

Art in Our Schools October 1, 2019 deadline

East Central Regional Arts Council

School Information

Applicant School*

Character Limit: 200

District Number*

Character Limit: 4

School Address*

Character Limit: 250

School Mailing Address (if different)

Character Limit: 250

City, State, Zip*

Character Limit: 250

Grant Project Director and Job Title*

Include the name of the Grant Project Director and their School Employee Job Title.

Character Limit: 250

Project Director School Email address*

Character Limit: 254

Project Director Phone (day)*

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

Character Limit: 10

Telephone Extension

Character Limit: 5

Grant Writer Name and School Job Title*

Include the Grant Writer's Name and School Employee Job Title.

Character Limit: 250

School Website*

Character Limit: 2000

Project Information

Grant Project Title*

Character Limit: 30

Brief Project Description*

Character Limit: 500

Project Start Date*

See Grant Guidelines for start and end date requirements.

Character Limit: 10

Project End Date*

Character Limit: 10

Names of Residency Artists

Character Limit: 250

OR

Field Trip Location

Character Limit: 250

OR

Arts Related Special Project

Character Limit: 250

Type(s) of Art Featured*

Character Limit: 250

Number of Professional Artists Participating*

Character Limit: 5

Number of Students Participating*

Character Limit: 5

Number of Teachers Participating*

Character Limit: 5

Number of Anticipated Audience for your Community Component*

Character Limit: 5

Amount of Grant Request - up to \$3,000*

Character Limit: 20

Total Project Cost*

Character Limit: 20

Description of Project*

Describe the proposed grant project by answering the following:

- What core group or classes of students will work daily with the artist?
- How will this project be integrated into the current arts curriculum?
- How will you present the teacher in-service training and set up the schedule?
- The dates, times, rooms, locations of residencies and field trips.

Character Limit: 2000

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

What art discipline, artist, arts field trip, or arts related special project have you selected and why? Attach project director work resume and residency artist résumé/s and all support materials as appropriate. Keep in mind that artistic excellence is the goal for this funding program.

Character Limit: 1000 | File Size Limit: 4 MB

Project Director Work Resume*

File Size Limit: 2 MB

Residency Artist(s) Artistic Resume(s)

File Size Limit: 4 MB

Additional Project Support Materials

Any additional materials supporting the artistic merit of your project such as museum brochures/art show flyers/performance materials.

File Size Limit: 4 MB

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.

The following are the types of artistic work samples allowed.

Art in Our Schools October 1, 2019
deadline

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: 4 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: 4 MB

YouTube or other website address for audio/video #2

Character Limit: 2000

Work Sample #2 Description

Character Limit: 1000

Planning Process and Goals*

Briefly describe the planning process and goals you have for this art project. How is the project different from past projects? **Keep in mind that ECRAC cannot fund repeat Art In Our Schools grant projects.**

Character Limit: 1000

Promotion and Publicity Plan*

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

Character Limit: 1500

Community Involvement*

Describe how you will make a presentation of this project to your community, or how it will be open to the public during or after its completion. **This community component is a requirement.**

Character Limit: 1000

Outcome Evaluation

Outcome Evaluation

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

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 develop their practice
 People access arts experiences
 People develop arts skills or knowledge

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

Choices

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

Outcome Measurement

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

What kinds of data or information will you gather?

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

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

Choices

Quantitative

Qualitative

Both Quantitative and Qualitative

Outcome Evaluation Method Types

What kinds of methods do you anticipate using to document progress toward your project outcomes? 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

Uploads and Certification

Residency Program Upload

If you are proposing an artistic residency download, complete and upload the Residency Schedule below. You must include an in-service workshop time and description at the bottom of the form.

File Size Limit: 1 MB

Field Trip Schedule

If you are proposing a field trip download, complete and then upload the Field Trip Schedule below.

File Size Limit: 1 MB

Expenses*

Download, complete and upload the Project Expense Template below.

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 \$2,000, your explanation would look like:

- artists fees: 2 artists (name them here) at \$1,000 each

Do this for each line item.

Note: these are not for profit grant projects. If the budget shows an income or appears to be a fundraiser, the application is ineligible.

Character Limit: 1500

Project Income*

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

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.

Note: these are not for profit grant projects. If the budget shows an income or appears to be a fundraiser, the application is ineligible.

Character Limit: 1500

Certification*

Please download, complete and upload the Certification form below.

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 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

RAC Grant Data Collection*

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

Choices

I understand

Are you a new applicant?*

Choices

Yes

No

County*

Choose the county below in which your school 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)

If applicable, select the one code that best represents 50% or more of your school population.

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)

Please select the one option that best represents 50% or more of your school population.

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 (i.e. enter "01" for individual).

Choices

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

Institution*

Select the one code that best describes the applicant. [Click Here](#) for a list of current **Institution** codes (i.e. enter "01" for individual artist).

Choices

- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43
- 44
- 45
- 46
- 47
- 48
- 49

50
51
99

Discipline*

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

Choices

01
01A
01B
01C
02
02A
02B
02C
02D
02E
02F
02G
02H
02I
03
03A
03B
04
04A
04B
04C
04D
04E
05
05A
05B
05D
05F
06
06A
06B
06D
06E
06F
06G
07
07A
07B
07C
07D

07E
07F
07G
07H
07I
08
09
09A
09B
09C
09D
09E
10
10A
10B
10C
10D
11
12A
12B
12C
12D
13
14
15

Project Discipline*

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

Choices

01
01A
01B
01C
02
02A
02B
02C
02D
02E
02F
02G
02H
02I
03
03A
03B
04

- 04A
- 04B
- 04C
- 04D
- 04E
- 05
- 05A
- 05B
- 05D
- 05F
- 06
- 06A
- 06B
- 06D
- 06E
- 06F
- 06G
- 07
- 07A
- 07B
- 07C
- 07D
- 07E
- 07F
- 07G
- 07H
- 07I
- 08
- 09
- 09A
- 09B
- 09C
- 09D
- 09E
- 10
- 10A
- 10B
- 10C
- 10D
- 11
- 12A
- 12B
- 12C
- 12D
- 13
- 14
- 15

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

Yes

No

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 school expenses for the most recently completed fiscal year.

*Character Limit: 20***Department's Total Arts Budget for Previous Fiscal Year:****Character Limit: 20***Total Project Expenses****Character Limit: 20***Cash Expense of Project***

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

*Character Limit: 20***Project In-Kind***

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

Character Limit: 20

Start Date*

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

Character Limit: 10

End Date*

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

Character Limit: 10

Counties Impacted*

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

Character Limit: 500

School Board Members*

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

Character Limit: 1000

Contact staff via email at 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.
