



Application

116248 - FY 2022-2023 Regional Arts Council Documents

116843 - FY 2022-2023 Regional Arts Council Documents

Regional Arts Councils

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Primary Contact

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Archive Status			

Organization Information

Legal Name:	East Central Regional Arts Council
Alternate Name	
City	Hinckley

Narrative

Title	
<i>Your council's name or acronym followed by FY 2022-2023 Preliminary Biennial Plan (e.g., Prairie Lakes Regional Arts Council FY 2022-2023 Preliminary Biennial Plan)</i>	
(100 characters max)	East Central Regional Arts Council FY 2022-2023 Preliminary Biennial Plan

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Mission statement

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

(1,000 characters max)

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

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Region - Background, demographics, other context for the plan

(5,000 characters max)

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

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

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.

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.

Attachment (optional)

1617231595058_3-31-2021 background for preliminary
ECRAC biennial plan FY 2022-2023.pdf

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Needs assessment

(10,000 characters max)

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

In this section, describe:

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

Planning enables ECRAC to listen to the needs of its constituency and to respond with programming for designed to benefit all residents of 7E. The planning process used by the East Central Regional Arts Council included both informal and formal needs assessment and planning. To survey a broader group the ECRAC Needs Assessment survey was in-depth and included those in the arts community and other constituents were reached. 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 and which 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 advertisements on social media (both to those already following ECRAC and to others targeted by their city of residence);
- grant information sessions in which input was solicited regarding needs from attendee interviews;
- reviewing outcome evaluations and written grantee evaluations;
- and, regular monthly (before the COVID-19 pandemic) board member surveys and input.

Key Findings from the ECRAC Needs Assessment Survey

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 remove barriers. In addition, changes are being made to how services are provided with the ECRAC workshops, networking, calendar, newsletter, and online presence. This is in order to increase the number of people using ECRAC grants and services and for accessibility.

The needs assessment also addressed equitable distribution and the following are being incorporated: partnering even better with existing providers of services to underrepresented groups and community groups; ECRAC should have a focus on serving underrepresented groups/artists; and ECRAC should build more relationships with underrepresented groups and community groups. The ECRAC board of directors has made a commitment to overcoming bias and to building diversity and inclusion in both the grant-making and providing services priorities. In addition, due to the impact of the COVID-19 pandemic constituents are requesting a different kind of technical assistance support, workshops and networking from the past.

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

Attachment (optional)

1617305015346_3-2021 ecrac needs assessment results.pdf

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Description of the planning process

(5,000 characters max)

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

Planning enables ECRAC to listen to the needs of its constituency and to respond with programming for 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, the Treasurer and the Secretary.

This committee talked about the demographics of the region, they highlighted the responsibilities of being a Regional Arts Council to the Minnesota tax payers and to the residents of the region, and they discussed established and revised ECRAC processes, and they reviewed the Needs Assessment Survey. 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 then 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 at the public but the special meeting was not needed. Nine people attended the public meeting and 3 were associated with ECRAC as staff or board representatives.

Attachment (optional)

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Work plan for grants, programs, and services - Overview

(4,000 characters max)

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

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

Attachment (optional)

1617295697376_3-31-2021 workplan info for preliminary ECRAC biennial plan FY 2022-2023.pdf

Are you ready to work on work plan priority 1?

Yes

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Work Plan Priority 1 (2,000 characters max)

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; and serve as a clearinghouse of information on best practices and successful programs for artists and organizations providing arts programming.

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

Measurable Outcome (150 characters max)

Measurable Outcome - People develop arts skills or knowledge

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

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

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

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota Yes

Quantitative: numbers, rating, totaling, or comparing including attendees and surveys.

Plan for measuring results (1,000 characters max)

Review the program statistics after setting a baseline.

Is there a second work plan priority? Yes

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Work Plan Priority 2 (2,000 characters max)

To offer grants to artists and organizations providing arts activities.

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

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

Measurable Outcome (150 characters max) People develop arts skills or knowledge and People access arts experiences

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

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

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

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota Yes

Qualitative: observations or narratives without any pre-determined categories of

information to look for the outcomes as they emerged from the experience.

Plan for measuring results (1,000 characters max)

Surveying stakeholders about their knowledge skills, attitudes, behaviors, or motivations before and after opportunities.

Is there a third work plan priority? Yes

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Work Plan Priority 3 (2,000 characters max)

Provide art exhibit space to artists and arts organizations.

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

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

Measurable Outcome (150 characters max)

People access arts experiences.

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

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

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

People trust Minnesota's stewardship of public arts funding

No

The arts thrive in Minnesota

Yes

Quantitative: numbers, rating, totaling, or comparing including attendees and surveys.

Plan for measuring results (1,000 characters max)

Review the program statistics after setting a baseline.

Is there a fourth work plan priority?

Yes

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Work Plan Priority 4 (2,000 characters max)

Oversee all aspects of East Central Regional Arts Council administration.

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

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

Measurable Outcome (150 characters max)

The organization provides and develops capacities that advance the arts.

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

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

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

People trust Minnesota's stewardship of public arts funding

Yes

The arts thrive in Minnesota

Qualitative: observations or narratives without any pre-determined categories of

information to look for the outcomes as they emerged from the experience.

Plan for measuring results (1,000 characters max)

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

Is there a fifth work plan priority?

No

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Program information

(7,000 characters max)

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

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

Arts and Cultural Heritage Fund Grants for Individuals - \$1,000

October 1, February 1, & April 1 deadlines

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

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

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

ACHF Art Project Grants for Organizations - \$5,000 to \$15,000

October 1, February 1, & April 1 deadlines

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

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

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

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

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

Eligibility Requirements: artists or art organizations and cannot have more than 3 resiliency grants each fiscal year and must have been affected by the COVID-19 Pandemic or Social Injustice..

Essential Arts (formerly known as Operating Support) Grants for arts organizations– \$3,000 to \$5,000 ACHF Funding

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

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

Eligibility Requirements: nonprofit arts organizations in Region 7E.

Small/Art Project Assistance Grant - \$500 to \$5,000 State General Fund

October 1, February 1, & April 1 deadlines

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

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

Scholarships for K-12 Kids - \$500 State General Fund

March 1 deadline - General Fund

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

Eligibility Requirements: High school, middle school, or elementary school intending to enhance their artistic talents. The student must live in one 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.

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

Arts and Cultural Heritage Fund Grants for Individuals - \$1,000 See above for details.

ACHF Art Project Grants for Organizations - \$5,000 to \$15,000 See above for details.

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

Art In Our Schools Grant - \$3,000 General Fund

October 1, February 1, & April 1 deadlines

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

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

Arts and Cultural Heritage Fund Grants for Individuals -\$1,000 See above for details.

ACHF Art Project Grants for Organizations- \$5,000 to \$15,000 See above for details.

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

Funded with McKnight Funds:

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 résumé.

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, past approved

grant application library, assistance with grant change requests

providing information on COVID-19 related resources

providing information on IDEA (Inclusion, Diversity, Equity, and Accessibility)

Scholarships for Zoom subscriptions and various training reimbursements for artists and arts organizations

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 or service providers

and partnering even better with existing providers of services to underrepresented groups and

community groups; ECRAC should have a focus on serving underrepresented groups/artists; and

ECRAC should build more relationships with underrepresented groups and community groups. The

ECRAC board of directors has made a commitment to overcoming bias and to building diversity and

inclusion in grant-making and providing services. In addition, due to the impact of the COVID-19

pandemic constituents are requesting a different kind of technical assistance support from the past.

[Attachment \(optional\)](#)

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Grant making and monitoring process

(5,000 characters max)

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

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

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

Attachment (optional)

1617231595044_ACHF Org Letter NGA RFP Template.pdf

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Public meeting

(1,000 characters max)

Each council must hold at least one public meeting to solicit reaction to its preliminary biennial plan before it is approved and submitted to the Arts Board.

Provide the date(s) and location(s) of the public meeting(s). How was the public informed? Who participated in the meeting (types and numbers of attendees)?

The East Central Regional Arts Council advertised their public meeting via both the Region 7E media 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. There was none so the approval and Plan did not need to be revised. 9 people attended the public meeting and 3 were associated with ECRAC as staff or board member.

Attachment (optional)

Attach Files Here

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Required attachments

Council's bylaws

1557954864865_BYLAWS OF EAST CENTRAL REGIONAL ARTS COUNCIL.pdf

Board information

Names and affiliations

Arts experience and background requirements for membership

Nomination process - including a statement of the council's commitment and methods used to identify, recruit, and appoint board members to provide representation from all counties

Rotation system - to ensure replacement of members on a regular basis

Board information

1617233719448_fy 2021 ecrac board member list.pdf

Staff information

Names and titles

Job descriptions

Staff information

1617233719434_ecracstaffjobdesc.pdf

Is council part of a regional development commission?

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

Is council part of a regional develoment commission? No

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

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

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

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Projected budget

Click here to download a blank: Biennial Plan Budget Template.

Biennial budget

1617233719462_final final ECRAC fy 22-23 biennial plan-budget.xlsx

Preliminary Biennial Plan Background Info

March 2021

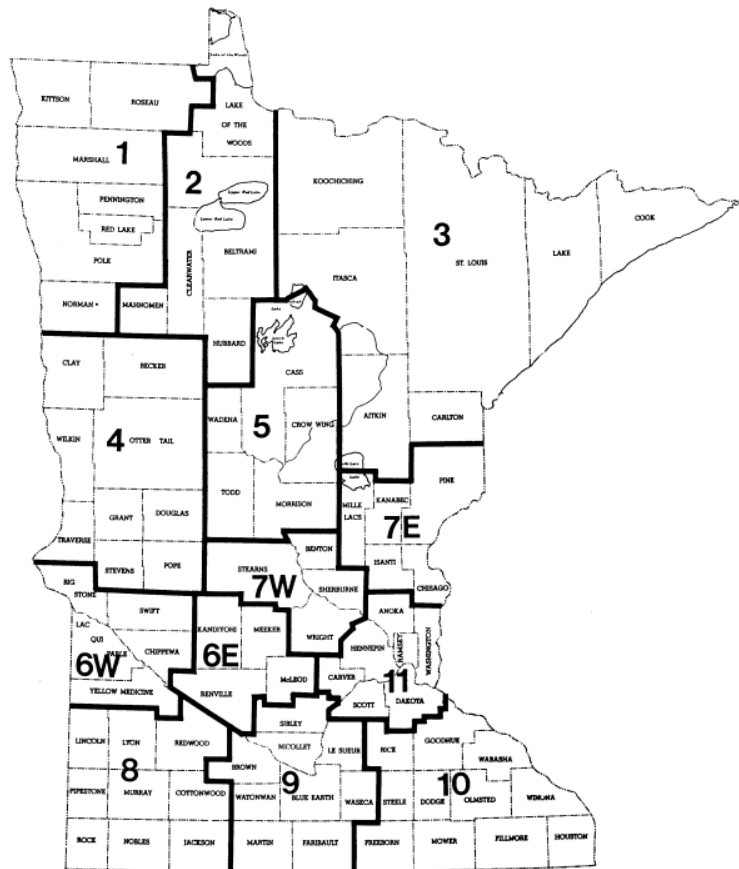
FOR EAST CENTRAL REGIONAL ARTS COUNCIL FY 2022-2023

PART OF MINNESOTA'S STATEWIDE ARTS SYSTEM

Minnesota's Arts Funding System

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

1. National Endowment for the Arts gives federal funds to every state. Programs include Americans for the Arts conference, advocacy, Marketing conference, Our town (Placemaking) www.arts.gov
2. Multi-state: Arts Midwest has a main office in Minneapolis with a staff of 24; and covers Minnesota, Illinois, Indiana, Iowa, Michigan, North Dakota, South Dakota, Ohio, and Wisconsin. Programs include World Fest, ArtsLab, Annual Conference, etc. www.artsmidwest.org
3. State: Minnesota State Arts Board in St Paul with a staff (usually) of 19 www.arts.state.mn.us
4. Multi-county regions: Eleven Regional Arts Councils in Minnesota



Regional Boundaries

Eleven Regional Arts Councils <http://www.arts.state.mn.us/racs/index.htm>

- Northwest Minnesota Arts Council, Warren: 7 counties. Mara Hanel, Exec Director
- Region 2 Arts Council, Bemidji: 5 counties. Laura Seter, Exec Director
- Arrowhead Regional Arts Council, Duluth: 7 counties. Drew Digby, Exec Director
- Lake Region Arts Council, Fergus Falls: 9 counties. Maxine Adams, Exec Director
- Five Wings Arts Council, Staples: 5 counties. Mark Turner, Exec Director
- Southwest Minnesota Arts Council, Marshall: 18 counties. Nicole DeBoer, Exec Director
- East Central Regional Arts Council, Hinckley: 5 counties. Mary Minnick-Daniels, Exec Director
- Central Minnesota Arts Board, Foley: 4 counties. Leslie LeCuyer, Exec Director
- Prairie Lakes Regional Arts Council, Waseca: 9 counties. Brenda Byron, Exec Director
- Southeast Minnesota Arts Council, Rochester: 11 counties. Robin Pearson, Exec Director
- Metropolitan Regional Arts Council, St Paul: 7 counties. Kathy Mouacheupao, Exec Director

Updated 3/2021

FRACM: A Voice for the Arts in Minnesota

Each of the eleven Minnesota Regional Arts Councils has an Executive Director. Together, these Exec Directors comprise the voting membership of the Forum of Regional Arts Councils of Minnesota (also known as the RAC Forum).

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

What does the Forum do? <http://www.arts.state.mn.us/racs/forum.htm>

- Meet monthly to receive updates from Minnesota State Arts Board and Minnesota Citizens for the Arts Executive Directors; and at times The McKnight Foundation arts program staff
- Plan and prepare applications to arts funders including McKnight Foundation
- Develop budget requests to the state legislature; and set the RAC funding formula statewide
- Plan activities to inform the legislature about arts in Minnesota
- Develop and carry out activities and statewide initiatives jointly with the Minnesota State Arts Board and Minnesota Citizens for the Arts
- Develop and carry out a statewide project and activities jointly with the eleven regional arts boards
- Provide assistance to individual arts council staff members and committees

FRACM activities with Partners

SERVING THE STATE OF MINNESOTA TOGETHER



Minnesota Citizens for the Arts

30 member board

Sheila Smith, longtime Executive Director recently retired

Representative on the MCA Board from each region

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

McKnight Foundation

The McKnight Foundation has a friendly long-term relationship with the individual Regional Arts Councils.

The McKnight Foundation funds the work of FRACM including paying for the staff person and for the annual statewide projects. The last few years the organization has focused on diversity, equity, inclusion, and accessibility training. With COVID training also included an indepth training on online presence for arts organizations and artists.

Minnesota State Arts Board

Fiscal agent for all RACs and an annual contract

Outcome evaluation instruction

Grantee data collection from RACs to MSAB

Misuse of funds policy developed together

White papers related to Arts and Cultural Heritage Legacy funds developed together

\$10,000 in funding received from MSAB for reimbursing the travel of FRACM members (all 11 RAC Executive Directors) & recently (after no increase in 25 years) this amount increased to \$20,000 per year.

Arts Advisory Committee

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

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

ECRAC Biennial Plan FY 2022-2023

- **Mission statement**

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

Region 7E in MN

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



Demographics

Table 1. Population Change 2010-2019				
	2010 Population	2019 Estimates	2010-2019 Change	
			Number	Percent
Region 7E	163,789	169,368	5,579	3.4%
Chisago Co.	53,887	56,579	2,692	5.0%
Isanti Co.	37,816	40,596	2,780	7.4%
Kanabec Co.	16,239	16,337	98	0.6%
Mille Lacs Co.	26,097	26,277	180	0.7%
Pine Co.	29,750	29,579	-171	-0.6%
Minnesota	5,303,925	5,611,179	335,707	6.3%
Source: U.S. Census Bureau, Population Estimates				

Table 2. Estimates of the Components of Population Change, 2010-2019							
	Total Change	Natural Increase	Vital Events		Net Migration		
			Births	Deaths	Total	Inter-national	Domestic
Region 7E	5,580	3,382	16,498	13,116	2,234	523	1,711
Minnesota	335,705	250,488	637,356	386,868	88,161	114,414	-26,253

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

Figure 2. Place of Birth for the Foreign Born Population, 2018

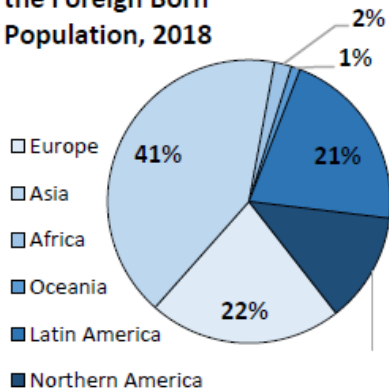
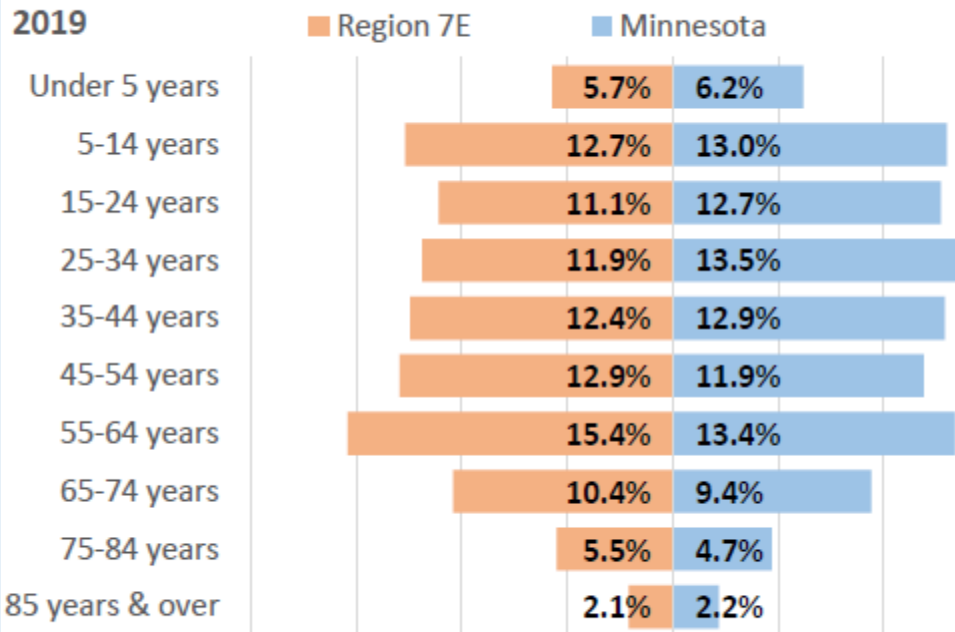
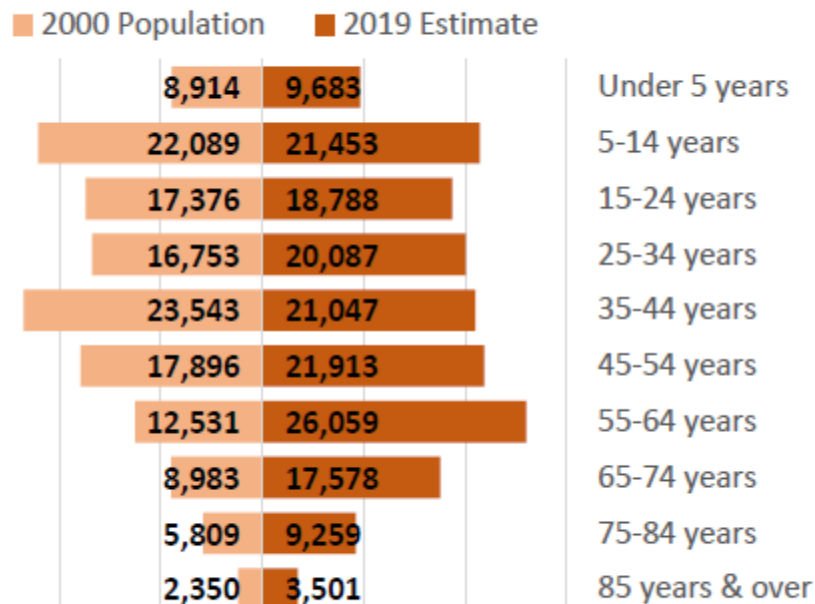


Figure 2. Percentage of Population by Age Group, 2019



Source: U.S. Census Bureau, Population Estimates

Figure 3. Population Pyramid, 2000-2019



Source: U.S. Census Bureau

Table 3. Race and Hispanic Origin, 2018	Region 7E				Minnesota	
	Number	Percent	Change from 2000-2018 Numeric/Percent		Percent	Change from 2000-2018
Total	164,562	100%	28,318	20.8%	100%	12.4%
White	154,630	94.0%	23,602	18.0%	83.3%	4.7%
Black or African American	1,714	1.0%	997	139.1%	6.2%	99.3%
American Indian & Alaska Native	2,560	1.6%	311	13.8%	1.1%	7.3%
Asian & Other Pac. Islander	1,577	1.0%	943	148.7%	4.8%	83.8%
Some Other Race	571	0.3%	230	67.4%	1.8%	48.7%
Two or More Races	3,510	2.1%	2,235	175.3%	2.9%	90.7%
Hispanic or Latino origin	3,585	2.2%	2,034	131.1%	5.3%	104.2%
<i>Source: U.S. Census Bureau, 2014-2018 American Community Survey</i>						

table and figures data source: ECONOMIC DEVELOPMENT REGION 7E: East Central 2019 REGIONAL PROFILE
Updated July 29, 2020 by Luke Greiner, Regional Analyst, Central & Southwest MN
Minnesota Department of Employment and Economic Development

COVID-19 Impact in Region 7E

- As of mid-March 2021 COVID-19 has caused 193 deaths in Region 7E.
- 14,718 people or 8.7% of the population have been diagnosed.
- This has had a huge impact both on the population of the region and on the arts community due to public health restrictions.

for more information go to:



www.ecrac.org



Survey Results

Survey Name: 2020 Needs Assessment Survey
217 Response Status: Partial & Completed

Are you completing this survey as an individual artist or as the representative of an organization?		
	Response Ratio	Rank
I am an individual artist	56%	1
I am representing an organization	24%	2
Other	20%	3
No Responses	0%	
Total	100%	

This survey is only for people living in one of the five ECRAC region 7E counties. Which county do you reside in?		
	Response Ratio	Rank
Chisago	23%	2
Isanti	20%	3
Kanabec	18%	4
Mille Lacs	25%	1
Pine	14%	5
No Responses	0%	
Total	100%	

Which category best describes your age?		
	Response Ratio	Rank
Younger than 18.	0.0%	
18 - 24	0.0%	
25 - 34	0.0%	
35 - 44	17%	4
45 - 54	17.6%	3
55 - 64	5.8%	5
65 or older	36%	1
Prefer not to answer	23.5%	2
No Responses	0.0%	
Total	100%	

How do you usually interact with ECRAC?

	Response Ratio	Rank
Phone	5.8%	3
Email	70.5%	1
In person	0.0%	
Regular mail	0.0%	
Facebook	5.8%	3
ECRAC Website	17.6%	2
Other	0.0%	
No Responses	0.0%	
Total	100%	

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

% is percent of the total respondents selecting the option.	Not Important	Somewhat Important	Important	Very Important	Rank
Arts & Cultural Heritage Fund Grants for Organizations	0%	31%	13%	56%	5
Arts in Our Schools Grants	0%	20%	20%	60%	3
Arts & Cultural Heritage Fund Grants for Individuals	0%	19%	19%	63%	2
ECRAC Essential Artist (Fellowship) for Artists	0%	0%	33%	67%	1
ECRAC Mid-Career Artist Grant	0%	13%	33%	53%	6
K-12 Student Scholarship Grant	13%	13%	13%	63%	2
Essentials Support (Operating) Grant for Arts Organizations	0%	13%	44%	44%	7
Small/Art Project Grant for Orgnizations	0%	25%	38%	38%	8
Resiliency Grants for Individual Artists and Arts Organizations	0%	6%	35%	59%	4

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

% is percent of the total respondents selecting the option.	Not Important	Somewhat Important	Important	Very Important	Rank
ECRAC Website	0%	6%	24%	71%	1
Workshops	19%	25%	25%	31%	3
Networking Meetings					

networking meetings	19%	56%	13%	13%	6
ECRAC Newsletter	0%	19%	56%	25%	4
ECRAC Art Gallery	0%	13%	67%	20%	5
IMAGE Art Show	0%	0%	29%	71%	1
ECRAC Facebook Page	6%	13%	44%	38%	2

The ECRAC Arts Newsletter is used to provide information about upcoming grants, features on local artists, grant workshops, and regional items of interest. Currently, the newsletter is emailed once a month to over 2,300 people, and 30% open the emails. We are rethinking how to provide this information to you. Please indicate which of the options below would be most useful to you.

	Response Ratio	Rank
Post the information on Facebook.	11.7%	2
Use email, but send smaller amounts of info in more frequent emails during the month.	29.4%	1
Send the newsletter by regular mail.	11.7%	2
Keep the newsletter the same, but change the content.	5.8%	3
Keep the newsletter the same.	29.4%	1
No Responses	0.0%	
Total	100%	
8 Comment(s)		

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

	Response Ratio	Rank
ECRAC should develop a specific grant program for underrepresented groups/artists to do arts activities.	17.6%	2
ECRAC should develop services specifically for underrepresented groups/artists.	12%	3
ECRAC should work on building direct relationships with underrepresented groups.	29.4%	1
ECRAC should have an advisory committee consisting of representatives from underrepresented groups/artists.	29.4%	1
ECRAC should partner with existing providers of services to underrepresented groups.	5.8%	4
No Responses	5.8%	4
Total	100%	

The following question is for individual artists only. We want to continue to increase individual artists' access to resources to help them grow and flourish. Please let us know the most effective ways to provide information such as networking with other artists or performing/exhibiting opportunities.

	Response Ratio	Rank
Online listing of resources.	52.9%	1
Arts resource fair.	5.8%	4
Workshops.	0.0%	5
One on one appointments with a resource specialist who can explain what's available and how to connect with resources.	11.7%	3
Networking with other artists.	5.8%	4
No Responses	23.5%	2
Total	100%	

Please rank the following items regarding ECRAC's stewardship of public funds.

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	Do Not Agree	Somewhat Agree	Agree	Strongly Agree	Very Strongly Agree	Rank
ECRAC awards grants with fairness to all applicants.	6%	6%	25%	6%	56%	3
ECRAC meetings and grant reviews are open and available to the public.	0%	6%	29%	6%	59%	2
ECRAC are good stewards of their public funds.	0%	13%	19%	6%	63%	1

GRANT MANAGEMENT: If you have contacted our office about grants, please indicate your level of agreement to the following:

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	Do Not Agree	Somewhat Agree	Agree	Strongly Agree	Very Strongly Agree	Rank
I felt respected and well treated.	0%	0%	21%	7%	71%	1
Information provided was helpful.	0%	14%	7%	14%	64%	2
Information provided was accurate.	0%	7%	21%	7%	64%	2
Information provided was easy to understand.	14%	0%	14%	14%	57%	3
Information was provided in a timely mannner.	0%	0%	29%	7%	64%	2
I would contact the ECRAC office again.	0%	7%	14%	7%	71%	1

GENERAL OFFICE SUPPORT: If you have contacted our office about general, non grant related information, please indicate your level of agreement about the following:

% is percent of the total respondents selecting the option.

	Do Not Agree	Somewhat Agree	Agree	Strongly Agree	Very Strongly Agree	Rank
I felt respected and well treated.	0%	0%	25%	17%	58%	2
Information provided was helpful.	0%	0%	27%	9%	64%	1
Information provided was accurate.	0%	0%	25%	17%	58%	2
Information provided was easy to understand.	0%	0%	33%	8%	58%	2
Information was provided in a timely mannner.	0%	0%	25%	17%	58%	2
I would contact the ECRAC office again.	0%	0%	25%	17%	58%	2

*note: ECRAC no longer has general office support staff. 3/2021.

Preliminary Biennial Plan Workplan Info

March 2021

FOR EAST CENTRAL REGIONAL ARTS COUNCIL FY 2022-2023

PART OF MINNESOTA'S STATEWIDE ARTS SYSTEM

ECRAC 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.

Priority 1

Tactics

- 1) Continue technical assistance workshops for organizations based on the needs.
- 2) Distribute arts resource information as needed and as requested.
- 3) Provide an arts information library area in the ECRAC offices.
- 4) Provide scholarships for opportunities such as the Rural Arts and Culture Summit, Zoom subscriptions for art groups, and COVID-19 and IDEA training or resources.
- 5) Facilitate skill-building workshops.
- 6) Continue to work on the constituent database for delivery of arts information and public service announcements.
- 7) Promote ECRAC and continue and expand outreach beyond the arts community. Including, but not limited to, the newsletter Essential Arts, maintaining and updating the ECRAC website, advertising and sending public service announcements to regional media, and social media use.
- 8) Support the arts in Region 7E by sponsoring regional art advertisements.
- 9) Resume the Region 7E online arts calendar of grant funded events if staff time allows.
- 10) Keep constituents updated on current issues and opportunities affecting the arts with the Region and State.

ECRAC 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.

Priority 2

Tactics

- 1) Provide the ECRAC Arts & Cultural Heritage Fund grant programs for organizations and artists.
- 2) Provide the general operating support grant (Essential Arts) with ECRAC Arts & Cultural Heritage Funds.
- 3) Provide the Organization Art Project Small/Project Grant program with General Funds and supplemented by ACHF, if needed.
- 4) Provide the Resiliency Grant Program for artists and art organizations with ACHF for those affected by COVID-19 or social injustice.
- 5) Provide the Art In Our Schools program, with General Funds and supplemented by ACHF, when needed.
- 6) Hold grant rounds for applications from individual artists for mid-career grants. (McKnight Funding)
- 7) Conduct the Essential Artist Award to fund professional artists on an annual basis. (McKnight Funding)
- 8) Conduct a scholarship program to fund special art projects for children in grades K-12.
- 9) Utilize the Minnesota State Arts Board information system database to track grant applicants and to report activity and track grantee outcomes.
- 10) Keep records of all grant activities and outcomes through grant file documentation.
- 11) Continue outcome evaluation of programs via grantee assessments from final reports..
- 12) Continue the online grant application system using Foundant Technologies.
- 13) Provide technical assistance to applicants in all funding program areas.
- 14) Continue to develop working relationships with underserved people, and organizations, within the region and continue serving disabled artists and patrons in the region as part of IDEA (inclusivity, diversity, equity, and accessibility.)

Priority 2

Other Considerations

The former November 1 grant deadlines continue to be moved forward to October 1.

The FY 2022- 2023 applications and guidelines will be revised in August 2021 for clarification and streamlining (in order to reduce application barriers).

ACHF and State General Fund grant applicants with quotes for equipment \$500 and up, will be asked to provide at least 1 of the 3 required quotes from a Minnesota business, whenever possible.

Work samples will now also be required from organization grants (eg. Music in the Parks will have music samples and not just artist resumes).

Artists grants of \$1,000 are ACHF funded with a required “open to the public” event at ECRAC to remove the barrier of finding an exhibit space.

Artists grants of \$2,500 are McKnight funded for mid-career artists.

ECRAC will work on a glossary of grant applicant and grant review vocabulary during this Biennium.

ECRAC will continue to articulate and improve measurable outcomes for the grant programs..

ECRAC adopted the MSAB Misuse of Funds Policy.

ECRAC will include IDEA (Inclusivity, Diversity, Equity and Accessibility) as part of the community need grant review criteria for grant applications.

Food is an allowable grant expense

ECRAC 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.

Priority 3

Tactics

- 1) Utilize the ECRAC Gallery to highlight the work of regional artists. This includes sponsoring IMAGE, the annual regional art exhibition. It also includes multidisciplinary art events such as the Grantee Art Show.
- 2) Work with Mille Lacs Band of Ojibwe to determine the feasibility of a band member art show at ECRAC.
- 3) Maintain, monitor, and enhance the permanent ECRAC art collection. (McKnight Funds)
- 4) Provide tours of the art shows when requested.
- 5) Continue to arrange the use of the ECRAC display standards and pedestals for Region 7E artists and art organizations.
- 6) Promote ECRAC and continue and expand outreach beyond the arts community for the art shows.
- 7) Support the arts in Region 7E by sponsoring regionwide art advertisements.

ECRAC 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.

Priority 4

Tactics

- 1) Maintain 501(c)(3) non-profit status.
- 2) Provide for an annual audit of the ECRAC to be submitted to MSAB by December 31st each year.
- 3) Review and update ByLaws and Policy Manual, as needed.
- 4) Provide staffing and administration for the ECRAC (there are 2 current staff members and consultants as needed.).
- 5) Allow for ongoing board development. Board and Staff will participate in continued IDEA training.
- 6) Contract for services, as needed.
- 7) Maintain ECRAC office and gallery facilities in Hinckley.
- 8) Due to the new office location in Hinckley, continue satellite office hours in the other counties as it is safe to do so per the pandemic.
- 9) Assess and fulfill equipment needs for ECRAC.
- 10) Participate in the arts leadership activities including participating in meetings and activities of the Regional Arts Council Forum and the Minnesota State Arts Board.
- 11) Complete all necessary reports for the Minnesota State Arts Board and The McKnight Foundation.

ECRAC Grant Programs

- **Arts and Cultural Heritage Fund Legacy Grant for Individuals** - \$1,000 in ACHF October 1, February 1, & April 1 deadlines
- With a required open to the public event to be held at ECRAC
- 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: 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.

ECRAC Grant Programs

- **Arts and Cultural Heritage Fund Art Project Legacy Grant for Organizations** – in ACHF \$5,000 to \$15,000 October 1, February 1, & April 1 deadlines
- Review Criteria: merit and artistic quality; ability of the applicant to accomplish the project; and demonstrated need for the project including underserved populations.
- Eligibility Requirements: organizations, units of government, schools and nonprofits.

ECRAC Grant Programs

- **Resiliency Grants** - up to \$600 in ACHF with a rolling deadline of July 1 to June 30
- Review Criteria: merit and artistic quality; ability of the applicant to accomplish the project; and demonstrated need for the project including underserved populations.
- Eligibility Requirements: arts organizations or artists 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.

ECRAC Grant Programs

- **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
- Review Criteria: artistic merit and artistic quality; ability of the organization to accomplish stated goals and objectives; and demonstrated need of the organization including ability to provide service for underserved populations.
- Eligibility Requirements: nonprofit arts organizations in Region 7E.

ECRAC Grant Programs

- **Small/Art Project Assistance Grant-** \$500 to \$5,000 State General Fund with ACHF Supplementation, if needed
- October 1, February 1, & April 1 deadlines
- Review Criteria: The merit and artistic quality of the project, ability of the applicant or organization to accomplish the project; and a demand/need for the grant project or program in the community served including underserved populations.
- Eligibility Requirements: organizations, units of government, schools and nonprofits.

ECRAC Grant Programs

- **Scholarships for K-12 Kids** - \$500 State General Fund
- March 1 deadline
- Review Criteria: artistic quality and merit of the proposed project, and the student artist's goals and (age appropriate) artistic background.
- Eligibility Requirements: High school, middle school, or elementary school intending to enhance their artistic talents. The student must live in one the following Minnesota counties: Chisago, Isanti, Kanabec, Mille Lacs or Pine. If the student is under 18 the parent will enter into the grant contract with ECRAC.

ECRAC Grant Programs

- **Art In Our Schools Grant** - \$3,000 State General Fund with ACHF Supplementation, if needed
October 1, February 1, & April 1 deadlines
- Review Criteria: Artistic Quality and Merit; merit of the residency plan, including the artist or field trip schedule; community (open to the public) component; and ability of the school to accomplish the project

ECRAC Grant Programs

- **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.

ECRAC Grant Programs

- **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.

ECRAC Grant Programs

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

Other forms of assistance from ECRAC

- grant writing technical assistance, online grant info sessions, grant final report training, past approved grant application library, assistance with grant change requests
- providing information on COVID-19 related resources
- providing information on IDEA (Inclusion, Diversity, Equity, and Accessibility)
- Scholarships for Zoom subscriptions and various training reimbursements for artists and arts organizations
- 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 or service providers
- and partnering even better with existing providers of services to underrepresented groups and community groups; ECRAC should have a focus on serving underrepresented groups/artists; and ECRAC should build more relationships with underrepresented groups and community groups. The ECRAC board of directors has made a commitment to overcoming bias and to building diversity and inclusion in grant-making and providing services. In addition, due to the impact of the COVID-19 pandemic constituents are requesting a different kind of technical assistance support from the past.

Dad's Girl by Tayler Swanson

BEST IN SHOW IMAGE 2021

(AN ONLINE ONLY SHOW DUE TO
THE COVID-19 PANDEMIC
RESTRICTIONS)



for more information go to:



www.ecrac.org



Date

«project_director», «Project_Director_Title»
«AddressBlock»



RE: East Central Regional Arts Council (ECRAC) Arts and Cultural Heritage Fund (ACHF) Organization Grant #«Grant_Number»

«GreetingLine»

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

Please read your NGA/Terms of Contract for any necessary stipulations/modifications to your project.

This is the Notification of Grant Award (NGA) Contract and the Request for Payment (RFP) form. Please sign and return both to the ECRAC office within 45 days. Checks cannot be issued until both forms are signed by both the Project Director and the Authorized Signer for the Organization and returned to ECRAC. You should keep a copy for reference in your grant file. Within 45 days of receipt of the completed and returned NGA and RFP, ECRAC will schedule an appointment with you to complete grant management training. Once the training is complete the grant funds will be mailed, and the grant project final report forms will be assigned.

You must ensure that the ECRAC funding credit line found in the grant guidelines and NGA contract below is legibly included in all publicity for this grant project. You will also need to use the logos for both ECRAC and the ACHF Legacy Fund, and use **#ArtsLegacy** and **#ecrac** for any social media. Failure to do so may jeopardize future funding from ECRAC for your organization. The logos are available on the ECRAC website here: <https://www.ecrac.org/manage-my-grant/press-kit>

Let ECRAC staff know in writing, for prior approval, if your organization anticipates any changes in the grant activities or with any budget changes 20% or greater (per line item) from what was in your approved application. If no changes are made, this grant funded project should be carried out as you proposed, and as the ECRAC Board Members approved.

The funding for this grant program comes directly from the Clean Water, Land and Legacy Amendment to the Minnesota Constitution. In order to ensure the continued availability of such funds, it is very important that Legislators know that state arts funds are being used in this region and to inform them of the types of activities that are being supported. We ask that you send a letter to your Legislators thanking them for their support of the arts, telling them about your ECRAC Arts & Cultural Heritage Fund project and, if applicable, inviting them to attend any project related activity. For your convenience, you will find their contact information and a sample letter included in your online grant dashboard under the documents tab. Once you have completed your letters, send a copy to ECRAC for our records. Please note that we have also included on your grant dashboard the sample curtain speech which should be used at your ACHF funded events.

Also included on your grant dashboard are the mailing addresses of the ECRAC Board Members. Please include them on your mailing distribution list. Finally, remember to email info@ecrac.org with your press release or public service announcements (text only) so that your event(s) can be added to the ECRAC online calendar. For your convenience, information on how to write a public service announcement can also be found on your grant dashboard.

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

Sincerely,

Mary Minnick-Daniels
Executive Director

ARTS AND CULTURAL HERITAGE FUND – ORGANIZATION

NOTIFICATION OF GRANT AWARD (NGA) CONTRACT

EAST CENTRAL REGIONAL ARTS COUNCIL 540 Weber Ave S, Suite 109 Hinckley, MN 55037-4511 Phone: (320) 591-7031	Date of ECRAC Action: «Decision_Date» Project Grant #: «Grant_Number» EIN #: «Organization_Tax_Id» Grant Award: \$«Amount_Awarded» Approved Project Period: «start_date»-«end_date» Project Title: «Project_Name»
GRANTEE	
Name, Address, Phone #, Email of Grant Project Director: «project_director», «Project_Director_Title» «Organization_Name» «Organization_Address_1» «Organization_Address_2» «Organization_City», «Organization_State» «Organization_Postal_Code» «pd_phone» «pd_email»	Name, Address, Phone #, Email of Fiscal Agent: SAME

BUDGET SUMMARY (in whole numbers)

ECRAC APPROVED BUDGET (FROM SUBMITTED GRANT APPLICATION)

	ECRAC FUNDS	LOCAL MATCH	TOTAL
1. Salaries or Wages	0	0	0
2. Artist(s) Fees	0	0	0
3. Artist(s) Travel & Exp.	0	0	0
4. Publicity Expenses	0	0	0
5. Rental Fees/Equipment	0	0	0
6. Expendable Supplies/Material	0	0	0
7. Printing and Postage	0	0	0
8. Outcome Evaluation	0	0	0
9. Other/ Miscellaneous	0	0	0
TOTALS	\$0	\$0	\$0

TOTAL PROJECT FUNDS APPROVED

APPROVED LOCAL MATCH INCOME DETAIL (Sources of match)

	LOCAL MATCH DETAIL
1. Earned Income	0
2. Other grants/contributions	0
3. Cash on hand	0
4. Inkind	0
TOTALS	\$0

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

Budget changes of 20% or more, artistic changes, and project date changes require prior approval from ECRAC.
 Contact ECRAC staff at 320-591-7031 x2 or email grantinfo@ecrac.org to submit a change request for review and approval.

TERMS OF CONTRACT

Agreement between East Central Regional Arts Council (ECRAC) and «**Organization_Name**».

In order to finalize the grant, you must, within 45 days, have the Grantee Project Director, and an authorized organization official, sign and return this contract; and also have the authorized organization official sign and return the Request for Payment (RFP).

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

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

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

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

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

GRANTEE
<hr/>
Grant Project Director, printed name
<hr/>
Signature
<hr/>
Telephone Number
<hr/>
Date

EAST CENTRAL REGIONAL ARTS COUNCIL
<hr/>
Mary Minnick-Daniels
ECRAC Executive Director, printed name
<hr/>
Signature
<hr/>
320-591-7031
Telephone Number
<hr/>
Date

GRANTEE
<hr/>
Fiscal Agent Authorized Signature, printed name
<hr/>
Signature
<hr/>
Telephone Number
<hr/>
Date

REQUEST FOR PAYMENT
ARTS AND CULTURAL HERITAGE FUND - ORGANIZATION

EAST CENTRAL REGIONAL ARTS COUNCIL 540 Weber Ave S, Suite 109 Hinckley, MN 55037-4511 Phone: (320) 591-7031	Date of ECRAC Action:	«Decision_Date»
	Project Grant #:	«Grant_Number»
	EIN #:	«Organization_Tax_Id»
	Grant Award:	\$«Amount_Awarded»
	Approved Project Period:	«start_date»-«end_date»
	Project Title:	«Project_Name»
GRANTEE		
Name, Address, Phone #, Email of Grant Project Director: «project_director», «Project_Director_Title» «Organization_Name» «Organization_Address_1» «Organization_Address_2» «Organization_City», «Organization_State» «Organization_Postal_Code» «pd_phone» «pd_email»	Name, Address, Phone #, Email of Fiscal Agent: <div style="text-align: center; padding-top: 20px;">SAME</div>	

Grant funds in the amount of \$«Amount_Awarded» are hereby requested for payment.

Project Title: «Project_Name»

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

- «Stipulations»

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

Authorized Signature (Fiscal Agent)

Date _____

ARTS AND CULTURAL HERITAGE FUND – ORGANIZATION

REQUEST FOR PAYMENT

BYLAWS OF EAST CENTRAL REGIONAL ARTS COUNCIL

ARTICLE I

MISSION; WORK

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

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

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

ARTICLE II

OFFICES; CORPORATE SEAL

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

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

ARTICLE III

BOARD OF DIRECTORS

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

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

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

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

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

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

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

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

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

Annual Meeting.

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

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

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

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

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

ARTICLE IV

OFFICERS

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

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

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

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

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

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

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

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

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

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

ARTICLE V

COMMITTEES

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

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

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

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

ARTICLE VI

GENERAL

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

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

ARTICLE VII

PARLIAMENTARY AUTHORITY

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

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

ARTICLE VIII

AUDIT

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

ARTICLE IX

STANDARD OF CARE, EXPENSES AND INDEMNIFICATION

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

ARTICLE X

AMENDMENTS

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

* * * * *

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

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



FY 2021 East Central Regional Arts Council Board + Staff Directory

MaryAnn Cleary
Visual Artist, Retired Corporate Executive,
Chemist, WACAC
PO Box 551
Cambridge, MN 55008
Phone: 763-219-2460
Email: spiritrivernmary@gmail.com
Web: www.maryanncleary.com
1st Term Ended: 6/18
2nd Term Ended: 6/20
3rd Term Ends: 6/22

Angela Ruddy
Art Instructor, Art Advocate,
former School Board Member
32591 Flanders St NE
Cambridge, MN 55008
Phone: 651-210-0826
Email: aruddy@gmail.com
1st Term Ended: 6/19
2nd Term Ends: 6/21

Carla Vita
Local government administration
Community and Economic Development
1312 Meadow View Drive
Princeton, MN 55371
Phone: 763-498-2286
Email: carlamkvita@gmail.com
1st Term Ends: 6/23

ECRAC Staff

Mary Minnick-Daniels, Executive Director
Katina Eklund, Grant Program Officer
East Central Regional Arts Council
540 Weber Ave S, Ste 109
Hinckley, MN 55037-4511
Phone: 320-591-7031
Email: director@ecrac.org
grantinfo@ecrac.org
Web: www.ecrac.org

Dee Ann Sibley
Photographer, Licensed Social Worker,
Former School Employee, WACAC
3150 361st Ave NE
Cambridge, MN 55008
Phone: 763-439-9120
Email: dsibleystudios@gmail.com Web:
www.dsibleystudiosphotography.com 1st
Term Ended: 6/18
2nd Term Ended: 6/20
3rd Term Ends: 6/22

Pat Black
Visual Artist and Art Educator
Former art co-op leader in Reg. 2
PO Box 186
Willow River, MN 55795
Phone: (320) unk
Email: patoitextiles@gmail.com
1st Term Ends: 6/22

Ward Mehlan
Retired LEO, Pine Center for the Arts former
Board Member and current volunteer
11405 Pine Bough Rd.
Pine City, MN 55063
Phone: (651) 271-6317
Email: wmehlan@hotmail.com
1st Term Ends: 6/22

Sydney Nelson
Pine Center for the Arts, Financial Advisor, &
Perpich Center for the Arts graduate
61432 Beaver Tail Road
Askov, MN 55704
Phone: (320) 372-0028
Email: sydney.nelson@edwardjones.com
1st Term Ends: 6/22

Alana Petersen
Policy/Legislative Background,
Small Business Owner,
& Art Advocate
9347 Wildflower Road
Pine City, MN 55063
Phone: 218-213-4129
Email: alanapetersen@gmail.com
1st Term Ended: 6/17
2nd Term Ended: 6/19
3rd Term Ends: 6/21

**notify staff of any needed revisions*

Current ECRAC Staff

Executive Director

Grant Program Officer

Administrative Support

Mary Minnick-Daniels, Executive Director

Katina Eklund, Grant Program Officer

V. JOB DESCRIPTIONS

Title: Executive Director

Reports to: ECRAC Board of Directors (BOD)

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

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

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

Salary Schedule:

Step 1	2	3	4	5	6	7
\$45,000/yr	\$48,300/yr	\$51,700/yr	\$55,000/yr	\$58,300/yr	\$61,700/yr	\$65,000/yr

Salary is commensurate with work experience and a retirement plan is provided. Cost of living increases provided by the BOD will effect these steps.

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

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

Grant Programs:

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

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

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

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

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

Essential Qualifications and Skills:

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

Additional Requirements:

1. Competency in methods of organization, administration, record keeping/database administration, and personnel management.
2. Knowledge of current business communication and presentation tools, in order to effectively relate the resources of the ECRAC to the community.
3. Ability to present effective interpretations of policies and procedures orally and in writing, in keeping with the BOD's intentions.
4. Ability to evaluate procedures and programs and make recommendations.
5. Ability to analyze budget and give the BOD recommendations.
6. Ability to prepare concise reports, oral and written.
7. Demonstrated self-motivational qualities, i.e., ability to organize work in an appropriate sequence of activities within a realistic time schedule.
8. Ability to maintain effective working relationships with a diverse group of people and organizations.
9. The very highest ethical standards in dealing with matters of personnel and finance.
10. Supervision of and assignment of duties to support staff and volunteers.
11. Coordination with, supervision of and assignment of duties to any consultants, contractor, or other providers of service on behalf of ECRAC.
12. Attend ongoing training as approved by BOD and ensure adequate and appropriate training of staff as approved by BOD.
13. All other duties as assigned and apparent.
14. Have a valid Minnesota Driver's license.
15. Maintain an insured and reliable personal vehicle in working order.
16. Ability to stand, walk, sit, and lift a minimum of 35 pounds.
17. Ability to travel and attend conferences that require an overnight stay.

Title: Grant Program Officer

Reports To: Executive Director

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

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

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

Wage Range:

Step 1	2	3	4	5	6	7
\$15/hr	\$16.5/hr	\$18/hr	\$19.5/hr	\$21/hr	\$22.5/hr	\$24/hr

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

Grant Program Officer

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

Primary Responsibilities- Grants Program and Service Delivery:

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

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

Primary Responsibilities -Public Relations:

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

Primary Responsibilities - Advocacy and Education:

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

Essential Qualifications and Skills:

1. Two-year degree or five years' related experience in grants management or grant writing required. (Four-year degree preferred.)
2. Skills needed: MS Office 2016; Google Apps; Foundant Grant System.
3. Equipment operated: phone, PC, projector, digital camera, video camera, TV/DVD player, copy machine, scanner, shredder.
4. Experience in general office professionalism, functions, and procedures.
5. The very highest ethical standards in dealing with matters of finance.
6. Attend ongoing training as approved by Executive Director.
7. Attention to detail; strong logic and analytical thinking; creative problem-solving skills.
8. Ability to manage multiple tasks and adapt to changes in work-related scheduling.
9. Excellent written and verbal communication skills.
10. Ability to interact professionally with diverse groups and individuals.
11. Possess a valid Minnesota Driver's License. Maintain an insured and reliable personal vehicle.
12. Ability to stand, walk, and sit for extended periods; ability to lift at least 35 pounds.
13. Available to travel and attend conferences requiring overnight stays.
14. A background check is required of all ECRAC employees.

EAST CENTRAL REGION ARTS COUNCIL
PROJECTED BUDGET: Fiscal year 2022

		General Fund	Arts &	Arts	Arts & Cult	McKnight	Other	
		<u>2022 State</u>	<u>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

		<u>General Fund</u> <u>2023 State</u>	<u>Arts &</u> <u>Arts Access</u> <u>2023 State</u>	<u>Arts</u> <u>Education</u> <u>2023 State</u>	<u>Arts & Cult</u> <u>Heritage</u> <u>2023 State</u>	<u>McKnight</u> <u>Foundation</u>	<u>Other</u> <u>Funds</u>	<u>2023 Total</u>
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	\$1,900	\$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	\$0	\$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	\$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	\$401,915	\$72,992	\$23,624	\$39,900	\$1,900	\$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	\$1,900	\$673,039
17	SURPLUS/CARRYFORWARD to FY 2024 or (DEFICIT)	\$0	\$0	\$0	\$0	\$0	\$0	\$0