or film/video.

3. **Money to Learn.** Costs involved in training or mentoring with a renowned professional artist *excluding college or university courses for credit.*

Funding Guidelines

1. **Each grant is limited to a maximum of $1,000.** (You may ask for less.) Partial funding may be awarded and the Regional Arts Council may put stipulations on the award.

2. An artist is limited to one ECRAC artist award (Individual Artist Grant or Fellowship) every two years. Artists are limited to one active ECRAC grant at a time.

3. No part of the grant may be used to cover expenses incurred before the approved start date or after the end of the project. The entire project must be completed within 14 months of the grant deadline date.

4. At the grant review ECRAC will use a ranking system to determine funding allocations. A low ranking may mean either a partial grant or no grant award.

5. You will be invited (but are not required) to attend the grant review meeting. ECRAC does **not** allow presentations by artists but applicants are strongly encouraged to attend the grant review but are not allowed to provide additional information.

Funding Restrictions

The Individual Artist program will not fund: artists that are not permanent residents of Region 7E; in school work by any level of students; projects which have or will receive funding from the Minnesota State Arts Board; applicants who intend to use the funding to move from Region 7E.

Grant Process

1. Your application must be submitted online by 11:59 p.m. on the deadline date and must be complete in all respects in order to be considered for funding. Applications determined to be late or incomplete cannot be funded.

2. Applicants are encouraged to contact the ECRAC office early in the grant application process for individual assistance, or to attend a grant workshop. The granting of such assistance in no way implies that funding will be approved. **(More applications are not funded for being incomplete or poorly prepared than for any other reason)**. Also, this contact with the staff person will help you to determine if grant funding is still available. Keep in mind that working with ECRAC staff does not guarantee grant funding.

3. The content, accuracy and completeness of the application are solely the responsibility of the grant applicant.

4. Once your application has been submitted, ECRAC staff and board members are prohibited from discussing your application with you prior to the funding decision. (If you are not funded, you are encouraged to contact ECRAC staff to find out why, in order to increase your chances of being funded in the future.) Any contact with ECRAC board members or ECRAC grant review panel members before the final grant determination is made renders the application ineligible for funding.

5.   The East Central Regional Arts Council panel or board reviews all applications received by the deadline date for completeness and eligibility. Those applications found to be complete and eligible are then reviewed according to the following **grant review criteria**:

- **quality of the artist's work;**
- **quality of the proposed project;**
- **and the artistic résumé.**

6.   The ECRAC grant review panel or board, by majority vote, makes funding decisions. The ECRAC staff do not participate in the grant review and funding process other than to introduce applications, describe the grant application staff review, and to take minutes. The decisions of an ECRAC panel (if there is one) are reported to the ECRAC board for final approval.

7.   Applicants should be aware that even though an application may be recommended for funding, its rank may fall below the line of available funds, and/or it may receive only partial funding.

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

9.   Applicants may attend the entire grant review to learn the funding determinations. They are then notified of funding decisions within about three weeks after the grant review. Applicants may also contact the ECRAC office for an earlier answer regarding funding determinations.

Conflict of Interest

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

Grantee Responsibilities

If a grant is received, the grantee must:

1. Review, sign, and return to ECRAC within 45 days of receiving the grant award notification, the "Notification of Grant Award" (NGA) and the "Request for Payment" (RFP). The NGA is your grant contract.

2. Agree that the project will be completed within 14 months of the grant deadline and as described in the grant application and budget. **Per the contract, any changes in the project from what was approved by ECRAC must be requested of and approved by ECRAC** *in advance***.**

3. Include the ECRAC logo and the following credit line in all publicity, advertising, and promotional materials: **"This activity is made possible by a grant from the East Central Regional Arts Council with funds generously provided by the McKnight Foundation." In addition you should use the hashtag #ecrac when talking about your grant on social media.**

4. Ensure that access to participation in the project, if any, will not be limited on the basis of national origin, race, religion, age, or gender, and will be ADA accessible.

5. Be legally responsible for the completion of the project and for the proper management of the grant funds. This includes keeping copies of project related receipts for inclusion with the final report. All grant records must be kept for 3 years.

6. A final report must be submitted online by the grantee within 30 days after the project completion. This report must include all project supporting materials and documentation of expenses **including all proofs of purchase**. Grantees must use the online ECRAC Individual Artist Final Report Form. A financial/compliance audit of the project and/or the applicant may be performed if timely or necessary. Applicants who fail to submit the final report within the prescribed time without good cause, subject to Board approval, will automatically be considered ineligible for future funding.

Grant Payment

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

Grant Termination

1. A grant contract may be terminated at any time upon the written request of the grantee, but such termination does not necessarily relieve the grant recipient of the responsibilities stipulated in the contract.

2. ECRAC may terminate a grant contract at any time upon the failure of the grantee to comply with one or more of the contract conditions, if the grantee moves from the region and has yet to expend the project funds, or a grant may be terminated at any time by mutual agreement.

3. If grant termination occurs after funds have been distributed, the entire amount of the distributed grant award must be returned to the ECRAC.

Appeals Policy and Procedure

If an applicant can show cause that the established grant review procedures have not been followed, the applicant may file an appeal. There is no right of appeal for disputes of decisions of the Regional Arts Council with respect to artistic merit.

To file an appeal, the applicant must notify the Regional Arts Council Executive Director in writing within 10 days of the notification of ECRAC's action, and describe the point(s) of issue with the grant review procedure. ECRAC will approve, disapprove, or table the appeal based on adherence to its grant review procedures.

ECRAC INDIVIDUAL ARTIST GRANTS INSTRUCTIONS

<u>BEFORE YOU BEGIN</u>

You will first need to familiarize yourself with the basic information about grant funding through the East Central Regional Arts Council. Please read through this entire document before beginning the application form. The application form includes specific questions which will assist the Regional Arts Council review team in determining artistic quality and merit, ability, and artistic need for the project.

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

<u>TIPS ON COMPLETING THE APPLICATION</u>

1.   <u>START EARLY!</u> A reasonable amount of planning time should be allowed to develop an application. Grant writing technical assistance is provided by ECRAC staff as requested. The staff person can best be of help to you if you contact them well in advance of the application technical assistance deadline. Assistance from the staff person does not, however, imply that grant funding will be received.

2.   Contact the ECRAC office to determine the availability of funding and which of the grant programs your proposed project best fits into**.**

4.   Attend an ECRAC Grant Workshop Information Session. This is not currently a grant requirement, but it is strongly recommended by ECRAC for this funding.

5.   Make sure you understand all the application questions. You may call the ECRAC office at (320-396-2337), or email info@ecrac.org if you are unclear about the application questions or grant review criteria.

6.   Use the online forms provided by ECRAC. The application materials are on the ECRAC website: www.ecrac.org/grants. The online grant application portal is at: http://ecrac.org/node/175 Submit your completed application by 11:59 p.m. of the deadline date. Applications cannot be received after the deadline.

7.   You will have to remain within the specified amount of space for answers. Do not submit additional materials, as they will not be reviewed by the Council.

8.   To be eligible, your application must include <u>ALL</u> required materials. If not, the application will be found ineligible.

ECRAC INDIVIDUAL ARTIST GRANT INSTRUCTIONS

Use the ECRAC online grant application form for Sections 1-7. For completing the sections, please refer to the following:

SECTION 1

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

SECTION 2

Section 2 includes basic project information, including project start and end dates needed to determine eligibility and for granting purposes. (See Page 4 for start and end date information.)

SECTION 3

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

SECTION 4

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

Work Samples - As you select work samples for submission, remember that artistic excellence is the primary criteria. <u>It is important that the samples you submit represent your work to its best advantage.</u> Put your strongest work samples first. In general, the grant reviewers are not looking for a range in abilities. Rather, they look for a cohesive vision for grant recipients. In addition, ECRAC requests that the work samples are 4 years old, or less. If they are not, you are required to put an explanation of why in the work sample description.

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

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

Protect your work samples. Adding the language "*Copyright © 2019, Your Name*" to your work sample is usually adequate protection under copyright laws.

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

SECTION 5

Project Plan and Budget

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

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

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

SECTION 6

Artistic Résumé

All grant applications require your artistic résumé. Refer to the ECRAC sample résumé information on the next 2 pages, if needed. Do NOT submit a narrative résumé or bio. Doing so could make your application ineligible. Please contact ECRAC staff for more information on how to prepare an artistic résumé, if needed.

SECTION 7

Regional Arts Council (RAC) Data Collection

The information in this section is not used in the evaluation of your grant request and is simply used for data collection purposes. All information in this section is required. Without it, your application will be incomplete.

The artistic resume should include the following:

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

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

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

Readings/Publications, Exhibitions, or Performances, etc. (discipline appropriate): List the activities by their date, starting with the most recent. (don't forget the IMAGE Art Show).

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

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

• Artistic mentors with whom you have worked.

• Presentations/Artists in Education/Workshops which you have taught or attended.

• Residencies in which you have taken part.

• Commissions which you have received.

• Panels and Committees on which you have served.

• Any past art grants (don't forget previous ECAC or ECRAC grants).

Writing your Artistic Resume.

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

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

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

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

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

Jane Evans
1301 East Lake Street
Duluth, MN 55812

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

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

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

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

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

Memberships
• Duluth Art Institute
• MacRostie Art Center

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

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

Other headings you may want to include in your resume are:
• **Mentors** with whom you have worked.
• **Presentations/Artists in Education/Workshops** which you have taught or attended, including residencies in schools.
• **Residencies** in which you have taken part.
• **Commissions** which you have received.

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

ECRAC SERVICES

ECRAC provides a variety of services to the arts community in the region, including:

- Art Gallery

- Resource Information

- Arts Library

- Workshops for artists and organizations

- Grant and Outcome Evaluation Workshops

- Grant Writing Technical Assistance

- Art Show Display Equipment Rental

- Art shows such as the annual IMAGE Art Show

- Space for meetings and art events

Please contact ECRAC staff if you would like further information regarding these services.

Grant Application Workshops: Information Sessions are held monthly. Participants will learn about the grant programs, application process, and how to write an effective ECRAC grant application. This is a great opportunity to get your questions answered on your project ideas.

Grant Library: ECRAC maintains a library of submitted grant applications. Reviewing these materials can enhance your understanding of the process and may improve your application. The application library is open during regular office hours (9:00 a.m. - 4:30 p.m.). Our staff is happy to help you. To see a list of previously funded projects, visit our web page: **www.ecrac.org/grants.**

ANY QUESTIONS??? CALL 320-396-2337

East Central Regional Arts Council
112 Main Avenue S.
PO Box 294
Braham, MN 55006
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STAY UP-TO-DATE! Make sure you are on the enewsletter mailing list!

ECRAC Mission
The ECRAC mission is to support the arts and bring the life enhancing values
they afford to Region 7E residents.

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

This activity is made possible by a grant from the East Central Regional
Arts Council with funds generously provided by the McKnight Foundation.

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