

# ACHF Organization Grant October 1, 2019 deadline

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*East Central Regional Arts Council*

## Organization Information

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**Project Director:\***

*Character Limit: 250*

**Project Director Title\***

*Character Limit: 250*

**Project Director Email Address\***

*Character Limit: 250*

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

*Character Limit: 250*

**Grant Writer:\***

*Character Limit: 250*

**Grant Writer Title\***

*Character Limit: 250*

**Our group/organization:**

Has no Misuse of Funds determination with:

- the MN State Arts Board or
- any designated MN Regional Arts Council.

\*

**Choices**

Yes

No

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

**Choices**

Yes

No

Is incorporated as a nonprofit, or has an official fiscal agent agreement with a nonprofit, unit of government, or independent school district.\*

**Choices**

Yes

No

Is located in and serves the counties of Chisago, Kanabec, Isanti, Mille Lacs or Pine. \*

**Choices**

Yes

No

Has three or more members. \*

**Choices**

Yes

No

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

- PDF
- Word
- Excel
- MP3

\*

**Choices**

I understand

ECRAC no longer requires organization applicants to submit the following:

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

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**Choices**

I understand

## *Fiscal Sponsor Information, If Applicable*

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

### **Fiscal Sponsor Agreement**

A sample Fiscal Sponsor Agreement can be found on page 27 of the Grant Guidelines. For additional information on fiscal sponsorship click here.

*File Size Limit: 2 MB*

**Fiscal Sponsor Organization Name:**

*Character Limit: 250*

**Fiscal Sponsor Mailing Address:**

*Character Limit: 250*

**Fiscal Sponsor City:**

*Character Limit: 250*

**Fiscal Sponsor State:**

*Character Limit: 50*

**Fiscal Sponsor Zip Code:**

*Character Limit: 250*

**Fiscal Sponsor Contact Person:**

Must be an authorizing official of the sponsor organization.

*Character Limit: 250*

**Fiscal Sponsor Contact Person Title:**

*Character Limit: 250*

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

*Character Limit: 250*

**Fiscal Sponsor Contact Person Email Address:**

*Character Limit: 250*

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

*Character Limit: 250*

*Project Summary Information*

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**Grant Project Title\***

*Character Limit: 30*

**Brief Project Description:\***

*Character Limit: 750*

**Project Start Date:\***

See Grant Guidelines, page 13, for start and end date requirements.

*Character Limit: 10*

**Project End Date:\***

*Character Limit: 10*

**Grant Amount Requested - \$5,000 to \$15,000\***

From your completed Project Expense Template.

*Character Limit: 20*

**Total Project Cost\***

From your completed Project Expense Template.

*Character Limit: 20*

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

This is optional but highly recommended.

*Character Limit: 250*

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

**Choices**

Yes

No

In the proposed project, will not include travel expenses or activities that do not take place in MN.\*

**Choices**

Yes

No

In the proposed project, will not include expenses to purchase alcoholic beverages or to pay associated costs (servers, insurance, liquor licenses, etc.).\*

**Choices**

Yes

No

***Request Narrative and Summary of Proposal***

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**Detailed Project Summary\***

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

- date(s),
- location(s),
- workshops or other training,
- number of performances,

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

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

*Character Limit: 5000*

### **Project Impact Evaluation\***

How does this project:

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

*Character Limit: 1200*

### **Promotion and Publicity Plan\***

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

*Character Limit: 1000*

### **Artistic Merit\***

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

*Character Limit: 1200*

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

Combine samples as needed into documents/files in order to upload. You may also link to a YouTube video in the space provided.

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

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

*Character Limit: 450 | File Size Limit: 4 MB*

### The following are the types of artistic work samples allowed.

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

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

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

**Visual Artists** - There are a maximum of 10 visual artwork samples allowed. You may have all the work samples in one document, include one work sample per page, and upload this document into a field. We recommend a PDF for this, with a black background. Please contact ECRAC staff for further direction or other specifications if needed.

**Other** – If the art form does not fit into the categories above, please contact ECRAC staff for direction or other specifications.

**Work Sample Description** - The work sample descriptions should be brief, but they are required. Use the space provided in the application for your descriptions.

Include the following information:

- the title of the artwork
- a brief description of each work sample submitted, including materials used in construction (if appropriate), dimensions, and completion dates
- any additional details as noted above

## Work Sample upload #1

*File Size Limit: 10 MB*

### **YouTube or other website address for audio/video #1**

*Character Limit: 2000*

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

*Character Limit: 1000*

### **Work Sample upload #2**

*File Size Limit: 10 MB*

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

*Character Limit: 2000*

### **Work Sample #2 Description**

*Character Limit: 1000*

### **Work Sample upload #3**

*File Size Limit: 2 MB*

### **YouTube or other website address for audio/video #3**

*Character Limit: 2000*

### **Work Sample #3 Description**

*Character Limit: 1000*

### **Organizational Ability\***

What year was your organization started?

*Character Limit: 10*

### **Artistic Mission\***

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

*Character Limit: 1000*

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

Attach a list of your board members, indicating their address, profession, organizational affiliation or area of expertise.

*Character Limit: 450 | File Size Limit: 2 MB*

### **Explain how your organization is staffed.\***

*Character Limit: 450*

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

Attach Project Director work résumé.

*Character Limit: 450 | File Size Limit: 2 MB*

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

Any staff person mentioned for the project must have a work résumé included with the proposal. Combine all documents into one file and upload below.

*Character Limit: 1000 | File Size Limit: 2 MB*

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

*Character Limit: 400*

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

Include the year and the amount funded.

*Character Limit: 2000*

## *Outcome Evaluation*

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### **Outcome Evaluation Plan**

Funding for this program comes from the Arts and Cultural Heritage Fund, a fund created by the people of Minnesota to support the arts. Outcome evaluation is a legislatively required part of all ACHF grant funding proposals.

### **You must include outcome evaluation costs in your budget expenses.**

Refer to the **Grant Guidelines**.

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

#### **Choices**

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



People who may have cognitive difficulties

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

### Choices

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

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

### Choices

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

### **Outcome Measurement**

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

### **Outcome Measurement\***

What kinds of data or information will you gather?

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

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

### Choices

Quantitative

Qualitative

Both Quantitative and Qualitative

### Outcome Evaluation Method Types\*

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

### Choices

Reviewing program statistics or other documents related to the project

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

Conducting interviews with stakeholders

Conducting focus groups with stakeholders

Creating one or more case studies about the project

Making structured observations of stakeholders during project activities

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

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

Having stakeholders describe or capture their own impressions

## Project Budget

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

*File Size Limit: 2 MB*

### Project Expenses\*

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

*File Size Limit: 2 MB*

### Project Expense Details and Explanations\*

Describe your project expense details and explanations for each of your budget line items here. For example, if your total amount of artists fees is \$7,000, your explanation would look like:

- artists fees: 7 artists (name them here) at \$1,000 each

Do this for each line item.

*Character Limit: 1500*

## Equipment Purchase

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

Describe here which quote you have chosen, and why.

*Character Limit: 1000*

## Price Quote 1

*File Size Limit: 2 MB*

## Price Quote 2

*File Size Limit: 2 MB*

## Price Quote 3

*File Size Limit: 2 MB*

## Equipment Use Plan

Grant requests from organizations for project equipment purchases of \$500 or more must also include: a detailed plan for the use of the equipment; and a statement certifying they will not sell the equipment without prior ECRAC approval including the possibility of UCC filing. Additional information can be found in the ACHF Grant Guidelines.

*File Size Limit: 2 MB*

## Project Income\*

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

*File Size Limit: 2 MB*

## Project Income Details and Explanations\*

Describe your project income details and explanations for each of your budget line items here. For example, if your total amount of earned income is \$1000, your explanation could look like:

- earned income: sale of 100 tickets at \$10 each

Do this for each line item.

*Character Limit: 1500*

## Amount of ECRAC/ACHF Grant Request:\*

This should be the same amount as requested in the project summary information.

*Character Limit: 20*

## ECRAC/ACHF Certification

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### Certification\*

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

FYI - Two separate signers are required. One signer must be an authorizing officer of the board or the fiscal sponsor organization. The other signer must be the project director. Please note: electronic signatures are not accepted.

*File Size Limit: 2 MB*

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

**Contact staff via email at [info@ecrac.org](mailto:info@ecrac.org) or by telephone at 320-591-7031 if you have any questions or concerns regarding your application. If requested early enough in advance of the grant deadline ECRAC staff can review your draft application.**

## Regional Arts Council Data Collection

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### Regional Arts Council Grant Data Collection\*

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

#### Choices

I understand

### Are you a new applicant?\*

#### Choices

Yes

No

### County\*

Choose the county below in which your organization is located.

#### Choices

Chisago

Isanti

Kanabec

Mille Lacs

Pine

## MN House District\*

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

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

### Choices

11B  
15A  
31A  
32A  
32B  
39A

## Congressional District\*

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

### Choices

8

## Special Characteristics (optional)

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

### Choices

D Individuals with Disabilities  
I Individuals in Institutions  
P Individuals below the Poverty Line  
E Individuals with limited English Proficiency  
M Military Veterans/Active Duty Personnel  
Y Youth at Risk  
G No single distinct group makes up more than 25% of the population served  
5 Pre-K, children 5 and under  
99 None of the Above

## Race/Ethnicity (optional)

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

### Choices

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

O Other

### Age Group

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

#### Choices

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

### Status\*

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

#### Choices

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

### Institution\*

Select the one code that best describes the applicant. [Click Here](#) for a list of current **Institution** codes. Example, enter "08" for Museum - Art.

#### Choices

- 01
- 02
- 03
- 04
- 05
- 06
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- 08
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51  
99

### Discipline\*

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

### Choices

01  
01A  
01B  
01C  
02  
02A  
02B

02C  
02D  
02E  
02F  
02G  
02H  
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10C



- 10D
- 11
- 12A
- 12B
- 12C
- 12D
- 13
- 14
- 15

**Project Discipline\***

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

**Choices**

- 01
- 01A
- 01B
- 01C
- 02
- 02A
- 02B
- 02C
- 02D
- 02E
- 02F
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- 15

**Does your proposed project involve a public event?\***

**Choices**

- Yes
- No

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

Enter all individual event dates separated by a comma.

*Character Limit: 250*

**If yes, include the name(s) and address(es) of the event location(s).\***

*Character Limit: 250*

**Adult Artists Participating\***

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

*Character Limit: 10*

### **Children/Youth Benefiting\***

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

*Character Limit: 10*

### **Adult Audience Benefiting\***

Estimated number of adult audience participants benefiting directly from grant activities.

*Character Limit: 10*

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

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

*Character Limit: 20*

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

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

*Character Limit: 20*

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

*Character Limit: 20*

### **Cash Expense of Project\***

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

*Character Limit: 20*

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

For project grants ECRAC expects this to be zero.

*Character Limit: 10*

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

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

*Character Limit: 20*

### **Start Date\***

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

*Character Limit: 10*

### **End Date\***

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

*Character Limit: 10*

### **Counties Impacted\***

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

*Character Limit: 500*

### **Board Members\***

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

*Character Limit: 1000*

**Contact staff via email at [info@ecrac.org](mailto:info@ecrac.org) or by telephone at 320-591-7031 if you have any questions or concerns regarding your application. If requested early enough in advance of the grant deadline, ECRAC staff can review your draft application.**

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

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