

# East Central Regional Arts Council

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

East Central Regional Arts Council  
540 Weber Avenue South  
Suite 109  
Hinckley, Minnesota 55037  
email: [info@ecrac.org](mailto:info@ecrac.org)  
[www.ecrac.org](http://www.ecrac.org)  
320-591-7031

- 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



This activity is made possible by the voters of Minnesota thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.



# Table of Contents

EAST CENTRAL REGIONAL ARTS COUNCIL (ECRAC) INTRODUCTION	3
❖ What is ECRAC's definition of art?	
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	10
WHERE AND HOW TO APPLY ONLINE	11
DEADLINES	12
❖ What determines a project's start date	
GRANT REVIEW PROCEDURE & CRITERIA	12
ECRAC'S CONFLICT OF INTEREST POLICY	15
GRANT PAYMENTS	15
FINAL GRANT REPORT & EVALUATION SUMMARY	16
❖ Misuse of Funds Policy	
GRANT TERMINATION OR REVOCATION	16
APPEALS POLICY & PROCEDURE	16
NOT FUNDED BY ECRAC	17
APPLICATION INSTRUCTIONS	18
- Sample Project Budget	
- Sample Fiscal Sponsor Agreement	
OTHER ECRAC SERVICES	28
QUESTIONS & GRANT FUNDING CREDIT LINE	30

# 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 address 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

<b>Discipline</b>	<b>Code</b>	<b>Discipline</b>	<b>Code</b>	<b>Discipline</b>	<b>Code</b>
<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 expenses 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**

The intent of ECRAC grant programs for organizations is to increase the quantity and to stimulate and maintain high quality arts experiences in the region. Grants are made to eligible organizations engaged in the creation or production of art, art services, or sponsorship of art activities. Arts in all disciplines are supported by the Council based on ECRAC's definition of art.

ECRAC has funding for organizations and artists under a few separate applications and guidelines. Contact ECRAC staff at either 320-591-7034, or via email at [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org), if you need assistance in determining which category to apply for your particular project and to determine current funding availability. Please note that the Regional Arts Council funds art projects which are high in quality and merit, projects which are well planned, include qualified artists as proven by their artistic résumés, have a strong community impact, and are clearly needed and valued by the community they serve. Currently ECRAC does not fund planning projects.

The ECRAC Arts and Cultural Heritage Fund Legacy grant for organizations provides \$5,000 to \$15,000 in project funding for groups wishing to offer quality arts activities in any art discipline to communities within the East Central Minnesota Counties of Chisago, Isanti, Kanabec, Mille Lacs and Pine. Projects should benefit Minnesotans. Grant proposals must outline specific arts projects that may include related costs for artists and other personnel, supplies, equipment rental, equipment, and other expenses needed to carry out the art project. Grants are available to organizations (501c3 non-profits, units of government, groups that use a fiscal sponsor). Projects must be open to the public.

Independent School Districts may apply; however, there is also an ECRAC Art in Our Schools Grant Program with \$3,000 grants available and no match required. This is a separate application form with the same deadlines. Please contact ECRAC staff if you have any questions about funding for schools, or about which application form to use.

There are also grants from \$500-\$5,000 for organizations, public entities, and schools under the ECRAC Small/Arts Project Grant for Organizations. This is also a separate application.

### **Project Matching Funds Definitions**

For ACHF Grants, the applicant must show evidence of a match of at least 10% of the total costs of the project. Cash support of at least 10% of the total cost of the project is required. The cash match can include earned income, other grants/contributions, and cash on hand. In kind cannot be included as part of the cash match.

In kind 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. After the project is completed, documentation must be provided for in kind contributions from the donor indicating the value of the in kind donation. ECRAC does have sample in kind donation voucher forms, if needed.

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

Grant requests from organizations for project equipment purchase must 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. Organizations using a fiscal sponsor must develop an equipment purchase agreement outlining who will own the equipment at the end of the grant period. The act of only purchasing equipment does not constitute a fundable grant project. Schools cannot purchase equipment with this fund.

## **❖ 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 to 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?

- 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 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
- Your organization 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 the people 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.

The following are the methods you will choose from in order to document the progress toward your art project outcomes:

- Reviewing program statistics or other documents related to the project
- Reviewing or critiquing a portfolio, experience, or other artifacts of the project (by experts, peers, or others)
- 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 using PhotoVoice, talk-aloud interviews, making maps or illustrations, journaling, etc.

Please note that 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**- Organizations

ECRAC has separate ACHF applications for organizations and individuals. Both are eligible to apply for ACHF funding. Please contact ECRAC staff regarding any eligibility or application questions.

ECRAC serves the non-profit arts organization community in Region 7E Minnesota counties: Chisago, Isanti, Kanabec, Mille Lacs, and Pine. Applicants must submit their annual organization or department specific budget with these application proposals. Agencies, organizations, or groups located in and serving Region 7E, meeting any one of the following three conditions are eligible to apply for grants:

- A public agency or organization such as a local unit of government, school, or tribal government. Arts budgets must be isolated from the larger entity's budget and the group must have an advisory committee for the proposed project.
- A Minnesota private, non-profit organization which has obtained a 501(c)3 tax-exempt status under the Internal Revenue Code and is registered with the Minnesota Secretary of State and Department of Revenue. If located outside of Region 7E, the project should be located in and must benefit the Region, and the applicant should include their list of Region 7E Advisory members with their board member details.
- A local group or organization that does not meet the above requirements but applies through a fiscal sponsor that does qualify. It is the responsibility of the group to find a fiscal sponsor and enter into an agreement with them. The group must. Your group must have its own board of directors or advisory committee that provides input on the project and oversight of the grant funds.

A fiscal sponsor is any Minnesota non-profit, tax-exempt organization or governmental unit which applies to the Regional Arts Council on behalf of an organization not meeting non-profit tax-exempt requirements. The fiscal sponsor must sign the certification form, and if funds are received, sign the grant contract (also called the Notification of Grant Award) and the Request for Payment. The fiscal sponsor is legally responsible for the project and proper management of grant funds. The fiscal sponsor must enter into a formal written agreement with the sponsored group carrying out the project clarifying the responsibilities of each party. A copy of this agreement must accompany the application. A Sample Fiscal Sponsor Agreement is included in these guidelines. The fiscal sponsor is not responsible for the completion of the project or the final report but is responsible for the verification of these activities and the management of grant funds.

Applicant groups cannot be:

- Organizations found in violation of any Minnesota State Arts Board or Regional Arts Council Misuse of Funds policy.
- Applicants that are currently a direct recipient of the State of Minnesota's Arts and Cultural Heritage Fund.
- Organizations registered with the MN Secretary of State as a profit-making Minnesota business (e.g. Business Corporation, Limited Liability Corporation, Limited Liability Partnership, MN Public Benefit Corporations, etc.).
- Individuals. Examples of this would be artists or musicians, booking agents, or performing groups looking for contract work with an organization. The organization itself needs to complete the grant planning and application processes and is responsible for the project if funded.
- Private, alternative, charter, parochial, or home schools (this includes school support organizations such as PTAs, PTOs, school foundations, etc.).
- Organizations whose main purpose is to raise funds for another person, organization, or cause.

## GRANT FUNDING LIMITS

The grant request range for ECRAC ACHF Grants to organizations is \$5,000-\$15,000.

Smaller organization grant requests may be made through ECRAC's Small/Art Project Grant Program. Please contact ECRAC staff if you have questions regarding which program is most appropriate for your grant request.

ECRAC requires a 10% cash match of the total project expenses for ACHF Legacy Organizational Grants. The cash match can include earned income, other grants/contributions, and cash on hand. In kind cannot be included as part of your 10% cash match.

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). ECRAC does have sample in kind donation voucher forms, if needed.

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.

## 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 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. Be sure to include all attachments with your application, or your application will be considered incomplete and thus ineligible.

For organizations the required attachments include artist and project director résumés, board/advisory member information, fiscal sponsor agreements (if applicable), equipment use plan and your annual organization budget. Individual artist required attachments include artist résumé, mentor résumé and/or other project expense details. Both types of applications require you to complete and submit the online application, 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 the 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 performers) 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 or grant project directors 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. Do the artist résumés and any work samples substantiate the artistic merit and quality of the project?
6. Does the project expand the organization's or 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 are the outcome evaluation costs included as an expense in the project budget?
5. If this applicant is a past ECRAC grant recipient have their grant projects been appropriately administrated, and were the reporting requirements followed?

6. Do all key project personnel and the project director's résumés 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?

❖ **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. Are the underrepresented among the applicant's or the project's leadership, artists, and decisionmakers?
  4. In what ways has the applicant made attempts to be more equitable and inclusive?
  5. If the applicant is an organization or group that primarily serves people identified above, what are the unique ways in which they will engage with members of your community who are not yet connected to their work?
  6. Is the project's 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?
  7. 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, an authorized signer of the grantee (or fiscal sponsor, if applicable) must sign and submit both forms to ECRAC. The NGA contract also requires the signature of the project director.

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 SUMMARY

Grant recipients must submit a final report to ECRAC. Organizations have 60 days, from of the end of the grant project date as proposed in the approved application and as stated on the NGA and RFP. 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, and news articles. 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. The ECRAC staff document their questions and conclusions about possible misuse of state grant funds. Staff then consult with the grantee regarding these concerns and request additional information. 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 its 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.
- Applicants not located in or grant activities that do not take place in Minnesota.
- Activities of a for-profit project, organization, or business.
- Any travel costs outside of Minnesota. You may engage an out-of-state artist within your project, but their travel expense to get to or from Minnesota cannot be included in the request.
- Applicants that contact ECRAC board members or grant review panelists regarding their proposal after submission and before final grant approval.
- Religious organizations or projects that are for the religious socialization of the 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.
- Activities that are not open to the public or are not ADA accessible.
- 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 what portion of ACHF funds is spent on direct program or project costs and what portion of ACHF funds is spent on administrative costs, indirect, or overhead costs that are "directly related to and necessary" to carry out the programs or projects that are supported with ACHF dollars. In order to ensure this, ECRAC requires that proof of all grant related costs is submitted with the final report.

- Requests for operating support. (Arts organizations can apply annually to the ECRAC Essentials Support Grant.)
- 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 Region 7E schools, ECRAC cannot provide funds for these activities or the following.**

- Supplanting discontinued or non-existent arts programs in schools.
- Paying an artist or arts organization to provide essentially the same services that an ongoing teacher or arts specialist would be expected to provide.
- Compensating school employees or personnel in full or in part.
- In-school projects by students or projects carried out exclusively by or for student organizations or programs by schools that are limited in access to the public or serve only students or staff.
- Tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
- Purchasing equipment for or improve facilities within K-12 public schools. The exception will be if a non-profit arts group uses the school facility for rehearsal, classes, performances, or exhibitions, and it needs equipment or facilities improvements for its own work. The arts group could apply for and receive an ECRAC ACHF grant and could develop a cooperative agreement with the school that spells out how the school could also benefit from the purchased items or improvements.

## **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, 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 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 an 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 question, and contact the ECRAC if you are unclear about them, 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>

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.

Give all people involved in the grant project a copy of the approved grant proposal to ensure agreement.

Best practices and past grant application history indicate successful grant applications are written by organization representatives and/or organization grant writers. ECRAC strongly advises organizations to follow this best practice. Contact ECRAC staff if you have questions concerning this distinction.

### **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

### **CHECKLIST OF REQUIRED UPLOADS:**

- Project Personnel Résumés & Artist Résumés
- Artwork Samples
- Board of Directors/Advisory Committee
- Project Expense and Income Budget

Organizational Annual Budget (one page)  
Signed Certification Page  
Fiscal Sponsor Agreement- (if applicable)

### **Project Director & Grant Writer Tasks**

The Project Director is the person responsible for the day-to-day details of the project. This is the contact person who is knowledgeable about the project and who is available to receive calls, e-mails, and correspondence. The project director has responsibility for all reporting requirements. For example, writing the final report and compiling the financial documentation after project completion. When the grant application is funded the Project Director will attend an ECRAC Grant Management Training.

The Grant Writer is the person from the applicant organization responsible for writing the grant proposal and needs to ensure that the project director, authorizing officials, and key project personnel are all aware of the grant proposal details. The grant writer should be a representative of the organization applying for funding. The grant writer can also be the project director. If not, ensure that the project director has a copy of the grant application.

### **Fiscal Sponsor**

If your organization is a unit of government, an independent school district (ISD), or is incorporated as a Minnesota private, non-profit organization which has obtained a 501(c)3 tax-exempt status under the Internal Revenue Code and which is registered with the Minnesota Secretary of State and Department of Revenue do not complete this section. Unless the applicant organization is a unit of government or ISD, you must provide proof of your organization's non-profit, tax-exempt status with your application. Independent School Districts do not fill out the fiscal sponsor section, the school itself is the applicant.

If your group is not incorporated as a 501(c)3 tax-exempt non-profit organization, & has 3 or more members, you may receive funds through a fiscal sponsor. You must sign and upload a fiscal sponsor agreement (contract) with the organization that has agreed to serve as your fiscal sponsor plus a copy of their proof of non-profit, tax-exempt status with your application. A sample copy of a Fiscal Sponsor Agreement is included for your convenience at the end of these instructions. The fiscal sponsor is legally responsible for the proper completion of the project and the grant project finances. The fiscal sponsor contact person and signer of the Agreement should be an authorizing official of the organization.

### **Project Information**

The Grant Guidelines contain the earliest starting date under each deadline. ECRAC cannot fund projects which start before that time. Keep in mind that applicants should use a start date before the first expected expenditure of grant project funds.

ACHF grant projects must be completed before the end of the next fiscal year. See the guidelines for the latest allowable project end dates. Please answer all of the application questions even if you feel they are repetitive.

### **Request Narrative and Summary of 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 one of the three key areas of: Arts and Arts Access, Arts Education, and Arts and Cultural Heritage. Include descriptions of all activities

involved in completing the project, dates, location, workshops or other training, number of performances, names of artists, and any other information that will help the Arts Council understand your project. Explain your required open to the public community component and how you will advertise for it. Include the date of events and exact address of your venue. Answer any questions within the application.

### **Artist Work Sample(s)**

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 the artist's work to its best advantage. In addition, the ECRAC board requests that 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/video page (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.

Describe the work sample in the space provided in the application for work sample description. Include the following information:

- A brief description of the work being presented or viewed.
- The title and completion date for each work listed along with the artist information.
- Provide any technical instruction for presenting your work sample.

## **Outcome Evaluation Plan**

Reference the outcome evaluation section in these guidelines on page 7-8. Be sure to include the costs of the outcome evaluation in your budget as a grant funded expense!

In summary, you will choose the majority of the people you plan to serve with this project. You will then decide which of ECRAC's broad outcome areas best describes the kind of change you expect from your project. Lastly you will identify your project's specific outcome, the changes you expect to see in the people to be served by the project.

## **Outcome Measurement**

There are many ways to measure the results of projects. Reference the instructions earlier in these guidelines for additional details, it is on page 9.

## **Organization Grants - Project Budget Tips**

Round all amounts to the nearest dollar. Applications should present the total projected project cost.

Do not inflate your figures. An inflated budget reflects poorly on the organizational ability of the project.

ECRAC requires a 10% cash match, of the total grant project amount, for ACHF Organization Grants. The cash match can include earned income, other grants or contributions, and/or cash on hand. In kind cannot be included as a part of the 10% cash match.

Applicants must also upload a copy of their most current approved annual organization budget.

**Applicants no longer need to provide a copy of their IRS letter of 501c3 determination, their most current 990, or their audit reports.**

## **Project Budget Expenses**

Round all amounts to the nearest dollar.

1. Salaries or Wages - May include the project director, artistic director or other personnel assisting with the project. An hourly rate should be identified along with estimated hours for the project. You will not have paid staff full time equivalents (FTE's) involved with the project. For the purposes of this item, instead project grants will have specific project staffing costs. Name all personnel and their positions in the budget. You also must upload their résumé(s) with your application. Any hours of in kind staffing or volunteers will also go on this line.
2. Artist Fees - This will include artist fees for service, artist contracts, and/or honoraria and the amount to be paid to each. Artists must be identified by name and their résumé(s) uploaded in the application. Keep in mind that artists can be from any of the art disciplines listed earlier in these guidelines.
3. Artist Travel and Expenses - Include travel expenses such as allowable mileage and room & board for guest artists. An explanation of transportation expenses is helpful, including the rate of mileage (if applicable.) Submit proof of these expenses. No travel outside of Minnesota is allowed.
4. Publicity - List the costs of all marketing; radio, website, newspaper, social media, posters, flyers, etc.

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

If your proposal includes the purchase of equipment \$500 or more:

- ❖ you will need to include **3 separate** quotes (eg. an online webpage of the item for sale with the costs included is a quote) to document the expense. The lowest quote need not be selected. However, you 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. The equipment may be subject to a UCC filing.
- ❖ **A proposal which includes only the purchase of equipment does not constitute a fundable grant project. Also, make sure to include at least one Minnesota vendor in your quotes.**

6. Supplies and Materials - List consumable supplies for the project such as playbooks, music, etc. Reusable items should not be listed here. You can list the cost of refreshments here if they are an important part of your project budget.

7. Printing and Postage - List all printing and postage costs here.

8. Project Outcome Evaluation - Because outcome evaluation is a requirement all costs related to the outcome evaluation must be included here and should be a grant funded expense and not a local match.

9. Other - Costs in this category could include music licensing fees, royalties, or other project costs that don't fit into the above categories. You will need to describe what items are included here.

Total - Total all costs to get the Total Expenses.

### **Project Budget – Income**

Round all amounts to the nearest dollar.

ECRAC requires a 10% cash match, of the total project amount, for ACHF Organization Grants. The cash match can include earned income, other grants/contributions, and/or cash on hand, but not in kind.

1. Earned Income - Project income based on your group's past project earning experience. Estimate the earned income you will receive during this project.

2. Other Grants and Contributions, if any - Other grants, anticipated grants, and expected contributions should be listed here. These funds should be already secured/anticipated. NOTE: If matching an ECRAC proposal with a Minnesota State Arts Board grant, reference their guidelines for limitations.

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

4. In kind - In kind 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. Documentation must be provided for in kind contributions via a letter from the donor indicating the value of the in kind donation. ECRAC does

recommend that all staffing in kind be itemized to determine the true value of a project. A sample form for documenting in kind time is available. In kind cannot be included as part of your 10% cash match

Sub - Total -Total all Project Income. Identify your funding request to ECRAC. The sum of the project costs and the ECRAC grant request is the Total Income.

The Total Income must be equal to the Total Expenses. If the income is more than the expenses, it is not a non-profit project and will be ineligible for grant funds.

## SAMPLE PROJECT BUDGET

### ECRAC ACHF Organization Grant Application PROJECT BUDGET



Enter your total amounts in the table below. Describe your line item details in the application under the project expense details and explanations section.

PROJECT EXPENSES	GRANT FUNDS	LOCAL MATCH	TOTAL
1. Salaries or Wages			\$0
2. Artist(s) Fees			\$0
3. Artist(s) 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>TOTAL PROJECT COST</b>	\$0	\$0	\$0

PROJECT INCOME - LOCAL MATCH DETAIL*	
1. Earned Income	
2. Other grants/contributions	
3. Cash	
4. In kind	
<b>SUB-TOTAL</b>	\$0
Grant Request Amount	
<b>Total Income:</b>	\$0

**NOTE:** total project income should match the total project expense amount.  
Contact ECRAC Staff if you need any assistance with this template.

**\* LOCAL MATCH MUST BE 10% OF THE TOTAL EXPENSES**

(In kind is not allowed as cash match.)

**Use whole numbers.** Remember to solicit and document 3 quotes for any proposed equipment purchase over \$500 and upload the equipment use plan.



## **Certification**

You must certify that your board of directors supports this application, that it is accurate, and that you will carry out the project as described and will follow the grant guidelines if funded. Two signatures are required; one signer must be an authorizing board officer. One signature is the project director. Complete the certification form and upload it to application with original signatures, certified electronic signatures are acceptable. If your organization does not have a board of directors, you will be using a fiscal sponsor. In that case, their authorizing board officer(s) and the project director should sign the form.

## **OTHER REQUIRED UPLOADS**

### **Board of Directors Information**

This will be used to help determine organizational ability. Attach a list of your board members, indicating their address, profession, organizational affiliation or area of expertise. If you are using a fiscal sponsor, do not include the board members of the fiscal sponsor - include the members of your organization. (An organization or group using a fiscal sponsor must have at least three board members.) A sample fiscal sponsor agreement can be found on the last page of these instructions.

ECRAC strongly recommends you add an advisory committee member list to the Board Member list if there is one and/or if none of the Board Members are Region 7E residents.

### **Résumé's**

Include work résumés of the project director and key project personnel. Include artistic résumés of any artists involved with the project. These are used respectively to determine organizational ability and artistic merit. Any staff person mentioned for the project **MUST** have a work résumé included with the proposal. All artists mentioned in the proposal **MUST** have an artistic résumé. If you are hiring a performing group their organization résumé is acceptable. ECRAC strongly prefers résumés and discourages biographies/narratives unless they contain everything that a typical artist résumé would have. Not including all the résumés can make your application ineligible.

**For your reference an artistic résumé typically includes the following & there is a 2-page maximum for each résumé.**

**Artist Statement:** An artist statement that explains exactly what it is that the artist does and their involvement with their artwork.

**Education and Training:** List any formal arts education (certificates or degrees from art schools or universities); classes or workshops taken; and mentorship opportunities with other artists.

**Employment:** List arts related job experiences. Do not list non-arts related jobs on an artistic résumé unless this information might help the panel understand your artist.

**Performances, Readings/Publications, or Exhibitions 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 by the artist (including ECRAC), awards received, collections (both public and private collections) that have acquired the artist's work, and other recognition the artist might have received.

Other headings the artist may want to include in the artistic résumé are:

- Mentors with whom the artist has worked.
- Presentations/Artists in Education/Workshops which they have taught or attended.

- Residencies in which the artist has taken part.
- Commissions which the artist has received.
- Panels and Committees on which the artist has served.
- Other ECRAC grants, events, or art shows, that the artist has been involved in.

**ECRAC allows organization applicants to upload artistic work samples. Follow the instructions and contact ECRAC staff with any technical questions.**

### **Tax Exempt/Non-Profit Status**

**You are no longer required to furnish proof of your group's IRS tax-exempt status Letter of Determination that shows Minnesota non-profit status.** ECRAC will determine the eligibility through Guidestar. If you will have a fiscal sponsor you still need to furnish your letter of agreement with them.

**If you are with a unit of government or independent school district, you do not have to provide non-profit status unless there is a question from ECRAC.**

### **Organization Grants - 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.

### **ADDITIONAL APPLICATION COMMENTS**

Applications are public documents. **DO NOT** submit information with private personal information such as social security numbers or other non-public information.

Applicants are responsible for ensuring that their proposal application is submitted correctly, including uploads. ECRAC staff can provide technical assistance if needed but assistance does not imply that your project will be funded.

## - Sample Fiscal Sponsor Agreement

The \_\_\_\_\_ agrees to serve as fiscal sponsor for  
 (Fiscal Sponsor Organization)  
 the \_\_\_\_\_ under the following stipulations:  
 (Sponsored Arts Organization or Group)

1. The fiscal sponsor status is for one East Central Regional Arts Council (ECRAC) grant project only.
2. The sponsored arts organization or group is responsible for completing: the grant application; the ECRAC grant management training; the art project per the approved grant proposal; and the Final Report. The group will provide copies of these to the organization serving as fiscal sponsor.
3. The fiscal sponsor is responsible for reviewing and approving the application. The sponsor also needs to sign the application Certification, the Notification of Grant Award (NGA), the Request for Payment (RFP), and review and sign the grant Final Report. The sponsor will ensure that records are kept regarding the grant project for at least 3 years after the end date.
4. The sponsored arts group will keep the organization serving as fiscal sponsor informed about the progress of the project. Any deviations from the approved grant project must have prior approval of both the fiscal sponsor and the East Central Regional Arts Council.
5. The sponsored arts group will neither enter into grant-related contracts nor accept additional grant-related contributions from any individual(s) or group(s) without prior approval of the fiscal sponsor organization and the East Central Regional Arts Council.
6. The fiscal sponsor organization will keep all funds in its account and will write checks only when furnished with appropriate bills, or proof of expenses, by the sponsored arts group.
7. The fiscal sponsor and sponsored group are both bound to the terms of the ECRAC notification of grant award contract (NGA) and the applicable grant guidelines.

---

Signature (Fiscal Sponsor Organization)	Printed Name & Position	Date
---	-------------------------	------

---

Signature (Sponsored Group)	Printed Name & Position	Date
-----------------------------	-------------------------	------

*Two different signatures are required. When using a fiscal sponsor, one signer must be an authorizing official of the fiscal sponsor organization, and the other an authorizing official of the sponsored arts group.*

## 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

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