

# East Central Regional Arts Council

## Arts & Cultural Heritage Fund Legacy Grant Guidelines & Instructions for Artists

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- Fiscal Year 2022 -  
Grant Application Deadlines: Oct. 1 2021; Feb. 1 & April 1 2022  
- Fiscal Year 2023 -  
Grant Application Deadlines: Oct. 1 2022; Feb. 1 & April 1 2023



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# Table of Contents

EAST CENTRAL REGIONAL ARTS COUNCIL (ECRAC) INTRODUCTION	3
❖ What is ECRAC's definition of art?	4
ARTS AND CULTURAL HERITAGE FUND (ACHF) LEGACY GRANT OVERVIEW	5
❖ 25 Year Legacy Goals	
❖ Definitions of ACHF Key Areas	
GRANT PROGRAM DESCRIPTION	6
❖ ECRAC Grant Program Outcomes	
❖ Grant Project Outcomes & Measuring Results	
ELIGIBILITY	9
GRANT FUNDING LIMITS	9
WHERE AND HOW TO APPLY ONLINE	10
DEADLINES	11
❖ What determines a project's start date	
GRANT REVIEW PROCEDURE & CRITERIA	11
ECRAC'S CONFLICT OF INTEREST POLICY	14
GRANT PAYMENTS	14
FINAL GRANT REPORT & EVALUATION	15
❖ Misuse of Funds Policy	
GRANT TERMINATION OR REVOCATION	15
APPEALS POLICY & PROCEDURE	16
NOT FUNDED BY ECRAC	16
APPLICATION INSTRUCTIONS	17
- Work Samples	
- Sample Artist Resume	
- Sample Project Budget	
OTHER ECRAC SERVICES	26
QUESTIONS & GRANT FUNDING CREDIT LINE	28

# EAST CENTRAL REGIONAL ARTS COUNCIL (ECRAC) INTRODUCTION

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

## **Mission/Vision/Values:**

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

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

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

The East Central Regional Arts Council is an independent 501(c)3 non-profit. The is 540 Weber Avenue South, Suite 109, Hinckley, Minnesota, 55037. You can reach ECRAC by telephone at 320-591-7031, and by email at [info@ecrac.org](mailto:info@ecrac.org). The agency website is: [www.ecrac.org](http://www.ecrac.org).

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

## ❖ What is ECRAC’s definition of art?

Art can describe several things: a study of a creative skill, a process of using the creative skill, a product of the creative skill, or the audience’s experience with the creative skill. The Regional Arts Council defines “arts” as activities resulting in the artistic creation or artistic performance of works of the imagination. When we say arts, we are speaking very broadly of visual, performing, media, literary, and interdisciplinary art forms through which we learn about, explore, shape, and express the human experience. Every project funded by ECRAC must be an art project.

These activities include the disciplines listed in ECRAC’s online application form. The list of disciplines is part of the National Standard for Arts Information Exchange which was developed by the National Endowment for the Arts and other state, regional, and national organizations. Arts agencies are required to report on their activities using this standard set of codes. The Regional Arts Council uses these disciplines to define and report the art project activities supported.

### ECRAC Art Disciplines

Discipline	Code	Discipline	Code	Discipline	Code
<b>Dance</b>	<b>01</b>	<b>Visual arts</b>	<b>05</b>	<b>Photography</b>	<b>08</b>
Dance, ballet	01A	Visual arts, experimental	05A	<b>Media Arts</b>	<b>09</b>
Dance, ethnic or jazz	01B	Visual arts, graphics	05B	Media Arts, film	09A
Dance, modern	01C	Visual arts, painting	05D	Media Arts, audio	09B
<b>Music</b>	<b>02</b>	Visual arts, sculpture	05F	Media Arts, video	09C
Music, band	02A	<b>Design arts</b>	<b>06</b>	Media Arts, tech/experimental	09D
Music, chamber	02B	Design arts, architecture	06A	Media Arts, screen/scriptwriting	09E
Music, choral	02C	Design arts, fashion	06B	<b>Literature</b>	<b>10</b>
Music, new-experimental, electronic	02D	Design arts, graphic	06C	Literature, fiction	10A
Music, ethnic	02E	Design arts, industrial	06D	Literature, non-fiction	10B
Music, jazz	02F	Design arts, interior	06E	Theater, playwriting	10C
Music, popular	02G	Design arts, landscape architecture	06F	Literature, poetry	10D
Music, solo/recital	02H	Design arts, urban/metro	06G	<b>Interdisciplinary</b>	<b>11</b>
Music, orchestral	02I	<b>Crafts</b>	<b>07</b>	<b>Folk/Traditional Arts</b>	<b>12</b>
<b>Opera/Musical Theater</b>	<b>03</b>	Crafts, clay	07A	Folk/Traditional dance	12A
Opera	03A	Crafts, fiber	07B	Folk/Traditional music	12B
Musical Theater	03B	Crafts, glass	07C	Folk/Traditional crafts/vis arts	12C
<b>Theater</b>	<b>04</b>	Crafts, leather	07D	Folk/Traditional storytelling	12D
Theater, general	04A	Crafts, metal	07E	<b>Humanities</b>	<b>13</b>
Theater, mime	04B	Crafts, paper	07F	<b>Multidisciplinary</b>	<b>14</b>
Theater, puppetry	04C	Crafts, plastic	07G		
Theater for young audiences	04D	Crafts, wood	07H		
Theater, storytelling	04E	Crafts, mixed media	07I		

Source: Minnesota State Arts Board

# ARTS AND CULTURAL HERITAGE FUND (ACHF) LEGACY GRANT OVERVIEW

In November 2008, Minnesotans passed the clean water, land, and legacy amendment to the Minnesota Constitution. As a result, over twenty-five years, three-eighths of one percent of the state's sales tax will be dedicated as follows:

33 percent to a clean water fund,  
33 percent to an outdoor heritage fund,  
14.25 percent to a parks and trails fund, and  
**19.75 percent to an arts and cultural heritage fund.**

Proceeds from the arts and cultural heritage fund “may be spent only on arts, arts education and arts access and to preserve Minnesota’s history and cultural heritage.”

Funding for this grant program is dependent on the receipt of an appropriation from the Minnesota legislature from the arts and cultural heritage fund.

The Minnesota State Legislature has appropriated a significant portion of the arts and cultural heritage fund to the Minnesota State Arts Board and Minnesota’s eleven regional arts councils. These funds help make arts experiences more accessible and available to Minnesotans throughout the state.

Artists, arts organizations, community groups, human service organizations, public agencies, educational institutions, and others are invited and encouraged to take advantage of the ECRAC ACHF Legacy Grant program in Region 7E.

To see a comprehensive list of all Legacy Amendment projects funded by the arts and cultural heritage fund, outdoor heritage fund, clean water fund, and parks and trails fund visit the Legislative Coordinating Commission's searchable Web site at: <http://www.legacy.leg.mn/>

## ❖ 25 Year Legacy Goals

The 25-Year Vision, Framework, Guiding Principles, and Ten-Year Goals for the Minnesota Arts and Cultural Heritage Fund (PDF) was presented to the legislature on January 15, 2010 and can be found online at <http://www.arts.state.mn.us/pubs/pubs/achf-25-year.pdf>

## ❖ Definitions of ACHF Areas

Following the direction of the Minnesota State Legislature, the ECRAC Arts and Cultural Heritage Fund will support activities in three key areas. ECRAC ACHF Legacy arts project funding may be spent only on arts and arts access, arts education, and arts and cultural heritage as defined. Ultimately, the fund is intended to create a strong arts legacy in Minnesota.

### **Arts & Arts Access: Investing in high quality arts activities and experiences for all Minnesotans.**

ACHF funding will support artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state. Such grant activities may be, but are not limited to:

- Investing in activities that make the arts available to people who might not otherwise have access due to economic, geographic, or physical barrier.
- Ensuring that artists and arts organizations have sufficient financial support to create high quality art.
- Investing in the long-term health and vitality of the arts sector by supporting capacity-building and professional development.
- Investing in efforts that enable Region 7E residents to connect with arts/arts experiences and performances.
- Investing in efforts to fully integrate the arts into local community development efforts.
- Investing in efforts to integrate the arts into local and regional economic development planning.
- Investing in public art that is available throughout the region. (ECRAC encourages applicants to utilize Forecast Public Art and also to include their public art consulting services in the grant project budget.)
- Recognizing and rewarding artists/arts organizations/arts providers for exceptional artistic quality and service to their audiences and/or the region.

### **Arts Education: Investing in lifelong learning in the arts**

ACHF funding will support high-quality, age-appropriate arts education for residents of all ages to develop knowledge, skills, and understanding of the arts. Such activities may be, but are not limited to:

- Investing in efforts that enable Region 7E residents to connect with arts learning opportunities and residencies.
- Ensuring that artists/arts organizations/arts providers can invest in professional development and workshops.
- Ensuring that arts learning opportunities and professional development are available.

### **Arts & Cultural Heritage: Building bridges between Minnesotans through arts and culture**

ACHF funding may be used for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state. Such activities may be, but are not limited to:

- Providing Region 7E residents with opportunities to celebrate our cultural heritage through events and activities that represent the range of Minnesota's ethnic and cultural arts traditions including festivals.
- Ensuring that Region 7E residents can experience folk/traditional arts of diverse cultures by supporting the work of traditional and folk artists/arts organizations.

## **GRANT PROGRAM DESCRIPTION – \$1,000**

The ECRAC Arts and Cultural Heritage Fund Legacy grant for Individual Artists provides up to \$1,000 in project funding for artistic personal growth. Artists in any artistic discipline and at any professional level are welcome to apply. Applicants must be a permanent resident, for at least 6 months, of one of the East Central Minnesota Counties of Chisago, Isanti, Kanabec, Mille Lacs and Pine also known as Region 7E.

The proposed grant project should directly benefit the Region 7E artist. An open to the public component is required and the event must benefit Minnesotans (occur in Minnesota).

Grant proposals must outline a specific art project designed to: develop your artistic skills; develop your business skills as an artist; or developing and/or using skills for engaging with audiences or communities.

Grant proposals must outline a time and location for activities including the open to the public event. If the artist chooses, if the grant proposal is funded, they can work with ECRAC staff to have the open to the public event at the ECRAC gallery in Hinckley. In that case, the event date and details will be scheduled after the proposal is funded.

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

## ❖ ECRAC Grant Program Outcomes

It is important for grantees to understand that funding for this program comes from the Arts and Cultural Heritage Fund (ACHF), a fund created by the people of Minnesota to support the arts. Because our fellow citizens have made this commitment, we have an obligation to be intentional about arts projects: the outcomes, impacts and results, and the community benefits. Therefore, outcomes and outcome evaluation are an important part of the funding proposal; in fact, they are a legislatively mandated requirement.

ECRAC's very broad ACHF outcomes are: 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; and people make connections to ideas, organizations, or one another.

In the application you will identify which of the following best describes the majority of the people you will serve with your proposed grant project:

- 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

In the application you will also identify the kind of possible changes or effects expected with your art grant project. Which of ECRAC's very broad program outcomes best describes the kind of change you expect from your project?

For individual artist ECRAC expects to see 1 of these 3 outcomes in the application:

- Developing your artistic skills.
- Developing your business skills.
- Developing and/or using skills for engaging with audiences or communities.

Having your own specific outcome in mind for your proposed grant project means that the people you serve are supposed to be different in some way as a result of this project. In the application proposal you will identify what kinds of specific changes or effects you expect to see in the people to be served by this grant project.

- 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: could be new, strengthened, enriched, or changed in some other way
- You will have a new or improved ability or capacity to do something
- A change to some other condition (for example, some kind of individual well-being, community strength, etc.)

In summary, your proposed art grant project outcome will be:

- who you will serve;
- which of ECRAC's broad ACHF program outcomes you expect as a result of the art project;
- and, finally, the specific change you expect to see in those served by your project.

## ❖ Grant Project Outcomes & Measuring Results

During and after the grant project activities you will have to evaluate your grant project outcome. In the application proposal ECRAC will ask you to describe the outcome evaluation planned for your project. You will provide either quantitative or qualitative measurements or both. When funded your grant final report must include a summary of these evaluation results.

From artist applicants ECRAC expects that you will provide either quantitative or qualitative measurements or both. The methods of measurement to document your outcome can be:

- Making structured observations during project activities.
- Self-surveys regarding my knowledge and skills before and after the project.
- Audience surveys at my open to the public event.
- Having audience members describe their own impressions during my public event.
- Having my mentor review/critique the project.

The term stakeholder suggests the people data is gathered from. It could be participants, audiences, community members, artists, project partners or organization staff. This depends on the project.



## **ELIGIBILITY**

ECRAC has separate ACHF applications for organizations and individuals. Both are eligible to apply for ACHF funding as described in these guidelines. Please contact ECRAC staff regarding any eligibility, application, or grant project questions.

### **INDIVIDUAL ARTISTS**

An ACHF applicant may be any individual artist who is a permanent resident (for at least 6 months) in one of the five Region 7E Minnesota counties: Chisago, Isanti, Kanabec, Mille Lacs, or Pine. The applicant must be at least 18 years of age. The applicant must be either a U.S. citizen, or have attained permanent resident alien status. The applicant must not have any unacceptable or outstanding reports due to ECRAC. The applicant must not have any Misuse of Funds determination with the Minnesota State Arts Board or Regional Arts Councils. Individual artist applicants must be those who seek help with creating, producing, or presenting arts projects, and are required to have a community component as part of their project proposal.

## **GRANT FUNDING LIMITS**

**The grant request for ECRAC ACHF Grants to Individual Artists can be up to \$1,000.**

Larger grant requests may be made through ECRAC Individual Artist Mid-Career Grant Program (\$2,500) or the Essential Artist Award (\$8,000). Younger artists can be funded through the K-12 Scholarship Program (\$500). Please contact ECRAC staff if you have questions regarding which program is most appropriate for you.

Individual applicants are not required to provide a match for this ACHF Legacy program, but matching funds are encouraged and are evidence of an artist's need and support for the grant proposal.

Matching funds may consist of: cash, in kind contributions, earned income, or other grants. In kind are donated items such as materials, labor, and space that can be given a dollar value and are a significant part of the project. Applicants must be able to prove that in kind is committed (i.e., letter from donor indicating commitment and value).

Applicants are required in the grant application budget form to identify where all grant project funds will be expended. All matching funds included in the budget should be committed to the grant project.

### **Special Requirements for Art Project Equipment Purchases**

The act of only purchasing equipment does not constitute a fundable grant project.

ACHF grant requests from individuals for a grant project equipment purchase must include: a detailed plan for the use of the equipment; and a statement certifying the artist will not sell the equipment without prior ECRAC approval. In addition ECRAC may get a UCC filing on the equipment.

## WHERE AND HOW TO APPLY ONLINE

ECRAC has competitive grant programs. Because of that a reasonable amount of planning time should be allowed to develop a grant proposal application. Grant writing technical assistance is provided by ECRAC staff upon request by the grantee. The staff person can best be of help to you if you contact them in advance of the application technical assistance deadline. However, if time is available, they will still answer questions after the assistance deadline. Keep in mind that assistance from an ECRAC staff person does not imply that grant funding will be received.

There are different application forms for organizations and for individual artists. Schools, and units of government, use the organization form and guidelines. If in doubt about which application to use, contact ECRAC staff.

Upon request the application and grant guidelines can be made available in alternative formats. To accommodate your request for an alternative format, ECRAC will need at least 10 working days' notice.

You may access the ECRAC website for the online application forms at [www.ecrac.org/grants](http://www.ecrac.org/grants) . You will find information on past funded grant projects at the bottom of the webpage.

For the online grant portal, used to access the upcoming grant applications and your previous grant proposals, go to <https://www.ecrac.org/manage-my-grant>

Do not apply for more than one grant per grant program deadline. Individual artists can't have more than one active ECRAC grant project at a time. Be sure to include all attachments with your application, or your application will be considered incomplete and thus ineligible.

Individual artist required attachments include artist résumé, mentor résumé, workshop details and instructor résumé and/or other project expense details such as an equipment use plan. Applications will be completed and submitted via online application, and you will need to provide a project budget and detailed budget explanation, and work samples.

Applicants cannot submit any grant application proposal materials by mail, in person, or by email. The online application materials are at: [www.ecrac.org/grants](http://www.ecrac.org/grants) . The ECRAC grant portal is available at: <https://www.ecrac.org/manage-my-grant> Completed applications must be submitted online before 11:59 p.m. on the deadline date.

Grant questions? You can reach ECRAC by telephone at 320-591-7034 and by email at: [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org).

## DEADLINES

When you submit a grant application proposal, please be aware that it will take about 2-3 months before a final decision is reached by ECRAC. Another consideration is that grantees are required to complete the grant project before the end of ECRAC’s next fiscal year. The earliest allowable starting dates and the corresponding end dates are listed below.

The grant deadline dates for Fiscal Years 2022-2023 are:

TECHNICAL ASSISTANCE DEADLINE	GRANT DEADLINE at 11:59 p.m.	FINAL APPROVAL BY	EARLIEST START DATE	LATEST END DATE
September 20	October 1, 2021 & 2022	December 31, 2021 & 2022	January 15, 2022 & 2023	June 30, 2023 & 2024
January 20	February 1, 2022 & 2023	April 30, 2022 & 2023	May 15, 2022 & 2023	June 30, 2023 & 2024
March 20	April 1, 2022 & 2023	June 31, 2022 & 2023	July 15, 2022 & 2023	June 30, 2023 & 2024

**If a deadline date falls on a weekend, or a holiday, the deadline will be 11:59 p.m. on the next working day.**

Technical assistance is guaranteed if you contact ECRAC staff before the technical assistance deadline. After that date, assistance will be offered based on staff availability and we will try our best to answer any questions.

### ❖ What determines a project’s start date?

The start date for an ECRAC grant is defined as “the point at which the project is set in motion (e.g. rehearsals, advertising and public notification, payment of fees, ordering and/or paying for supplies or printed material, etc.)” ECRAC does not fund projects that are already underway. Grantees must wait until their notification of grant award before printing and/or disseminating publicity materials. No funds can be expended prior to the project start date. Funds incurred before the project start date (such as entering into a contract with a mentor, or paying for workshop fees or purchases of equipment) cannot be included in the grant project and may make your project ineligible. Please contact ECRAC staff if you are unclear about whether ECRAC would consider your project as already started.

## GRANT REVIEW PROCEDURE & CRITERIA

The accuracy, content, completeness, and merits of the application are solely the responsibility of the applicant. ECRAC staff will review all applications submitted for completeness and eligibility and will report this during the grant review. The ECRAC Board of Directors will have the final determination regarding application completeness and eligibility. Applicants will be notified of the receipt of their application and when the grant application review will take place by email. Applicants are strongly encouraged to attend the grant review meeting but will not be permitted to provide any additional information at that time.

The ECRAC Board of Directors, by majority vote, makes all final funding decisions. ECRAC staff do not participate in this grant review and funding process other than to introduce applications, to describe the status of the grant application completeness and eligibility review, and to take minutes.

Grant applicants may not discuss their application with ECRAC grant review panelists or ECRAC board members following the grant deadline until the ECRAC board has acted on the application. Communications regarding an application with ECRAC board members or panelists during this time will result in the application being deemed ineligible for funding.

❖ **OPEN MEETING POLICY:** All grant review meetings are open to the public.

- ECRAC is covered by the spirit of the Minnesota Open Meeting Policy.
- Rules of conduct are in effect from the meeting start to adjournment.
- Members of the public audit the meeting only. Disruptive persons will be asked to leave.
- Grant reviews – applicants may attend and are not allowed to provide additional information.
- All discussion of grant applications is public record.
- Persons wishing to address the Council (not a grant applicant) must notify ECRAC at least 24 hours in advance.
- An agenda is available at the meeting or on the ECRAC website.

❖ **REVIEW CRITERIA**

The East Central Regional Arts Council makes every effort to distribute available funds fairly and equitably among the various art forms and across all geographic and cultural areas of the region. Projects supported by ECRAC are expected to encourage and reflect the artistic excellence. The Regional Arts Council will consider each application on its own merits. Applications are reviewed in the order received. In reviewing the applications, a grant review panel and/or the ECRAC Board of Directors will use the following criteria.

These factors constitute the grant review standards: merit and artistic quality; ability of the applicant to accomplish the project; demonstrated need for the project; and serving an underrepresented constituency. If the application is determined to be complete, an art project, and of sufficient artistic quality to indicate further review, the following 4 grant review criteria will be discussed.

❖ **Merit and artistic quality of the project**

Grant review considerations used to address this criterion may include:

1. How does this proposal instill the arts into community and public life?
2. How does this proposal provide a high-quality arts experience?
3. How does this proposal give access in Region 7E to a quality arts experience?
4. How does this proposal help to develop knowledge, skills, and understanding of the arts?
5. Does the artist's résumé and work samples substantiate the artistic merit and quality of the project?
6. Does the project expand the artist's artistic capabilities and/or the artistic experiences of the audience.

❖ **The ability of the applicant to accomplish the project or program outcomes and activities as proposed. This is demonstrated by providing evidence of a mission and history of projects, a planning process, qualifications of the artistic and administrative personnel, a publicity plan and previous successful grant or other efforts.**

Grant review considerations used to address this criterion may include:

1. Did the applicant explain the planning process for the project and was it appropriate for the project?
2. Is the project budget feasible and does it demonstrate fiscal responsibility?
3. Are the marketing and publicity plans appropriate for the project and applicant?

4. Are the outcome and the outcome evaluation plan appropriate for the project and applicant, and is evaluation included as an expense in the project budget?
5. If this applicant is a past ECRAC grant recipient have the grant projects been appropriately administrated, and were the reporting requirements followed?
6. Does the artist applicant's résumé substantiate organizational ability?
7. If the applicant is an organization, did they summarize their group's purpose/mission and their arts programming history? Does this project advance this applicants mission (artist statement)?

❖ **Applicants must demonstrate a demand/need for the grant project or program in the community served.**

Grant review considerations used to address this criterion may include:

1. Does the applicant define the community served?
2. Does the application demonstrate community involvement and support for the project?
3. Will the applicant be able to market the project effectively to the community served?
4. How does the project meet the artistic needs of the applicant?
5. Will the project meet the artistic needs of the defined community?
6. How does the budget demonstrate a financial need?

❖ **Applicants must demonstrate equity and inclusion for the grant project or program in the community served.**

Grant review considerations used to address this criterion may include:

1. Does the applicant describe how the project identifies and proactively addresses barriers to engaging historically marginalized, targeted, and underserved people and identities that may otherwise have limited access to your proposed activity.

Examples might include:

IPOC (Indigenous people and People of Color including Native American, Black/African/African American, Afro Latinx, Caribbean, Chicanx/Mexican, Central American, South American, Middle Eastern/North African, Southeast Asian/Asian/Pacific Islander); immigrants and/or refugees; economically disadvantaged individuals; people with disabilities; LGBTQIA (Lesbian, Gay, Transgender, Queer, Intersex, Asexual) people.

2. Does the applicant explain how they are positioned to engage with and support the underrepresented community they described.
3. In what ways has the applicant made attempts to be more equitable and inclusive?
4. If the applicant is an underrepresented artist (identifies with the list above) or primarily serves those people identified above, what are the unique ways in which they will engage with members of the community who are not yet connected to their work?
5. Is the project's proposed venue publicly accessible? In what ways does the grant project ensure that people with disabilities can participate? Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc. How will accessibility options be conveyed to the community? The grant reviewers will be asked to provide comments about inclusion of people with disabilities for this project.
6. If there is a financial cost for participants of your project, what considerations are made for those who may find such costs a barrier? Examples might include ticket discounts, scholarships, waived membership dues, transportation reimbursements, stipends, etc.

Based on the grant review standards and the recommendation of the grant review panel (if applicable), the East Central Regional Arts Council Board of Directors shall make one of the following decisions for each grant applicant: full funding of the amount requested; partial funding of the amount requested; full or partial funding with stipulations or budget revisions; table the request, pending receipt of additional information; or no funding.

The grant review panel (if applicable) will present its recommendations from the grant review in writing to the East Central Regional Arts Council Board of Directors. ECRAC relies heavily on the recommendations of the panel. The ECRAC Board of Directors will determine if grant review procedures have been properly followed and will approve, disapprove, or table based on adherence to the procedures and guidelines herein described. They can also set stipulations for applicants based on these.

All grant applicants will receive a grant allocation notification within 30 days after the final funding decision is made by ECRAC.

## **ECRAC'S CONFLICT OF INTEREST POLICY**

ECRAC observes strict procedures to prevent any conflict of interest. Any board or staff member of the Regional Arts Council with a direct financial or employment interest relating to any grant application to be reviewed will inform the Council of such affiliation prior to review of any grant application. The member will leave the room and not vote, rank, or participate in the grant review discussion. The Council reports annually on those members with affiliations who declared conflicts of interest. The ECRAC board chair and executive director have the authority to determine the existence and effect of a conflict of interest.

A conflict of interest exists if a Regional Arts Council board or staff member, or grant reviewer: receives direct financial benefit from the organization or project being reviewed.

- serves as an employee or governing board member of an applicant organization.
- serves with or without pay as a consultant for the applicant being reviewed.
- has familial (or adversarial) relationship with an applicant or a staff or board member of an applicant organization.
- receives free tickets or other benefits from the grant applicant being reviewed.

## **GRANT PAYMENTS**

Grantees will receive notification regarding the ECRAC grant funding decision. If funded, a contract called the Notification of Grant Award (NGA) and a Request for Payment (RFP) form will be included in the notification. In cases where the grant is less than the full amount requested, or if the ECRAC Board of Directors has stipulated revisions, the applicant will receive them and a revised approved budget in the NGA. If the grantee agrees with the approved budget and other terms of the contract the artist applicant must sign and submit both the NGA and RFP forms to ECRAC along with any stipulations, within 45 days.

No funds will be authorized until the NGA contract and RFP have been executed. Funds will then be approved and forwarded to the grantee within 45 days of receipt of the NGA and RFP. If stipulated by the ECRAC Board of Directors they may split grant payments by providing initial grant funds after the receipt of the NGA and RFP, and the final payment after receipt of a successful interim progress review. If so, details will be included in the NGA and RFP notification.

Additionally, before the first grant payment of a fiscal year is made to a grantee ECRAC requires grantees to complete Grant Management Training. If requested, travel expenses incurred related to this training can be reimbursed by ECRAC. However, most sessions are now held online.

## **FINAL GRANT REPORT & EVALUATION**

Grant recipients must submit a final report to ECRAC. Individuals have 30 days, from of the end of the grant project date as proposed in the approved application and as stated on the NGA and RFP to submit it. ECRAC may also require an interim report or may conduct a mid-point grant progress review. The final report must be the ECRAC online format provided in the grant portal and will include: project narrative; documentation of press releases, project publicity, website pages, any news articles, plus examples of the artwork produced during the project. The final report will show how grant funds were used and will provide documentation of income and expenses pertaining to the project, including copies of proofs of payment. The final/financial report form will also include all documentation on the outcome evaluation of the grant project. The Regional Arts Council cannot provide any grant funds to applicants who have outstanding or unaccepted grant final reports or unsatisfactory interim progress reviews.

### **❖ Misuse of Funds Policy**

The East Central Regional Arts Council has a Misuse of Funds Policy. ECRAC staff document their questions and conclusions about possible misuse of state grant funds. Staff then consult with the grantee regarding misuse concerns. Any determination of Misuse of Funds is made by the East Central Regional Arts Council Board of Directors. A misuse determination will impact the grant in question and future funding. Any Misuse of Funds determination is reported to the Minnesota State Arts Board and the Forum of Regional Arts Councils of Minnesota.

## **GRANT TERMINATION OR REVOCATION**

The NGA contract may be terminated at any time upon written request of the grantee. Such termination does not necessarily relieve the grantee of their responsibilities as set forth in the grant contract. ECRAC may terminate a grant contract at any time upon failure of the grantee to comply with one or more of the conditions of the grant contract. A contract may be terminated by mutual written consent of ECRAC and recipient. Occasionally, additional stipulations or conditions will be placed on the use of the grant funds. These conditions, or in some cases recommendations, from the Regional Arts Council will be clearly outlined in the NGA contract.

ECRAC will rescind its grant commitment if:

- a grantee does not submit their signed NGA and RFP within 45 days, or
- upon request, the recipient does not agree to, or return any required grant stipulations at the time the NGA and RFP are due.



## APPEALS POLICY & PROCEDURE

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

To file an appeal, the applicant must notify the Regional Arts Council Executive Director in writing within 10 days of the notification of ECRAC's action and describe the point or points of issue with the grant review procedure. ECRAC will approve, disapprove, or table the appeal based on adherence to its grant review procedures within 45 days.

## NOT FUNDED BY ECRAC

- Applications that do not have an arts and/or culture related focus.
- Activities of a for-profit project, organization, or business.
- Any travel costs or project activities outside of Minnesota.
- Applicants that contact ECRAC board members or grant review panelists regarding their proposal after submission and before final grant approval.
- Projects that are for the religious socialization of the artist, participants, or audience. This includes parochial schools.
- Activities that engage in political lobbying or intend to influence public policy.
- Projects in which artists are required to pay excessive entry or exhibition fees in order to exhibit or perform.
- Projects that try and substitute traditional sources of funding with an ACHF grant. The Minnesota Constitution requires that ACHF dollars must be used to supplement not substitute for traditional sources of funding. All recipients of ACHF dollars must ensure that they are in compliance with this requirement. "Traditional support" is defined as grants received that were funded with state general fund dollars, or funding from the state's capital investment budget.
- Projects in which funds are requested for deficits in projects or programs begun prior to the earliest allowable grant start date. In other words, payment of any debts incurred before the grant activities begin or outside of the approved grant start and end dates are not allowed.
- Applications in which funds will be used to match other ECRAC funded grants or grant applications.
- Requests for new building construction, purchase of real property, or endowment funds.
- Expenses to purchase alcoholic beverages or to pay associated costs (servers, insurance, liquor licenses, etc.).
- Fundraising events. Fundraising is defined as primarily intended to raise funds and donors are then provided with the appropriate acknowledgement of their tax-deductible gift.
- Grantees unwilling or unable to track and report grant costs. ACHF grant dollars must not be spent on administrative costs, indirect costs, or other institutional overhead charges that are not directly related to and necessary for the specific projects or activities that will be funded with Arts and Cultural Heritage Fund dollars. If awarded Arts and Cultural Heritage Funds, a grantee must track and be able to clearly document how ACHF funds were used.



- Grantees that during promotion of the project will not use the proper ECRAC funding credit line (in a legible font) and that won't use both the ECRAC logo and the ACHF Clean Water Land and Legacy logo.

For ACHF requests from individual artists, ECRAC CANNOT provide funds for the activities above and:

- applicants whose primary focus is not the creation of art
- applicants with more than one active ECRAC Individual Artist Grant at a time
- activities involving any organization at which the applicant is an employee
- applicants who don't make all the community component events of the grant funded project open and accessible to the public
- tuition, fees or work toward any educational degree
- translation of literary work not your own
- development of any curriculum plans, teaching materials or teaching programs. (including those that are intended to be used in the regular course of K-12 employment)
- relocating the applicants legal residence outside of Region 7E or Minnesota. (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)
- establishing any type of arts organization
- publishing with a vanity press or self-publication costs
- payment of debts incurred before the grant start date
- engaging in terrorism of any kind

## **APPLICATION INSTRUCTIONS**

### **- BEFORE YOU BEGIN**

You will first want to familiarize yourself with basic information about East Central Regional Arts Council grant funding. Please read through this entire document before beginning the online application form. The application form includes specific questions which will assist the Regional Arts Council reviewers in determining eligibility, artistic quality & merit, ability, community need, and the equity & inclusion proposed.

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

### **- TIPS ON COMPLETING THE APPLICATION**

The grant portal opens 4-6 weeks before the deadline. A reasonable amount of planning time should be allowed to develop an application. Grant writing technical assistance is provided by ECRAC staff as requested. The staff person can help you best if you contact them well in advance of the application technical assistance deadline. Assistance from the staff person does not, however, imply that grant funding will be received.

Contact the ECRAC office to determine the availability of funding and which of the grant areas your proposal fits into. The ECRAC Grant Program Officer phone number is: 320-591-7034. The email address is [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org).

Attend a ECRAC Grant Information Session. This is not currently a grant requirement, but it is strongly recommended by the ECRAC Board of Directors. They are online as YouTube videos, available by zoom, and in-person.

Read over the application questions, and contact ECRAC if you are unclear about them, these guidelines, or the grant review criteria.

Use the online forms provided by ECRAC. The application materials are on the ECRAC website: <https://www.ecrac.org/grants-available> in the Individual Artist section. For examples of past funded grant projects scroll down on this page for them.

You will have to remain within the specified amount of space for answers. Do not submit additional materials. Additional pages and materials not requested won't be reviewed by the Council or by a grant review panel. Do not mail or email any application-related materials to ECRAC.

Complete and submit your online application before 11:59 p.m. of the deadline date. Applications submitted after this are ineligible.

To be eligible, your application must include all required materials. If not, the application can be found ineligible.

### **General File Upload Information**

You will upload several files to the application. Document uploads must be a MS Word, MS Excel, or PDF document, uploading any other format may make your application ineligible. It is highly recommended that you create your own Application Packet within the grant interface to assure that your documents have uploaded correctly; errors in formatting may have an adverse effect on your application.

Format ALL upload documents as follows unless they are an artwork sample:

- US Letter paper size (8.5 x 11) in portrait orientation with at least ¾ inch margins
- A text font equivalent to Times 12-point or larger (15 characters per inch)
- Do not use header and footer fields within your documents

### **SECTION 1**

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

### **SECTION 2**

Section 2 includes basic project information, including project start and end dates needed to determine eligibility and for granting purposes.

### SECTION 3

This is the funding amount request for your project. Include the total costs for your proposed project from the budget format provided. Complete section 6 to determine this amount.

### SECTION 4

Work Samples - Section 4 of the application includes your work samples and a separate description of the work samples. You are required to submit both work samples and the corresponding work sample descriptions. ECRAC requests that you do not add work sample description information to any visual samples.

Provide a work sample illustrating the artistic quality of your work. You may contact ECRAC at (320) 591-7034 if you need assistance with converting or uploading work samples.

Note: As you select a work sample for submission, remember that artistic excellence is the primary criteria. It is important that the samples you submit represent your work to its best advantage. Put your strongest work samples first. In general, the grant reviewers are not looking for a range in abilities. Rather, they look for a cohesive vision for grant recipients. In addition, 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.

FYI - Including more than the allowable number or length of work samples may disqualify your application.

**Visual Artists** - There are a maximum of 10 visual artwork samples allowed. Include all your samples in one document, one work sample per page, and upload this document into the application. See below for work sample description information needed. Accepted formats: Word doc, PDF, PowerPoint file.

**Performance and Installation Artists; Actors and Directors; Dance, Film and Video Artists** - 6 minutes maximum combined running time for all selections. In your 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. Only use your own YouTube video links to ensure availability.

**Musicians** - 6 minutes maximum combined running time for all selections. Do not submit scores. In your 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. Only use your own YouTube video links to ensure availability.

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

Work samples containing multiple formats (such as video and poetry) must limit the amount in each format equivalently. Please contact the office for assistance with this.

For large music and video files: If the upload space does not accommodate the file size you need, you may provide us with a website URL to an audio/videopage (ex. YouTube, Vimeo) where we can listen to or view your selected sample. Do not give us your full website as this is not an acceptable work sample.

### **Work Sample Description List**

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

Protect your work samples - Adding the language "Copyright © 2021, Your Name" to your work sample is usually adequate protection under copyright laws.

## **SECTION 5**

### **Artistic Résumé**

All grant applications require your artistic résumé. Refer to the ECRAC sample résumé, if needed, below. Do NOT submit a narrative résumé or a bio for you or your mentor unless it contains all artistic résumé information. Please contact ECRAC staff for more information on how to prepare an artistic résumé, if needed or if you would like to see a sample.

The artistic résumés should include the following:

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

**Education and Training:** List any formal arts education (certificates or degrees from art schools or universities); classes or workshops taken; and mentorship opportunities with artists, if appropriate. Also list any traditional or informal training in your art form here.

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

**Readings/Publications, Exhibitions, or Performances, etc. (discipline appropriate):** List the activities by their date, starting with the most recent. Include any visual art shows here such as the IMAGE Art Show.

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

## Other headings you may want to include in your résumé are:

- Mentors with whom you have worked.
- Presentations/Artists in Education/Workshops which you have taught or attended.
- Residencies in which you have taken part.
- Commissions which you have received.
- Panels and Committees on which you have served.

### Writing your Artistic Resume

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

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

Under **Education and Training** mention both your formal arts education (certificates or degrees from art schools or universities); classes or workshops taken; and informal mentorship opportunities. Examples could be musicians or work with culturally significant art forms.

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

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

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

<b>First and Last Name</b> 123 First Avenue Cambridge, MN 55008
<b>Artistic Statement</b> The focus of my work is natural surroundings of marsh and wooded areas. In the past it has been in the form of naturalistic landscapes but in the last two years I have been experimenting with color and form in an effort to represent the essence of nature we find around us.
<b>Education/Training</b> <ul style="list-style-type: none"><li>• M.F.A Degree in Art from the University of Minnesota 2005</li><li>• Graduate Level Painting Classes at the University of Iowa 2010, 2012, 2014</li></ul>
<b>Employment</b> <ul style="list-style-type: none"><li>• Art Instructor, Pine Technical &amp; Community College, Pine City, Minnesota, 2015 – Present</li><li>• Adjunct Assistant Professor in Art, University of Minnesota, Duluth, 2006 - 2015</li></ul>
<b>Exhibitions (partial listing)</b> <ul style="list-style-type: none"><li>• Painting and Drawings, Solo Exhibition, Jaques Art Center, Aitkin, MN 2019</li><li>• Recent Paintings, Solo Exhibition, Pine Center for the Arts, Pine City, MN 2018</li><li>• Paintings and Drawings, Solo Exhibition, Cambridge Medical Center, Cambridge, MN 2015</li><li>• Faculty Art Exhibition, Tweed Museum of Art, UMD, Duluth, MN 2007, 2011, 2012, 2014</li></ul>
<b>Awards and Collections</b> <ul style="list-style-type: none"><li>• Judge's Choice Award at Annual IMAGE Art Show, Braham, MN 2018</li><li>• 1<sup>st</sup> Place, Annual In. Art Show &amp; Competition, Wyoming, MN 2017</li><li>• Work in private collections in Duluth, Cambridge, Minneapolis and St. Paul, MN</li></ul>
<b>Memberships</b> <ul style="list-style-type: none"><li>• Artists of Minnesota</li><li>• Minnesota Citizens for the Arts</li></ul>

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

- Mentors with whom you have worked (including formal, informal, traditional, non-traditional)
- Presentations/Artists in Education/Workshops which you have taught or attended, including residencies in schools.
- Residencies in which you have taken part.
- Commissions which you have received.

## **SECTION 6**

### **Summary of Your Proposal**

Describe the arts project for which you are requesting grant funds. 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 earlier in these grant guidelines. Also be sure to focus your project on one of the 3 allowable artist outcomes (listed below).

Include descriptions of all activities involved in completing the project, dates, workshops or other training, number of performances, names of artist mentors, and any other information that will help the Arts Council understand your project. Explain here your required open to the public community component and how you will advertise for it. Include here the location(s) of your proposed venue(s). If you would rather work with ECRAC staff on your open to the public component of the project state here what your vision is for that. If funded ECRAC staff will work with you on scheduling the event.

### **Artistic Merit**

All ACHF grants must have a heightened sense of artistic merit. Explain how your project will expand your artistic capabilities, your skills, and/or and the artistic experiences of your audience at the open to the public event.

### **Outcome Evaluation**

It is important for grantees to understand that funding for this program comes from the Arts and Cultural Heritage Fund, a fund created by the people of Minnesota to support the arts. Because our fellow citizens have made this commitment, we have an obligation to be intentional about evaluating arts projects: the outcomes, impacts and results, and the community benefits. Therefore, outcome evaluation is an important part of a funding proposal; in fact, it is a legislatively mandated requirement. Be sure to include the costs of the outcome evaluation in your budget.

From artist applicants ECRAC expects to see one of 3 outcomes:

- Developing your artistic skills.
- Developing your business skills.
- Developing and/or using skills for engaging with audiences or communities.

### **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.

From artist applicants ECRAC expects that you will provide either quantitative or qualitative measurements or both. The methods of measurement to document your outcome can be:

- Making structured observations during project activities.
- Self-surveys regarding my knowledge and skills before and after the project.

- Audience surveys at my open to the public event.
- Having audience members describe their own impressions during my public event.
- Having my mentor review/critique the project.

### **Expected Project Budget Expenses**

All costs of the project should be identified in this sections. Round to the nearest dollar. Be as specific as possible. Contact ECRAC staff if you have questions regarding the budget format or definitions.

1. Mentor/Workshop Fees - This could be costs for an artistic mentor you are working with or an arts learning workshop you will attend. This includes artist fees for service, artist contracts, and/or workshop fees and the total to be paid to each. Artists must be identified by name and their résumé(s) included in the application. Or include the workshop brochure with your application and the résumé of the workshop instructor. Workshop and artist websites are often a good source for this information. They will be uploaded as a pdf.

2. Artists Time for Project – This may be time towards research, writing, creating art for your project. Time may be calculated by the hour over the project period. A per hour rate for an artist time is determined by the artist and must be included.

3. Artist Travel and Expenses - Include your travel expenses such as allowable mileage and room/board costs. Include a written explanation of transportation expenses, including the rate of mileage reimbursement and number of miles anticipated. The federal rate is allowable. Travel outside of Minnesota is not allowed.

4. Publicity Expenses - List the costs of all advertising; radio, newspaper, posters, flyers, social media ads, etc., for your open to the public community event.

5. Equipment or Rental Fees- This can include the costs for renting a performance space, costumes, video or audio equipment, etc. If performance or other space is donated as in kind, the applicant must document with a letter from the donor to verify the value. This section will include the purchase costs for needed equipment.

ALL equipment costs MUST be documented in the proposal. You will also need to include three separate quotes to document equipment expenses \$500 and over. One of those quotes needs to be from a Minnesota based vendor. A good place to find a quote is an online provider. The lowest amount need not be selected; however, the applicant should state the reason why it wasn't selected. If your proposal includes the purchase of equipment \$500 or more you also need to submit an Equipment Use Plan, signed by you, and certifying you will not sell the equipment without prior ECRAC approval.

6. Supplies and Materials - List supplies and materials needed for the project and their costs here. You can list the cost of refreshments here if they are an important part of your open to the public community event.



7. Printing and Postage - List all printing and postage costs here. This section is usually used to get the word out on your open to the public community event. However, it could also include postage costs for mailed equipment purchases.

8. Outcome Evaluation – Because outcome evaluation is a requirement all costs related to your outcome evaluation plan and measurement should be identified here and paid for with grant funds.

9. Other - Specifically document all costs that don't fit into the other categories here.

**Total - Add all of these project costs to get your grant project's Total Expenses.**

### **Expected Project Budget Income**

Keep in mind that ECRAC cannot fund for-project projects.

1. Earned Income - Estimate any earned income you will receive during this project from the project itself (eg. sales of work made during the grant). This income would be based on your experience. Earned income is not a requirement.

2. Other Grants and Contributions - Other assured grants contributions are entered here. These funds should be already secured.

3. Cash – Your cash on hand that is budgeted and available for the proposed project should be listed here.

4. Other - Other sources of funds. Can be in kind which includes donated material, labor, or space that can be given a dollar value and is committed to the project. In kind should be significant items. Applicants must be able to prove that in kind is committed (i.e., letter from donor indicating commitment and value). ECRAC does have sample in kind donation voucher forms, if needed.

**Sub-Total - Add all Project Income. Then add your ECRAC funding request. The sum of the project income and the ECRAC grant request is the Total Income.**

**Your Total Expenses must be equal to your Total Income.**

**If the project income is more than the expenses, it is a for profit project, and will be ineligible for grant funds.**

### **Equipment Use Plan**

If your proposal includes the purchase of equipment \$500 or more you also need to submit an Equipment Use Plan, signed by you, and certifying you will not sell the equipment without prior ECRAC approval. The equipment may be subject to a UCC filing.



# SAMPLE PROJECT BUDGET

## ACHF Individual Artist PROJECT BUDGET



Enter your total amounts in the table below, do not make additional changes.  
Describe your line item details within the application, under the budget narrative sections.

PROJECT EXPENSE	GRANT FUNDS	LOCAL MATCH	TOTAL
1. Mentor or Workshop Costs			\$0
2. Artist Time for Project			\$0
3. Travel/Expenses (MN Only)			\$0
4. Publicity Expenses			\$0
5. Equipment or Rental Fees			\$0
6. Supplies/Materials			\$0
7. Printing and Postage			\$0
8. Outcome Evaluation (required)			\$0
9. Other (describe)			\$0
<b>TOTALS</b>	\$0	\$0	\$0

PROJECT INCOME - LOCAL MATCH DETAIL	
1. Earned Income (from the project)	
2. Other grants/contributions	
3. Cash on hand	
4. Other (describe)	
<b>SUB-TOTAL</b>	\$0
ECRAC Grant Request	
<b>Total Income:</b>	\$0

If the total cost of your proposed plan is more than the grant amount requested, you will need to explain how you will cover the additional expenses. You may use personal funds, sale of work, salary from employment, or another source of funding to make up the difference.

**NOTE:** total project income should match the total project expense amount. If the income is more than the expense, it is not a non-profit project and will be ineligible. Contact ECRAC Staff if you need any assistance with this template.

## Section 7 Regional Arts Council (RAC) Data Collection

The information in this section is not used in the evaluation of your grant request and is simply used for data collection purposes. All information in this section is required unless otherwise noted in the application.

**Known As Artist Name** indicates that this alternate name will be used for ECRAC publicity purposes, such as news releases, instead of your legal name.

## **ADDITIONAL APPLICATION COMMENTS**

Applications to the East Central Regional Arts Council become public documents. **DO NOT** submit information with private personal information such as social security numbers, or other non-public information.

If your proposal is funded you will be required to show proof of residency in Region 7E for the last 6 months, such as your driver's license or voter's registration.

In addition, if funded, you will be required to submit a W-9 form to ECRAC. Grants to individuals are subject to state and federal income tax. Please contact your tax preparer for further information.

## **OTHER ECRAC SERVICES**

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

- Art Gallery
- Resource Information
- Identification of the connection between the arts and community and economic development
- Arts Library
- Workshops for artists and organizations
- Grant Information Sessions
- Grant Writing Technical Assistance
- Art Show Display Equipment Rental
- Art shows such as the annual IMAGE Art Show
- Space for meetings and art events
- Remote office hours - email [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org) to request an appointment and indicate a preferred time. You will receive an email confirmation for the time and meeting place.

Please contact ECRAC if you, or your organization, would like further information regarding these services.

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

**Grant Library:** ECRAC maintains a library of submitted and funded grant applications. Reviewing these materials can enhance your understanding of the process and may improve your application. The application library is normally open during regular office hours (9:00 a.m. - 4:30 p.m.). Our staff is happy to help you. Calling to make an appointment in advance is required.

To see a list of previously funded projects, visit this web page and scroll to the bottom:

<https://www.ecrac.org/grants-available>

# YOUR NOTES & GRANT IDEAS!

## QUESTIONS & GRANT FUNDING CREDIT LINE

ANY QUESTIONS??? Call 320-591-7034  
or email [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org) [www.ecrac.org](http://www.ecrac.org)

East Central Regional Arts Council  
540 Weber Ave S  
Suite 109  
Hinckley, MN 55037

### STAY UP TO DATE!

Make sure you are on the ECRAC newsletter mailing list!

### ECRAC Mission

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

If funded by this grant program, any publicity for your grant project needs to include

1. the 2 logos (ECRAC and ACHF Legacy) on the front page of these guidelines, found at <https://www.ecrac.org/manage-my-grant/press-kit>
2. the following funding credit line,
3. and these hashtags below for social media use.

*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.*

**#ecrac**

**#ArtsLegacy**