

ECRAC COVID-19 Emergency Response Grant for Art Organizations Application

East Central Regional Arts Council

Project Narrative

The **ECRAC COVID-19 Emergency Response Grant** provides grants for arts organizations to do art projects online or in other forms during the current shut down of arts venues. This grant is for arts organizations who have had projects cancelled or postponed due to COVID-19. We are striving to encourage the practice of social distancing, while still supporting artists and the sharing of art during this difficult time.

Grant Project Title*

Character Limit: 30

What project was delayed or postponed due to COVID-19?*

Character Limit: 3000

What do you propose to do?*

Character Limit: 3000

What impact on the public do you think it will have?*

Character Limit: 3000

How will you know if you've been successful?*

Character Limit: 1500

How will you assure that public health guidelines are followed?*

Character Limit: 1500

Please explain how exactly you will spend the money?*

Character Limit: 1500

***Please note that we may reach out to ask additional questions.**

Optional:

Is there anything more you'd like to tell ECRAC about your request?

Character Limit: 750

Project Start Date:*

Character Limit: 10

Project End Date:*

Character Limit: 10

Organization Information and Certification

Project Director:*

Character Limit: 250

Project Director Title*

Character Limit: 250

Project Director Email Address*

Character Limit: 250

Project Director Phone Number (day):*

Character Limit: 250

Certification*

Download, read, and complete the ECRAC/ACHF Certification. Upload the signed document here.

FYI - Two separate signers are required. One signer must be an authorizing officer of the board or the fiscal sponsor organization. The other signer must be the project director. Please note: electronic signatures are not accepted.

File Size Limit: 2 MB

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 staff via email at grantinfo@ecrac.org or by telephone at 320-591-7034 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.

Fiscal Sponsor Information, If Applicable

If your group is not using a fiscal sponsor, the following section will be blank.

Fiscal Sponsor Agreement

A sample Fiscal Sponsor Agreement can be found at ecrac.org, or by contacting ECRAC Staff.

File Size Limit: 2 MB

Fiscal Sponsor Organization Name:

Character Limit: 250

Fiscal Sponsor Mailing Address:

Character Limit: 250

Fiscal Sponsor City:

Character Limit: 250

Fiscal Sponsor State:

Character Limit: 50

Fiscal Sponsor Zip Code:

Character Limit: 250

Fiscal Sponsor Contact Person:

Must be an authorizing official of the sponsor organization.

Character Limit: 250

Fiscal Sponsor Contact Person Title:

Character Limit: 250

Fiscal Sponsor Contact Person Phone Number (day):

Character Limit: 250

Fiscal Sponsor Contact Person Email Address:

Character Limit: 250

Fiscal Sponsor Tax Exempt Number (EIN):

Character Limit: 250

Project Funding Request

Grant Amount Requested - \$600*

Character Limit: 20

Total Project Cost*

If your project will cost more than the grant amount requested enter total project cost amount here. (grant amount + additional expenses = total project cost)

Character Limit: 20

Equipment Purchase

If your project includes the purchase of a piece of equipment totaling more than \$500 you are required to include a price quote. Include the quote in the upload link provided below.

*Please note: The act of only purchasing equipment does not constitute a fundable grant project.

Character Limit: 1000

Equipment Price Quote

File Size Limit: 2 MB

Equipment Use Plan

My organization certifies that we will not sell this equipment without prior ECRAC approval.

Choices

Correct

Résumés

Why did you select the artist(s) or artist companies participating in this project?

All artists mentioned must have an artistic résumé. Upload all artistic résumés here.

Character Limit: 450 | File Size Limit: 4 MB

Summarize the qualifications of the Project Director.*

Uploading the Project Director work résumé is optional.

Character Limit: 450 | File Size Limit: 2 MB

Describe the governing body of your organization.*

Uploading a list of your board members, indicating their address, profession, organizational affiliation or area of expertise is optional.

Character Limit: 450 | File Size Limit: 2 MB

Artistic Work Samples and Work Sample Description List

If you'd like you may provide work samples illustrating the artistic quality of the artists you'll be working with. Follow the instructions below for the art medium.

Call ECRAC staff with any questions.320-591-7034

Artistic Work Samples - ECRAC now allows organization applicants to upload artistic work samples. As you select a work sample(s) for submission, remember that artistic excellence is the primary criteria. It is important that the samples you submit represent your artists work to its

best advantage. 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.

Combine samples as needed into documents/files in order to upload. You may also link to a YouTube video in the space provided.

The following are the types of artistic work samples allowed.

Visual Artists - There are a maximum of 10 visual artwork samples allowed. You may have all the work samples in one document, include one work sample per page, and upload this document into a field. We recommend a PDF for this, with a black background. Please contact ECRAC staff for further direction or other specifications if needed.

Other – If the 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. Use the space provided in the application for your descriptions.

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

Performance and Installation Artists; Actors and Directors; Dance, Film and Video Artists - 6 minutes maximum combined running time for all selections. In the 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.

Musicians– 6 minutes maximum combined running time for all selections. Do not submit scores. In the 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.

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.

Work Sample upload #1

File Size Limit: 10 MB

YouTube or other website address for audio/video #1

Character Limit: 2000

Work Sample #1 Description

Character Limit: 1000

Work Sample upload #2

File Size Limit: 10 MB

YouTube or other website address for audio/video #2

Character Limit: 2000

Work Sample #2 Description

Character Limit: 1000

Work Sample upload #3

File Size Limit: 2 MB

YouTube or other website address for audio/video #3

Character Limit: 2000

Work Sample #3 Description

Character Limit: 1000

Regional Arts Council Data Collection

The following section is optional with the application submission; however it is required information, so if you decide not to complete it now, at a later date ECRAC Staff will contact you to complete this section on your behalf.

Regional Arts Council 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

Are you a new applicant?

Choices

Yes

No

County

Choose the county below in which your organization is located.

Choices

Chisago
Isanti
Kanabec
Mille Lacs
Pine

MN House District

MN legislative house district where the applicant 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 Organizations: select the one code that best represents 50% or more of your staff, board, or membership.

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
99 None of the Above

Race/Ethnicity (optional)

For Organizations: Please select the option that best represents 50% or more of your staff or board or membership.

Choices

- N American Indian/Alaskan Native
- A Asian
- P Native Hawaiian/Pacific Islander
- B Black/African American
- H Hispanic/Latino
- M Middle Eastern/North African
- W White
- 99 when no single group applies
- O Other

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. Example, enter "08" for Museum - Art.

Choices

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

Institution

Select the one code that best describes the applicant. [Click Here](#) for a list of current **Institution** codes. Example, enter "08" for Museum - Art.

Choices

- 01
- 02
- 03
- 04
- 05
- 06
- 07

08
09
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51
99

Project Discipline

Select one category that best describes the proposed project 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
06B
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

Does your proposed project involve a public event?

Choices

- Yes
- No

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

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.

Character Limit: 10

Children/Youth Benefiting

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

Estimated number of adult audience participants benefiting directly from grant activities.

Character Limit: 10

Total Organization Expenses

List the total organization expenses for the most recently completed fiscal year.

Character Limit: 20

Organization's Total Arts Budget for Previous Fiscal Year:

Or Department Budget if you are at a school or unit of Government.

Character Limit: 20

Total Project Expenses

Character Limit: 20

Cash Expense of Project

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

Character Limit: 20

Full Time Equivalent (FTE) to be funded:

For project grants ECRAC expects this to be zero.

Character Limit: 10

Project In-Kind

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

Character Limit: 20

Counties Impacted

Please provide a list of counties (Minnesota only) that will be impacted by this project.

Character Limit: 500

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
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04D
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05F
06
06A
06B
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

Board Members

Please provide a list of Board Members. Enter first and last name only, separated by commas.

Character Limit: 1000

Contact staff via email at grantinfo@ecrac.org or by telephone at 320-591-7034 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.
