

DRAFT

East Central Regional Arts Council (ECRAC/Region 7E) FY 2022-2023 Preliminary Biennial Plan

Mission statement

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

Region Background and Demographics

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

Demographics - Region 7E was home to 169,368 people in 2019, still comprising 3 percent of the state's total population which is stable. The region saw a 3.4 percent population increase since 2010, making it the seventh largest of the 13 economic development regions in total population, and the sixth fastest growing. In comparison, the state of Minnesota saw a 6.3 percent gain from 2010 to 2019.

Chisago County is the largest county in Region 7E and is the 18th largest county of 87 in the state, with just under 57,000 people in 2019. It added 2,692 people, a 5 percent increase, since 2010, the 21st fastest growth rate. Isanti County experienced the largest growth in the region with an increase of 2,780 people and now has over 40,500 people. The next largest county is Pine County with 29,579 people but has declined in population since 2010 while Mille Lacs County has increased slightly and has 26,277 people and Kanabec County is the smallest county in the region with 16,337 people, the 52nd largest county in the state.

Population Change - Despite the rapid recent growth, Region 7E is projected to experience only slight population growth in the next 20 years. Region 7E is expected to gain just 384 new residents from 2020 to 2040, a 0.2 percent increase. The state of Minnesota is projected to grow 8.8 percent.

Region 7E has experienced a natural increase – more births than deaths – of 3,382 people so far this decade. The region also gained population because of net migration with an increase of 1,711 domestic residents moving into the area. In total, there was an increase of 5,580 people due to migration and natural increase.

Region 7E is now home to 2,542 foreign born residents, or about 1.5 percent of the total population. The number of immigrants in the region increased by 11 percent since 2010, higher than the statewide growth rate of 8.4 percent. Just over 40 percent (1,051 people) of these immigrants were from Asia, while the second largest number was from Central and South America, accounting for 21 percent of the region's immigrants. Lastly, there were 562 people from Europe but this population has decreased since 2010.

Components of Population Change - Region 7E has a much older population than the rest of the state, with 17.9 percent of residents aged 65 years and over, compared to 16.3 percent statewide. In addition, Region 7E had a much higher percentage of people in the 45 to 64 year old age group, but consequently had a lower percentage of people in the 25- to 44-year-old age group, typically the leading edge of prime working years. A large portion of the area's population is a part of the Baby Boom generation, which is creating a significant shift in regional demographics over time. Between 2000 and 2018, almost 27,000 more residents were in the 55 years or older groups.

Population by Race - Region 7E's population is less diverse than the states but is becoming more diverse over time. In 2018, 94 percent of the region's residents reported white alone as their race, compared to 83 percent of residents statewide. At 1.6 percent, Region 7E had a higher percentage of American Indian or Alaska Natives than the state, but otherwise had much smaller percentages of people of all other race and origin groups, especially Black or African American, Asian, and Hispanic or Latino origin.

With just over 3,500 people, the largest minority group other than White is Hispanic/Latino, which increased 131 percent from 2000 to 2018. The region saw an 18 percent gain in the number of white residents but saw much faster increases in most other race groups. Four minority groups more than doubled from 2000 to 2018, including people of Hispanic or Latino origin.

Household Income - At \$65,998, household incomes were lower in Region 7E than the state, where the median income in 2018 was \$68,411. Just under 40 percent of the households in the region had incomes below \$50,000 in 2018, similar to statewide. Similarly, only 27.2 percent of households in Region 7E earned over \$100,000 per year, compared to 31.5 percent of households statewide.

Median household incomes varied by race or origin in the region. Asian households reported the highest incomes in Region 7E, with a median income that was about \$33,423 higher than for White households. In contrast, American Indian households reported much lower household incomes, however incomes for all races are similar unlike the rest of Minnesota.

COVID Pandemic - As of mid-March COVID-19 has caused 193 deaths in 7E. 14,718 people or 8.7% have been diagnosed. This has had a huge impact both on the population of the region and on the arts community.

Needs assessment

The planning process used by the East Central Regional Arts Council included both informal and formal needs assessment and planning. To survey a broader group the ECRAC Needs Assessment was wide reaching. Those in the arts community, and other Region 7E constituents were asked for input. The needs assessment was completed in early FY 2021.

Needs assessment input was received with the following methods:

- from constituents in the form of an online survey distributed and open to all;
- data from the Mille Lacs Corporate Ventures Entrepreneur Survey;
- grant information sessions in which input was solicited regarding needs from attendee interviews;
- reviewing outcome evaluations and written grantee evaluations;
- and, regular board member surveys and input.

Findings from the ECRAC Needs Assessment

The survey was highlighted by all Region 7E media with purchased advertisements and press releases. It was also distributed via the ECRAC newsletter and the ECRAC website, and by advertisements on social media both to those already following ECRAC and to others served the ad due to their city of residence.

For existing ECRAC grants and services, all grants and service were either highly valued or extremely valued. Feedback was for ECRAC to continue providing the grants and services with adjustments to increase Inclusivity, Diversity, Equity, and Accessibility (IDEA). In addition, adjustments are being made to how services are provided with the ECRAC workshops, newsletter, calendar, and online presence. This is to increase the number of people using ECRAC grants and services.

The ECRAC board of directors has made a commitment to overcoming bias and to building diversity and inclusion in grant-making and providing services. With the Mille Lacs Corporate Ventures Entrepreneur survey we learned that the Mille Lacs Band of Ojibwe members in Region 7E are looking for venues to exhibit art. In addition, due to the impact of the COVID-19 pandemic constituents are requesting a different kind of technical assistance support.

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

Description of the planning process

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

Planning enables ECRAC to listen to the needs of its constituency and to respond with programming designed to benefit all residents of 7E. Planning started in 2020 with the needs assessment process. The ECRAC Executive Committee (also the planning committee) met and discussed the regional needs and how best to serve constituents. The Executive Committee includes the Board Chairperson, Vice Chairperson, Treasurer and Secretary.

The demographics of the region were reviewed, the committee highlighted the responsibilities of being a Regional Arts Council to the Minnesota tax payers and to the residents of the region, and they discussed both established and newly revised ECRAC processes, and they reviewed the Needs Assessment. Finally, they reviewed input and recommendations that the full board, panelists, constituents, and grantees had given them. Recommendations were given to the full board.

Final Preliminary Biennial Plan approval was March 16, 2021. Ultimately the result of all the discussions, and the approved document, were brought to a public meeting on March 24, 2021. Plans were in place for a special ECRAC board meeting on March 26, 2021 in order to make revisions to the Preliminary Biennial Plan, if needed, after input from the public meeting.

Work plan for grants, programs, and services

Provide grant funding programs that allow for the production of art projects by organizations or public agencies such as local art groups, units of government, schools, 501(c)(3) non-profits, and artists.

25 Year Legacy Goal: People of all ages, ethnicities, and abilities participate in the arts
Strategies - Fully engage with nontraditional and underrepresented participants & transform everyone's life by experiencing the arts.
Outcomes: Per individual grant programs.

Provide technical assistance opportunities, arts information services, and arts exhibit space to artists, arts organizations, and others interested.

25 Year legacy Goal: The arts thrive in Minnesota
Strategies - Foster visionary, skilled arts leaders and organizations statewide; Ensure sufficient resources to sustain the arts and artists; Serve as a clearinghouse of information on best practices and successful programs; Exhibit regional artwork.
Outcomes: People access arts experiences & People develop arts skills or knowledge.

Oversee all aspects of East Central Regional Arts Council administration.

25 Year Legacy Goal - People trust Minnesota's stewardship of public arts funding
Strategies - Provide an accountable arts organization system and be responsible stewards of public and other funds.
Outcome: The organization provides and develops capacities that advance the arts.

This work program is based on these priorities:

- 1. Provide technical assistance opportunities, arts information services to artists and arts organizations. This includes resources related to the COVID Pandemic and IDEA (Inclusion, Diversity, Equity, and Accessibility).**
- 2. To offer grants to artists and organizations providing arts activities.**
- 3. Provide art exhibit space to artists and arts organizations.**
- 4. Oversee all aspects of East Central Regional Arts Council administration.**

Work Plan Priority 1

Provide technical assistance opportunities, arts information services to artists and arts organizations. This includes resources related to the COVID Pandemic and IDEA (Inclusion, Diversity, Equity, and Accessibility).

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

Measurable Outcome

People develop arts skills or knowledge

Work Plan Priority 2

To offer grants to artists and organizations providing arts activities.

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

Measurable Outcome

People develop arts skills or knowledge & People access arts experiences.

Work Plan Priority 3

Provide art exhibit space to artists and arts organizations.

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

Measurable Outcome

People access arts experiences

Work Plan Priority 4

Oversee all aspects of East Central Regional Arts Council administration.

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

Measurable Outcome

The organization provides and develops capacities that advance the arts.

Program information

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

Arts and Cultural Heritage Funding – also known as Legacy Funds

ACHF Grants for Individuals - \$1,000 October 1, February 1, & April 1 deadlines. With a required open to the public event to be held at ECRAC. Funded with Arts and Arts Access, Arts Education, and Arts and Cultural Heritage Funds.

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

Eligibility Requirements: The applicant must be any individual artist who is a permanent resident (for at least 6 months) in one of the five Minnesota counties of: Chisago, Isanti, Kanabec, Mille Lacs, or Pine. The applicant must be at least 18 years of age. The applicant must be an individual artist and not working on a collaborative project. In addition, artists are limited to one active ECRAC grant at a time.

ACHF Art Project Grant - \$5,000 to \$15,000 October 1, February 1, & April 1 deadlines. Funded with Arts and Arts Access, Arts Education, and Arts and Cultural Heritage Funds.

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

Eligibility Requirements: organizations, units of government, schools and nonprofits.

Resiliency Grants - up to \$600 with a rolling deadline. Funded with Arts and Arts Access, Arts Education, and Arts and Cultural Heritage Funds.

Review Criteria: merit and artistic quality; ability of the applicant to accomplish the project; and demonstrated need for the project including underserved populations.

Eligibility Requirements: arts organizations or artists affected by social injustice or the COVID-19 Pandemic. With a required open to the public event that can be, at the least, accessible online.

Essential Arts (formerly known as Operating Support) Grant for arts organizations- \$3,000 to \$5,000 ACHF Funding March 1 deadline for a July 1 to June 30 grant period. Arts and Arts Access Funding.

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

Eligibility Requirements: nonprofit arts organizations in Region 7E.

Small/Art Project Assistance Grant- \$500 to \$5,000 October 1, February 1, & April 1 deadlines.
Funded with State General Fund or with ACHF Arts and Arts Access Funding.

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

Eligibility Requirements: organizations, units of government, schools and nonprofits.

Scholarships for K-12 Kids - \$500 State General Fund March 1 deadline – Funded with the State General Fund.

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

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

Art In Our Schools Grant - \$3,000 from General Fund October 1, February 1, & April 1 deadlines.
Funded with the State General Fund or ACHF Arts Education Funding.

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

Funded with The McKnight Foundation support:

Individual Artist Mid-Career Grants - \$2,500

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

Those applications found to be complete and eligible are then reviewed according to the following grant review criteria: quality of the artist's work; quality of the proposed project; and the artistic resume.

Essential Artist Award for Professional Artists - \$8,000 March 1 deadline - McKnight Funding

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

All of these grant guidelines will be updated for the FY 2022-2023 biennium by August 15, 2021.

Other Forms of Assistance to be provided:

- grant writing technical assistance, online grant info sessions, grant final report training. and past grant application library
- assistance with grant change requests
- providing information of COVID-19 related resource
- providing information on IDEA (Inclusion, Diversity, Equity, and Accessibility)
- Scholarships for Zoom subscriptions and various trainings up to \$500
- Essential Arts e-newsletter
- ECRAC website
- at least 2 art shows per year (in-person when allowable)
- art show display equipment rental
- arts library
- workshops for artists and art organizations (in person when allowable) & referrals to other services

Grant making and monitoring

Excerpt from the ECRAC Policy Manual

"Principles for Grantmaking:

Members of the East Central Regional Arts Council recognize that they play an important role in supporting the arts in their communities: that their role is sustained by the public trust; and that certain obligations follow from that trust.

Members are committed to basing their work on principles that reflect those obligations.

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

Deal respectfully with applicants, and grantees as well as those simply seeking information about their programs.

Are accessible and respond clearly, promptly, and as fairly as possible to requests for information and meetings.

Make readily available basic information about their programs, funding priorities, and application requirements.

Respect the confidentiality of applicants, grantees and donors and use discretion in communicating with others about specific organizations and individuals.

Are thoughtful and purposeful in their grantmaking and periodically review and evaluate their mission, priorities, policies, and practices.

Recognize the increasing cultural diversity of the communities they serve and proactively seek to reflect this diversity in grantmaking and in the membership of the Council or staff.

Adhere to the highest standards of ethical behavior and maintain an appropriate conflict of interest policy for staff and board members.

Are aware of and fulfill their fiduciary and legal responsibilities."

Grant making and monitoring process

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

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

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

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

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

Final report documentation also includes items such as photos, programs, and outcome evaluation summaries. ECRAC reserves the right to conduct audits of randomly selected projects and has done so twice. This can either be a fiscal or program audit. Grantees are required to keep documentation of projects for a three-year period. Reviews of the final reports are conducted by the Grant Program Officer under supervision of the Executive Director and are reported to the ECRAC board both routinely as they are submitted and collectively as part of a current application's past grant history used to establish ability to accomplish the project.

A sample grant contract is provided as an attachment.

Public meeting

The East Central Regional Arts Council advertised their public hearing via both the Region 7E media and on the Arts Council website. Constituents were also notified of the opportunity to provide input through the newsletter and in the news section of the ECRAC website. ECRAC held the public hearing for the preliminary Biennial Plan on Tuesday, March 23, 2021, at 4 p.m. via Zoom. This public hearing was held in order to receive input from the general public as well as the established arts community. Information from the public hearing will be incorporated into the final plan with a special ECRAC Board Meeting was planned on March 26. This is in case any information was brought up in the Public Meeting that needs to be incorporated into the Preliminary Biennial Plan before submission to the Minnesota State Arts Board.

**EAST CENTRAL REGION ARTS COUNCIL
PROJECTED BUDGET: Fiscal year 2022**

		General Fund	Arts &	Arts	Arts & Cult	McKnight	Other	
		<u>2022 State</u>	<u>Arts Access</u>	<u>Education</u>	<u>Heritage</u>	<u>Foundation</u>	<u>Funds</u>	<u>2022 Total</u>
REVENUE								
1	State of Minnesota: Appropriations for 2022	\$100,408	\$422,264	\$78,569	\$25,418			\$626,659
2	State of Minnesota: Carryforward from 2021		\$50,000					\$50,000
3	McKnight Foundation					\$42,000		\$42,000
4	Other Income						\$1,900	\$1,900
5	Interest	\$200	\$700	\$200	\$75			\$1,175
6	TOTAL REVENUE	\$100,608	\$472,964	\$78,769	\$25,493	\$42,000	\$1,900	\$721,734
EXPENSES								
Programs and Services								
7	Grant Programs and Services							
a	ECRAC Art in Our Schools Grants	\$12,000		\$9,000				\$21,000
b	ECRAC Small/Art Project Grants	\$26,608	\$7,000					\$33,608
c	ECRAC ACHF Grants: Organizations and Individuals		\$253,964	\$69,769	\$25,493			\$349,226
d	ECRAC Mid-Career Artist Grants					\$12,500		\$12,500
e	ECRAC Essential Artists					\$16,000		\$16,000
f	Scholarships for Kids	\$3,000						\$3,000
8	Grant Programs and Services, Operations and Support	\$30,000	\$50,000			\$6,500		\$86,500
9	Subtotal Grant Programs and Services	\$71,608	\$310,964	\$78,769	\$25,493	\$35,000	\$0	\$521,834
10	Nongrant Programs and Services							
a	Regional Art Shows	\$1,000	\$35,000			\$3,500		\$39,500
b	Workshops, tech assist, and trainings (includes IDEA & COVID support)	\$1,000	\$10,000					\$11,000
c	Arts promotion, website, internet	\$500	\$12,000					\$12,500
d	Technical Assistance Scholarships for Individuals and Organizations		\$5,000					\$5,000
11	Nongrant Programs and Services, Operations and Support**	\$15,500	\$30,000			\$1,400	\$1,900	\$48,800
12	Subtotal Nongrant Programs and Services	\$18,000	\$92,000	\$0	\$0	\$4,900	\$1,900	\$116,800
13	Total Programs and Services	\$89,608	\$402,964	\$78,769	\$25,493	\$39,900	\$1,900	\$638,634
14	Fundraising					\$500		\$500
15	General administration	\$11,000	\$30,000			\$1,600		\$42,600
16	TOTAL EXPENSES	\$100,608	\$432,964	\$78,769	\$25,493	\$42,000	\$1,900	\$681,734
17	SURPLUS/CARRYFORWARD to FY 2023 or (DEFICIT)	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000

**EAST CENTRAL REGION ARTS COUNCIL
PROJECTED BUDGET: Fiscal year 2023**

	General Fund 2023 State	Arts & Arts Access 2023 State	Arts Education 2023 State	Arts & Cult Heritage 2023 State	McKnight Foundation	Other Funds	2023 Total
REVENUE							
1	State of Minnesota: Appropriations for 2023	\$100,408	\$391,215	\$72,792	\$23,549		\$587,964
2	State of Minnesota: Carryforward from 2022		\$40,000				\$40,000
3	McKnight Foundation				\$42,000		\$42,000
4	Other Income					\$1,900	\$1,900
5	Interest	\$200	\$700	\$200	\$75		\$1,175
6	TOTAL REVENUE	\$100,608	\$431,915	\$72,992	\$23,624	\$42,000	\$673,039
EXPENSES							
Programs and Services							
7	Grant Programs and Services						
a	ECRAC Art in Our Schools Grants	\$12,000		\$7,000			\$19,000
b	ECRAC Small/Art Project Grants	\$26,608	\$7,000				\$33,608
c	ECRAC ACHF Grants: Organizations and Individuals		\$252,915	\$65,992	\$23,624		\$342,531
d	ECRAC Mid-Career Artist Grants				\$12,500		\$12,500
e	ECRAC Essential Artists				\$16,000		\$16,000
f	Scholarships for Kids	\$3,000					\$3,000
8	Grant Programs and Services, Operations and Support	\$30,000	\$50,000			\$6,500	\$86,500
9	Subtotal Grant Programs and Services	\$71,608	\$309,915	\$72,992	\$23,624	\$35,000	\$513,139
10	Nongrant Programs and Services						
a	Regional Art Shows	\$1,000	\$35,000			\$3,500	\$39,500
b	Workshops, tech assist, and trainings (includes IDEA & COVID support)	\$1,000	\$10,000				\$11,000
c	Arts promotion, website, internet	\$500	\$12,000				\$12,500
d	Technical Assistance Scholarships for Individuals and Organizations		\$5,000				\$5,000
11	Nongrant Programs and Services, Operations and Support**	\$15,500	\$30,000			\$1,400	\$48,800
12	Subtotal Nongrant Programs and Services	\$18,000	\$92,000	\$0	\$0	\$4,900	\$116,800
13	Total Programs and Services	\$89,608	\$401,915	\$72,992	\$23,624	\$39,900	\$629,939
14	Fundraising					\$500	\$500
15	General administration	\$11,000	\$30,000			\$1,600	\$42,600
16	TOTAL EXPENSES	\$100,608	\$431,915	\$72,992	\$23,624	\$42,000	\$673,039
17	SURPLUS/CARRYFORWARD to FY 2024 or (DEFICIT)	\$0	\$0	\$0	\$0	\$0	\$0