

# Essential Artist Award March 1, 2020 Deadline

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*East Central Regional Arts Council*

## *Section 1: Essential Artist Award Certification*

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**I am an individual artist, applying as an individual, not for a group or organization.\***

**Choices**

Yes

No

**I consider myself a professional artist.\***

**Choices**

Yes

No

**I am at least 18 years of age.\***

**Choices**

Yes

No

**I am a U.S. citizen, or have attained permanent resident alien status.\***

**Choices**

Yes

No

**I have been an East Central Minnesota/Region 7E permanent resident for a minimum of six months.\***

Region 7E includes Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties. If funded you will be asked for documentation.

**Choices**

Yes

No

**I do not have a Misuse of Funds determination with:\***

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

**Choices**

Yes

No

**I have no outstanding or unacceptable final reports with East Central Regional Arts Council (ECRAC).\***

**Choices**

- Yes
- No

**My project does not include expenses incurred prior to the earliest allowable grant start date?\***

**Choices**

- Yes
- No

**My project will not be used to match other ECRAC funded grants or grant applications.\***

**Choices**

- Yes
- No

**My project will not include funding for:\***

- new building construction
- purchase of real property
- or, endowment funds.

**Choices**

- Yes
- No

**My project will not include the purchase of alcoholic beverages or to pay associated costs?\***

(servers, insurance, liquor licenses, etc.)

**Choices**

- Yes
- No

**If applicable, I will make all events open and accessible to the general public.\***

**Choices**

- Yes
- No

**In promotion of the project I will use the ECRAC funding credit line and ECRAC logo.\***

**Choices**

- Yes
- No

**I will track and report all grant related costs.\*****Choices**

Yes

No

**I have not received any McKnight Artist funding from ECRAC in the last two years.\***

Artists can only have one active ECRAC Grant at a time.

**Choices**

Yes

No

**My proposed Award does not include any of the following activities or uses of funds:\***

- activities involving any organization at which I am 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 my employment;
- relocating my 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;
- activities being funded by the MN State Arts Board;
- 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 illegal activities or terrorism of any kind;
- or activities that attempt to influence any state/federal legislation or appropriation.

**Choices**

Correct

Incorrect

**This application only accepts the following file type(s):\***

- PDF

- Word
- Excel
- MP3

### Choices

I understand

### **Applicant Certification – Individual Artist Grant Program**

**My signature below certifies that I meet all of the eligibility requirements listed in the program information, that all of the information contained in this application and its attachments are true and correct to the best of my knowledge, and that I have submitted a complete and eligible application. I understand that I am not guaranteed funding with this application, or that I may only receive partial funding. I understand that I am solely responsible for the content of the application and that I have read and will follow the grant guidelines found here. In addition, I agree that photos, or other samples of my work can be used by ECRAC to publicize my grant (if received) or the ECRAC granting process.**

### **Applicant Signature:\***

Typed Name

*Character Limit: 250*

### **Signature Date:\***

*Character Limit: 10*

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

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

## *Section 2: Essential Artist Award Information*

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### **Essential Artist Award Title\***

*Character Limit: 50*

### **Brief Essential Artist Award Description\***

*Character Limit: 750*

**Anticipated Audience, if any\***

(Should match your Regional Arts Council Data Collection audience numbers in Section 7)

*Character Limit: 750*

**If you have attended an ECRAC Grant Workshop, enter date below.**

*Character Limit: 10*

**Essential Artist Award Start Date\***

You will find information about project dates on page 8 of the guidelines.

*Character Limit: 10*

**Essential Artist Award End Date\***

*Character Limit: 10*

## *Section 3: Essential Artist Award Request*

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**Amount of Essential Artist Award Request\***

This number must be \$8,000. (Enter below)

*Character Limit: 20*

**Total Essential Artist Award Cost\***

From your completed Project Expense Template in Section 5 (Enter below)

*Character Limit: 20*

## *Section 4: Artistic Work Samples and Work Sample Descriptions*

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**See grant instructions and guidelines for specifications.** Call ECRAC staff with any questions.

**Work Samples** - 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. If after reading the following, you have questions about your work samples or your work sample description list, contact an ECRAC staff person for specifications.

Combine samples as needed into documents/files in order to upload. There are three work sample upload fields allowing a total of 24 MiB. You may also link to your personal YouTube videos in the space provided.

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

**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. Scholarly manuscripts, standard journalism, and translations are not accepted. We recommend a Word document or PDF.

**Visual Artists** - There are a maximum of 10 visual artwork samples allowed. You should have all your samples in one document, one sample per page, and upload this document into one work sample field below, as long as it is not over 24 MiB. See below for work sample description information needed. We recommend a PDF for this, with a black background. Please contact ECRAC staff for further direction or other specifications if needed.

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

**Work Sample Description - The work sample descriptions should be brief, but they are required.**

Include the following information:

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

### **Work Samples (upload #1)\***

*File Size Limit: 8 MB*

### **Work Sample Description\***

*Character Limit: 1000*

### **Work Samples (upload #2)**

*File Size Limit: 8 MB*

### **Work Sample Description**

*Character Limit: 1000*

### **Work Samples (upload #3)**

*File Size Limit: 8 MB*

### **Work Sample Description**

*Character Limit: 1000*

### **Your YouTube or other website address for audio/video (upload #1)**

*Character Limit: 2000*

### **Work Sample Description**

*Character Limit: 1000*

### **Your YouTube or other website address for audio/video (upload #2)**

*Character Limit: 2000*

### **Work Sample Description**

*Character Limit: 1000*

### **Your YouTube or other website address for audio/video (upload #3)**

*Character Limit: 2000*

### **Work Sample Description**

*Character Limit: 1000*

## ***Section 5: Essential Artist Award Project Description and Budget***

**See Grant Guidelines page 15-16 for information on preparing the plan, the budget and the price quote requirement.**

### **Project Narrative/Detailed Award Description\***

Include a detailed description of all activities, anticipated impact, and the budget items of the Award project:

- 1) Current work description
  - discipline or medium;
  - focus or direction;
  - current artistic status.
- 2) Proposed Project Activities
  - date(s);
  - locations(s);
  - workshop(s);
  - other training;
  - number of performances;

- name(s) of artist mentor(s);
- and any other information that will help the Arts Council understand your project.

### 3) Impact

- describe how you see your work changing as a result
- describe your barriers and how the proposed project activities will help you overcome them
- explain why you need the Award and how it will impact you as a professional artist.

### 4) Budget Narrative

- explain here all of the funds needed to complete these activities. The narrative and your project expenses should tell the same story.

*Character Limit: 5000*

## **Award Expenses\***

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

*File Size Limit: 2 MB*

## **Award Expense Details and Explanations\***

Describe your project expense details and explanations for each of your budget line items here. For example, if your total amount of supplies/materials is \$200 your explanations could look like:

- paint - \$50
- brushes - \$10
- canvas - \$40
- frames - \$100

Do this for each line item.

*Character Limit: 1500*

## **Equipment Purchase**

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

Describe here which quote you have chosen, and why.

*Character Limit: 1500*

## **Price Quote 1**

*File Size Limit: 2 MB*



## Price Quote 2

*File Size Limit: 2 MB*

## Price Quote 3

*File Size Limit: 2 MB*

## Equipment Use Plan

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. If applicable to your project, upload your *Equipment Use Plan* here.

*File Size Limit: 2 MB*

## Award Income\*

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

*File Size Limit: 2 MB*

## Award Income Details and Explanations\*

Describe your project income details and explanations for each of your budget line items here. For example, if your total amount of earned income is \$300 your explanations could look like:

- earned income: sale of 3 paintings during the project at \$100 each

Do this for each line item.

*Character Limit: 1500*

## Section 6: Artistic Résumés

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Your artistic résumé is required.

If applicable to your project, include an artistic résumé of your artistic mentor/instructor and/or any information on arts classes, workshops, and/or conferences.

All résumés or additional information should be PDF uploads.

See grant application instructions for a sample of an artistic résumé.

## Your Artistic Résumé\*

*File Size Limit: 2 MB*

## Artistic Mentor Résumé

If you will be working with a mentor for this project, the mentor's artistic resume is required. A bio is not sufficient. See sample artistic resume in the grant guidelines if needed for clarification.

*File Size Limit: 2 MB*

## Class, Workshop, and/or Conference Information

If you are proposing to attend a class, workshop, and/or conference, the description and agenda is required. If the session you propose attending does not have the details available include the past year's information. You may contact ECRAC staff if clarification is needed.

*File Size Limit: 2 MB*

## Additional Artistic Résumé

For example: If you are working with more than one mentor include the artistic resume here.

*File Size Limit: 2 MB*

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

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### RAC Grant Data Collection\*

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

#### Choices

I understand

### Artistic Name

If you use an artistic name other than your legal name please enter it here.

*Character Limit: 40*

### Artistic Name

If you use an artistic name other than your legal name please enter it here.

*Character Limit: 250*

### If so, would you like ECRAC to use this artistic name for publicity purposes?

#### Choices

Yes

No

### Are you a new applicant?\*

#### Choices

Yes

No

### County\*

Choose the Region 7E county below in which you currently reside.

#### Choices

Chisago

Isanti

Kanabec  
Mille Lacs  
Pine

**MN House District\***

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

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

**Choices**

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

**Congressional District\***

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

**Choices**

- 8

**Special Characteristics (optional)**

**For Individuals:** Select any combination that applies to you.

**Choices**

- D Individuals with Disabilities
- I Individuals in Institutions
- P Individuals below the Poverty Line
- E Individuals with limited English Proficiency
- M Military Veterans/Active Duty Personnel
- Y Youth at Risk
- G No single distinct group makes up more than 25% of the population served
- 5 Pre-K, children 5 and under

**Race/Ethnicity (optional)**

**For Individuals:** Please select all categories that by your best estimate represent your racial/ethnic characteristics. This information is not made public.

**Choices**

- N Native American/Alaskan Native
- A Asian
- P Native Hawaiian/Other Pacific Islander
- B Black/African American
- H Hispanic/Latino

- M Middle Eastern/North African
- W White/not Hispanic
- G No single racial/ethnic group

### Age Group

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

#### Choices

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

### Status\*

Select the one code that best describes the applicant. [Click Here](#) for a list of current **Status** codes. Enter "01" for individual.

#### Choices

- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 98
- 99

### Institution\*

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

#### Choices

- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- 13

- 14
- 15
- 16
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- 49
- 50
- 51
- 99

**Discipline\***

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

**Choices**

- 01
- 01A
- 01B
- 01C

- 02
- 02A
- 02B
- 02C
- 02D
- 02E
- 02F
- 02G
- 02H
- 02I
- 03
- 03A
- 03B
- 04
- 04A
- 04B
- 04C
- 04D
- 04E
- 05
- 05A
- 05B
- 05D
- 05F
- 06
- 06A
- 06B
- 06C
- 06D
- 06E
- 06F
- 06G
- 07
- 07A
- 07B
- 07C
- 07D
- 07E
- 07F
- 07G
- 07H
- 07I
- 08
- 09
- 09A
- 09B
- 09C
- 09D
- 09E

- 10
- 10A
- 10B
- 10C
- 10D
- 11
- 12A
- 12B
- 12C
- 12D
- 13
- 14
- 15
- 98

**Award Project Artistic Discipline\***

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

**Choices**

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

- 06A
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- 09B
- 09C
- 09D
- 09E
- 10
- 10A
- 10B
- 10C
- 10D
- 11
- 12A
- 12B
- 12C
- 12D
- 13
- 14
- 15
- 98

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

**Choices**

Yes

No

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

If applicable, enter all individual event dates separated by a comma.

*Character Limit: 250*



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

*Character Limit: 250*

**Adult Artists Participating\***

Estimated number of adult artists directly involved in or providing art or artistic services specifically identified with grant activities. This number will be at least 1, you.

*Character Limit: 10*

**Children/Youth Benefiting\***

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

*Character Limit: 10*

**Adult Audience Benefiting\***

If applicable, estimated number of adult audience participants benefiting directly from grant activities.

*Character Limit: 10*

**Total Award Expenses\***

*Character Limit: 20*

**Cash Expense of Award\***

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

*Character Limit: 20*

**Award In-Kind\***

This number should be the total amount of any in-kind revenue listed in your budget. (If none, enter "0")

*Character Limit: 20*

**Start Date\***

This date cannot be before the grant deadline's earliest possible starting date listed in the guidelines.

*Character Limit: 10*

**End Date\***

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

*Character Limit: 10*

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

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

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