

# East Central Regional Arts Council

## Mid-Career Artist Grant Guidelines & Instructions

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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

**This activity is made possible with funds  
generously provided by the McKnight Foundation.**

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# 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 arts 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: National Standard for Arts Information Exchange*

## GRANT PROGRAM DESCRIPTION – \$2,500

The East Central Regional Arts Council (ECRAC) developed the Mid-Career Artist Program with McKnight Foundation funding to provide financial support to artists committed to personal artistic growth. Applications must be made for a specific art project designed to: enhance your artistic skills, artwork, experimentation, collaboration, or art business career. Projects may be in any art form or discipline. See the ECRAC definition of art on page 3.

### ELIGIBILITY

The applicant may be any mid-career individual artist who is a permanent resident (for at least 6 months) in one of the five Minnesota counties of: Chisago, Isanti, Kanabec, Mille Lacs, or Pine. The applicant must be at least 18 years of age. The applicant must be either a U.S. citizen, or have attained permanent resident alien status. The applicant must not have any outstanding or unacceptable final reports with ECRAC. Applicants must use the ECRAC grant application form online. The Mid-Career Artist applicant must not have received ECRAC's McKnight funding for two years (Example: FY 2021 ECRAC/McKnight grantees are not eligible again until FY 2023.) Culture bearers are considered artists by ECRAC.

*What is a Mid-Career Artist?* Mid-career artists are recognized by their peers and arts professionals, have produced an independent body of work and have a record of projects, exhibitions, or commissions.

#### - What Can Be Funded

The following are examples of individual artist projects and are not meant to be limiting or all inclusive:

- ❖ **Money to Produce Artwork.** Those materials and/or services necessary for the completion of new work or works of art. This does include time to work (for example, an applicant's time in the project).
- ❖ **Money to Present Artwork.** Costs involved in the arrangement of a visual arts exhibit, portfolio production, composer or musician demo production, or film/video.
- ❖ **Money to Learn.** Costs involved in training or mentoring with a renowned professional artist *excluding college or university courses for credit.* Workshops are eligible.

## GRANT FUNDING LIMITS

The grant request for ECRAC Mid-Career Artist Grants can be up to \$2,500. Partial funding may be awarded, and the Regional Arts Council may put stipulations on the award.

An artist is limited to one ECRAC artist award (Mid-Career Artist Grant or Essential Artist Award) every two years. Artists are limited to one active ECRAC grant at a time, unless the other grant is a Resiliency Grant.

Other grant requests may be made through ECRAC ACHF Individual Artists Grant Program (\$1,000) or the Essential Artists 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 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 (for example, 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.

No part of the grant may be used to cover expenses incurred before the approved start date or after the end of the project. The entire project must be completed within 14 months of the grant deadline date.

At the grant review ECRAC will use a ranking system to determine funding allocations. A lower ranking may mean either a partial grant or no grant award.

You will be invited (but are not required) to attend the grant review meeting. ECRAC does not allow presentations by artists but applicants are strongly encouraged to attend the grant review. No additional information is allowed at the review meeting.

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

The act of only purchasing equipment does not constitute a fundable grant project. 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 artists will not sell the equipment without prior ECRAC approval. In addition, ECRAC may require a UCC filing on the equipment.

## Funding Restrictions

The Mid-Career Artist program will not fund: artists that are not permanent residents of Region 7E; in school work by any level of students; projects which have, or will, receive funding from the Minnesota State Arts Board; applicants who intend to use the funding to move from Region 7E.

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

Individual artist required attachments include artist résumé, mentor résumé, workshop details and instructor résumé, work samples, a project budget 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.

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 paying for an art class previous to the start date) 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 for accuracy, completeness, and eligibility. 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, 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, describe the status of the grant application completeness and eligibility review, and to take minutes.



Grant applicants may not discuss their application with ECRAC 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.

❖ **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 high standards of 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: quality of the artist's work; quality of the proposed project; and the artistic résumé. If the application is determined to be complete, an art project, and of sufficient artistic quality to indicate further review, the following 3 grant review criteria will be discussed.

❖ **Quality of the artist's work**

Grant review considerations used to address this criterion may include:

1. Do the work samples substantiate the artistic merit and quality of the project?
2. Are the work samples 4 years old or less and, if not, was information included regarding why not?
3. Are the work samples an accurate representation of the project presented?

❖ **Quality of the proposed project**

Grant review considerations used to address this criterion may include:

1. Does the proposed project describe how the artist will expand their skills as an artist?
2. Will this project assist the artist in their career as an individual artist?
3. Does the artist include sufficient details about the project to inform the reviewers?

❖ **Artistic Résumé**

Grant review considerations used to address this criterion may include:

1. Is the artistic résumé complete?
2. Does the artistic résumé include the artists experience as it pertains to the planned project?
3. Does the planned project align with the artist's résumé and experience level?

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; table the request, pending receipt of additional information or stipulations for the application; or no funding.

The grant review panel (if applicable) will present its recommendations for 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.

Applicants are encouraged to contact the ECRAC office early in the grant application process for individual assistance, or to attend a grant workshop. The granting of such assistance in no way implies that funding will be approved. **(More applications are not funded for being incomplete or poorly prepared than for any other reason).** Also, this contact with the staff person will help you to determine if grant funding is still available. Keep in mind that working with ECRAC staff does not guarantee grant funding.

Grants to individuals are subject to state and federal income tax. Please contact your tax preparer for further information.

## **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.

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 on the application 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.

The ECRAC board chair and executive director have the authority to determine the existence and effect of a conflict of interest.

## GRANT PAYMENT

Grantees will receive notification regarding the ECRAC grant funding decision. If funded, a contract called the Notification of Grant Award (NGA) contract and a Request for Payment (RFP) form will be included with the notification. In cases where the grant is less than the full amount requested, or if the ECRAC board has stipulated revisions, the applicant will receive 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 the Arts Council within 45 days of receiving the grant award notification. No funds will be authorized until the signed NGA and RFP and any required stipulations have been submitted. Funds will be approved and forwarded to the grantee within 45 days of receipt of the NGA and RFP. ECRAC may request additional grant requirements as a stipulation of grant funding. ECRAC may also 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 as stipulated by ECRAC. If so, details will be included in the NGA and RFP notification.

## GRANTEE RESPONSIBILITIES

If a grant is received, the grantee must:

- ❖ Grantees agree that the project will be completed within 14 months of the grant deadline and as described in the grant application and budget. **Per the contract, any changes in the project from what was approved by ECRAC must be requested of and approved by ECRAC *in advance*.**
- ❖ Include the ECRAC logo and the following credit line in all publicity, advertising, and promotional materials: **“This activity is made possible by a grant from the East Central Regional Arts Council with funds generously provided by the McKnight Foundation.”** In addition, you should use the hashtag #ecrac when talking about your grant on social media.
- ❖ Ensure that access to participation in the project, if any, will not be limited on the basis of national origin, race, religion, age, or gender, and will be ADA accessible.
- ❖ Be legally responsible for the completion of the project and for the proper management of the grant funds. This includes keeping copies of project related receipts for inclusion with the final report. All grant records must be kept for 3 years.

## FINAL GRANT REPORT & EVALUATION

Grant recipients must submit a final report to ECRAC. Individual artists have 30 days, from 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 Mid-Career Artist Final Report Form 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 Regional Arts Council CANNOT provide any grant funds to applicants who

have outstanding or unacceptable grant final reports or unsatisfactory mid-point progress reviews. Applicants who fail to submit the final report within the prescribed time without good cause, subject to Board approval, will automatically be considered ineligible for future funding.

## ❖ 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 grant funds. Staff then works with the grantee to ensure misuse did not occur. 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 also 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

A grant 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 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 contract.

ECRAC will rescind its grant commitment if:

- a grantee does not submit the signed NGA and RFP with appropriate signatures within 45 days, or
- upon request, the recipient does not return required grant stipulations with the signed NGA/RFP.

## 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 30 days.

## NOT FUNDED BY ECRAC

- Applicants with a misuse of funds determination with the MN State Arts Board or any designated MN Regional Arts Council.
- Applicants with outstanding or unacceptable final reports with ECRAC.
- Projects that include expenses incurred prior to the earliest allowable grant start date.
- Projects that will be used to match other ECRAC funded grants or grant applications.

- Projects that include funding for new building construction, the purchase of real property or endowment funds.
- Projects that include the purchase of alcoholic beverages or to pay associated costs.
- Projects with events not open and accessible to the general public.
- Applicants who have received McKnight artist funding from ECRAC in the last two years.
- Activities involving any organization at which the applicant is employed.
- Tuition, fees or work toward any degree.
- Translation of literary work.
- Development of curriculum plans, teaching materials or teaching programs which are intended to be used in the regular course of employment.
- Relocating the applicant's legal residence outside Region 7E.
- Establishing any type of arts organization.
- Publishing with a vanity press or self-publication costs.
- Activities in which artists are required to pay excessive entry or exhibition fees in order to exhibit or perform.
- Payment of debts incurred before the grant start date.
- Activities that are essentially for the religious socialization of the participants or audience.
- Activities in primary or secondary parochial schools.
- Fundraising.
- Engaging in terrorism of any kind.
- Activities that attempt to influence any state/federal legislation or appropriation.

## **APPLICATION INSTRUCTIONS**

### **- BEFORE YOU BEGIN**

You will first need to familiarize yourself with the basic information about grant funding through the East Central Regional Arts Council. Please read through this entire document before beginning the application form. The application form includes specific questions which will assist the Regional Arts Council review team in determining artistic quality and merit, ability, and artistic need for the project.

Technical assistance is available for applicants who need advice in developing a grant proposal. The Arts Council also conducts grant workshops that help applicants understand the philosophy of the Council as well as the process for submitting successful grant applications. Assistance from the 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 best be of help to you 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 programs your proposed project best fits into.

Attend an ECRAC Grant Workshop Information Session. This is not currently a grant requirement, but it is strongly recommended by ECRAC for this funding.

Make sure you understand all the application questions. You may call the ECRAC office at (320-591-7034), or email [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org) if you are unclear about the application questions or 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. The grant tutorials are also available here.

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.

## 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

### PROJECT PLAN AND BUDGET

As an applicant, it is your responsibility to submit a DETAILED PROJECT PLAN in your own words as Section 5 of your grant application. Describe the artistic project for which you are requesting grant funds and how you anticipate it will help forward your artwork or your career as an artist. **Remember that the focus of these ECRAC Mid-Career Artist Grants is to enhance the applicant's artistic skills and artwork or to forward your artistic career.** Simply purchasing a piece of equipment is **not** considered a project. The proposed plan should help further your personal artistic growth. Explain in this section how your proposed project will do so.

Include descriptions of all activities involved in completing the project; dates, artwork to be produced, number of performances (if applicable), information on your proposed artistic mentor or workshop and how you feel this training will impact your artistic skills, and any other information that will help the Arts Council understand your project. Explain here how you will advertise for the project if you have an open to the public component.

### 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**

**ECRAC Mid-Career 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 6

### 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.

#### **First and Last Name**

123 First Avenue  
Cambridge, MN 55008

#### **Artistic Statement**

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.

#### **Education/Training**

- M.F.A Degree in Art from the University of Minnesota 2005
- Graduate Level Painting Classes at the University of Iowa 2010, 2012, 2014

#### **Employment**

- Art Instructor, Pine Technical & Community College, Pine City, Minnesota, 2015 – Present
- Adjunct Assistant Professor in Art, University of Minnesota, Duluth, 2006 - 2015

#### **Exhibitions (partial listing)**

- Painting and Drawings, Solo Exhibition, Jaques Art Center, Aitkin, MN 2019
- Recent Paintings, Solo Exhibition, Pine Center for the Arts, Pine City, MN 2018
- Paintings and Drawings, Solo Exhibition, Cambridge Medical Center, Cambridge, MN 2015
- Faculty Art Exhibition, Tweed Museum of Art, UMD, Duluth, MN 2007, 2011, 2012, 2014

#### **Awards and Collections**

- Judge's Choice Award at Annual IMAGE Art Show, Braham, MN 2018
- 1<sup>st</sup> Place, Annual In. Art Show & Competition, Wyoming, MN 2017
- Work in private collections in Duluth, Cambridge, Minneapolis and St. Paul, MN

#### **Memberships**

- Artists of Minnesota
- Minnesota Citizens for the Arts

### **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 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>

## 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 ECRAC logo, found at <https://www.ecrac.org/manage-my-grant/press-kit>
2. the following funding credit line and hashtag (for social media use).

*This activity is made possible by a grant from the East Central Regional Arts Council with funds generously provided by the McKnight Foundation.*

#ecrac