

# East Central Regional Arts Council

## Mid-Career Artist Grant Guidelines

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**NEW PHONE! 320-336-0200**



- Fiscal Year 2024 -  
Grant Application Deadlines: Oct. 1 2023; Feb. 1 & April 1 2024  
- Fiscal Year 2023 -  
Grant Application Deadlines: Oct. 1 2024; Feb. 1 & April 1 2025

**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, culture bearers, 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. ECRAC is committed to providing opportunities for all in the arts by fostering inclusion, diversity, equity, and accessibility in our organization and in the Region 7E arts community.

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 (501(c)3 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 these Region 7E counties of Minnesota: Chisago, Isanti, Kanabec, Pine, and Mille Lacs; including the sovereign Mille Lacs Band of Ojibwe lands. 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, 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 320-336-0200, and by email at [grantinfo@ecrac.org](mailto:grantinfo@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 regarding your proposed grant project.*

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

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

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

ECRAC Art Disciplines

Discipline	Code	Discipline	Code	Discipline	Code
Dance	01	Visual arts	05	Photography	08
Dance, ballet	01A	Visual arts, experimental	05A	Media Arts	09
Dance, ethnic or jazz	01B	Visual arts, graphics	05B	Media Arts, film	09A
Dance, modern	01C	Visual arts, painting	05D	Media Arts, audio	09B
Music	02	Visual arts, sculpture	05F	Media Arts, video	09C
Music, band	02A	Design arts	06	Media Arts, electronic/experimental	09D
Music, chamber	02B	Design arts, architecture	06A	Media Arts, screen/script writing	09E
Music, choral	02C	Design arts, fashion	06B	Literature	10
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, playwrighting	10C
Music, popular	02G	Design arts, landscape architecture	06F	Literature, poetry	10D
Music, solo/recital	02H	Design arts, urban/mechanical	06G	Interdisciplinary	11
Music, orchestral	02	Crafts	07	Folk/Traditional Arts	12
Opera/Musical Theater	03	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/visual arts	12C
Theater	04	Crafts, leather	07D	Folk/Traditional storytelling	12D
Theater, general	04A	Crafts, metal	07E	Humanities	13
Theater, mime	04B	Crafts, paper	07F	Multidisciplinary	14
Theater, puppetry	04C	Crafts, plastic	07G		
Theater for young audiences	04D	Crafts, wood	07H		
Theater, storytelling	04E	Crafts, mixed media	07		

Source: Minnesota State Arts Board

## GRANT PROGRAM DESCRIPTION – NEW GRANT AMOUNT \$3,600

The East Central Regional Arts Council (ECRAC) developed the Mid-Career Artist Program with McKnight Foundation funding to provide financial support to artists and culture bearers 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 or culture bearer who is a permanent resident (for at least 6 months) in one of the five Minnesota counties of: Chisago, Isanti, Kanabec, Mille Lacs, Pine, or the sovereign Mille Lacs Band of Ojibwe lands. The applicant must be at least 18 years of age. The applicant must be either a U.S. citizen, or have attained permanent resident 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 2023 ECRAC/McKnight grantees are not eligible again until FY 2025.) Culture bearers are considered artists by ECRAC.

*What is a Mid-Career Artist?* Mid-career artists and culture bearers 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.

**Funding Restrictions** - The Mid-Career Artist program cannot 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 for the same project; or applicants who intend to use the funding to relocate from Region 7E.

## **GRANT FUNDING LIMITS**

The grant request for ECRAC Mid-Career Artist Grants can be up to \$3,600. 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 (\$2,000) or the Essential Artists Award (\$9,000). Younger artists can be funded through the K-12 Scholarship Program (\$599). 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.

## 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 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.

The Mid-Career Artist Grant application 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. The attachments used will be determined by your project, however, artistic work samples are always required and have the most weight in the grant review.

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 320-336-0200 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 here.

The grant deadline dates for Fiscal Years 2024-2025 are:

TECHNICAL ASSISTANCE DEADLINE	GRANT DEADLINE at 11:59 p.m.	FINAL APPROVAL BY	EARLIEST START DATE	LATEST END DATE
September 20	October 1, 2023 & 2024	December 31, 2023 & 2024	January 15, 2024 & 2025	June 30, 2025 & 2026
January 20	February 1, 2024 & 2025	April 30, 2024 & 2025	May 15, 2024 & 2025	June 30, 2025 & 2026
March 20	April 1, 2024 & 2025	June 31, 2024 & 2025	July 15, 2024 & 2025	June 30, 2025 & 2026

**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 if in person, and on the calendar at [www.ecrac.org](http://www.ecrac.org).

❖ **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 – 30 points available**

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 – 20 points available**

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 – 10 points available**

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?

**NEW!** Eligible applications will need to receive a minimum score of 40 out of 60 in the review scoring to remain eligible. A score of 40, however, does not guarantee a grant award.

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 if used.

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 by email 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 having poorly prepared work samples or attachments 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. 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.
- has a particular sensitivity for, or against, either the art form or subject matter.

## GRANT PAYMENTS

Grantees will receive notification regarding the ECRAC grant funding decision. If funded, a contract called the Notification of Grant Award (NGA) and a Request for Payment (RFP) form will be included in the notification. In cases where the grant is less than the full amount requested, or if the ECRAC

Board of Directors has stipulated revisions, the applicant will receive them and a revised approved budget in the NGA. If the grantee agrees with the approved budget and other terms of the contract, the applicant must sign and submit both forms to ECRAC.

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 (GMT)*. If requested, travel expenses incurred related to this training can be reimbursed by ECRAC. However, most GMT sessions are now held online.

## GRANT REVISION REQUESTS

Grantees agree to notify ECRAC staff in writing, for prior approval, of any proposed changes to the grant project or any revision of the approved budget in the NGA. The Regional Arts Council must preapprove significant changes in the project such as changes in dates, project goals or outcomes, and/or budget changes of 20% or greater (per line item), if the amount is over \$600. No revisions are allowed to the NGA contract or to the grant project without ECRAC prior approval. There are instructions for this, if needed.

## 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 the amounts to be included with the final report. All grant records must be kept by you for 3 years in case of audit.

## FINAL GRANT REPORT & EVALUATION SUMMARY

Grant recipients must submit a final report to ECRAC. Artists and culture bearers 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 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. Grantees are required to keep all copies of proofs of payment for 3 years in case of audit. 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

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

- 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.

Note: ECRAC has attempted to provide a thorough and clear articulation of its eligibility rules, but it reserves the right to declare an application ineligible for reasons not explicitly stated here. If you have questions about the eligibility of your project, please contact the ECRAC office. Grantees are responsible for complying with all federal, state, and local laws, rules, regulations, and ordinances in relation to the use of these funds. Failure to comply may result in termination or forfeiture of the grant.

## **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.

## **OTHER INFORMATION**

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 (320-336-0200), 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. 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.

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
- Email [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org) to request an office 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 320-336-0200  
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).**

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**#ecrac**