

# East Central Regional Arts Council

## K-12 Student Art Scholarship

East Central Regional Arts Council  
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[www.ecrac.org](http://www.ecrac.org)  
320-591-7031

- Fiscal Year 2020 -  
Grant Application Deadlines: 3/1/2020  
- Fiscal Year 2021 -  
Grant Application Deadlines: 3/1/2021



This activity is made possible by the voters of Minnesota  
thanks to a legislative appropriation from the  
general fund.

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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. For other services ECRAC provides go to: [OTHER ECRAC SERVICES](#)

### **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, and the Small/Art Project Assistance Grant, and the Essentials Support Grant (formerly General Operating); Grant Programs for individual artists such as the Arts and Cultural Heritage Fund, ECRAC Individual Artist Mid-Career and Essential Artist Award Programs, ECRAC's K-12 Student Art Scholarships, 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 as of July 1, 2019, is 109 Weber Avenue South (in Tobies Mill), PO Box 554, 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.

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>
Dance	01	Visual arts	05	Photography	08
Dance, ballet	01A	Visual arts, experimental	05A	<b>Media Arts</b>	<b>09</b>
Dance, ethnic or jazz	01B	Visual arts, graphics	05B	Media Arts, film	09A
Dance, modern	01C	Visual arts, painting	05D	Media Arts, audio	09B
<b>Music</b>	<b>02</b>	Visual arts, sculpture	05F	Media Arts, video	09C
Music, band	02A	<b>Design arts</b>	<b>06</b>	Media Arts, tech/experimental	09D
Music, chamber	02B	Design arts, architecture	06A	Media Arts, screen/scriptwriting	09E
Music, choral	02C	Design arts, fashion	06B	<b>Literature</b>	<b>10</b>
Music, new-experimental, electronic	02D	Design arts, graphic	06C	Literature, fiction	10A
Music, ethnic	02E	Design arts, industrial	06D	Literature, non-fiction	10B
Music, jazz	02F	Design arts, interior	06E	Theater, playwriting	10C
Music, popular	02G	Design arts, landscape architecture	06F	Literature, poetry	10D
Music, solo/recital	02H	Design arts, urban/metro	06G	<b>Interdisciplinary</b>	<b>11</b>
Music, orchestral	02I	<b>Crafts</b>	<b>07</b>	<b>Folk/Traditional Arts</b>	<b>12</b>
<b>Opera/Musical Theater</b>	<b>03</b>	Crafts, clay	07A	Folk/Traditional dance	12A
Opera	03A	Crafts, fiber	07B	Folk/Traditional music	12B
Musical Theater	03B	Crafts, glass	07C	Folk/Traditional crafts/vis arts	12C
<b>Theater</b>	<b>04</b>	Crafts, leather	07D	Folk/Traditional storytelling	12D
Theater, general	04A	Crafts, metal	07E	<b>Humanities</b>	<b>13</b>
Theater, mime	04B	Crafts, paper	07F	<b>Multidisciplinary</b>	<b>14</b>
Theater, puppetry	04C	Crafts, plastic	07G		
Theater for young audiences	04D	Crafts, wood	07H		
Theater, storytelling	04E	Crafts, mixed media	07I		

Source: Minnesota State Arts Board

## GRANT PROGRAM DESCRIPTION

Our region of Minnesota has many young, talented, and energetic artists deserving acknowledgment. As a result, the East Central Regional Arts Council, with funding appropriated by the Minnesota State Legislature, decided to offer gifted young artists a Scholarship opportunity to assist their promising futures as artists. The East Central Regional Arts Council is pleased to offer Scholarships in amounts up to \$500. Eligible students are K-12. In other words, the Scholarship is available to any student in high school, middle school, or elementary school intending to enhance their artistic talents.

The student must live in one the following Minnesota counties: Chisago, Isanti, Kanabec, Mille Lacs or Pine.

This funding is for special arts learning projects or programs for kids.

The program provides at least one student award annually, based upon a competitive review of submitted applications.

Applications must be for a specific art project that will advance the skills of the student in their particular art form.

The Arts Council is interested in funding projects such as training with a mentor or summer art programs such as music or visual art camps. Artists of any art form are welcome, see the list in the What is ECRAC's Definition of Art section. In the past the East Central Regional Arts Council has funded dance, design, folk and traditional arts, literature, media arts, multidisciplinary, music, theater, visual arts, and performing arts Scholarships for K-12 students.

Primary considerations for reviewing applications will be artistic quality and merit of the proposed project, and the student artist's goals and (age appropriate) artistic background.

## ELIGIBILITY

All young artists in Kindergarten through 12<sup>th</sup> Grade who strive to improve their artistic abilities can apply. Keep in mind the board definition of art on page 3. The student applicant must also be a resident of Region 7E, one of the Minnesota Counties of Chisago, Kanabec, Isanti, Mille Lacs, and Pine in East Central Minnesota.

## **NOT FUNDED BY ECRAC**

This funding cannot be used for any travel or projects outside the State of Minnesota.

Employees and contractors of the East Central Regional Arts Council, members of the ECRAC board or any Scholarship selection committee, and their immediate family members are not eligible to apply for Scholarships.

This is NOT a Scholarship program for college, or any other school, credits, nor is it meant to replace regular artistic classes or training for homeschooled students. This should be supplemental arts training.

Projects that will end after December 31 of the Scholarship application year are ineligible.

## **GRANT FUNDING LIMITS**

This funding is up to \$500.

## **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.

Applicants must use the ECRAC online application form for the specific category of funds requested. 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 5 working days' notice.

You may access the ECRAC website for the online application forms at [www.ecrac.org/grants](http://www.ecrac.org/grants) . You will find information on past funded grant projects at the bottom of the webpage.

For the online grant portal, used to access the upcoming grant applications and your previous grant proposals, go to <https://www.ecrac.org/manage-my-grant>

Do not apply for more than one grant, per grant program deadline. Be sure to include all attachments with your application, or your application will be considered incomplete and thus ineligible.

Organizations required attachments include artist and project director résumés, board member information, fiscal sponsor agreements (if applicable), and your annual organization budget. Individual artist required attachments include artist résumé, mentor résumé and/or other project expense details. Both types of applications require you to complete and submit the online application, provide a project budget and detailed budget explanation, and work samples.

Applicants cannot submit any grant application proposal materials by mail, in person, or by email. The online application materials are at: [www.ecrac.org/grants](http://www.ecrac.org/grants) . The ECRAC grant portal is available at: <https://www.ecrac.org/manage-my-grant> Completed applications must be submitted online before 11:59 p.m. on the deadline date.

Questions? You can reach ECRAC by telephone at 320-591-7031 and by email at: [info@ecrac.org](mailto:info@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 December of the application year. The earliest allowable starting dates and the corresponding end dates are listed below.

The Scholarship grant deadline dates for Fiscal Years 2020-2021 are:

GRANT DEADLINE at 11:59 p.m.	FINAL APPROVAL BY	EARLIEST START DATE	LATEST END DATE
March 1, 2020 & 2021	May31, 2020 & 2021	June 1, 2020 & 2021	December 31, 2020 & 2021

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 provided through the grant deadline based on staff availability and we will try our best to answer any questions students or parents have.

### ❖ What Determines a Scholarship Project's Start Date?

The start date for an ECRAC grant is defined as “the point at which the project is set in motion (e.g. rehearsals, advertising and public notification, payment of fees, ordering and/or paying for supplies or printed material, etc.)” ECRAC does not fund projects that are already underway. Grantees must wait until their notification of grant award before printing and/or disseminating publicity materials. No funds can be expended prior to the project start date. Funds incurred before the project start date (such as entering into a contract with an instructor) 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 and their parent. 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 or grant project directors will be notified of the receipt of their application and when the grant application review will take place by email. 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.

All grant review meetings are open to the public.

### **❖ Open Meeting Policy**

- 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.

All young artists in Kindergarten through 12<sup>th</sup> Grade who strive to improve their artistic abilities can apply. Parents can assist in the application process. If the application is determined to be complete, an art project, and of sufficient artistic quality to indicate further review, the following grant review criteria will be discussed.

These factors constitute the grant review standards: artistic quality and artistic merit of the the project; and the student artist's goals and (age appropriate) artistic background. This is a competitive program; however, the Arts Council does want to hear from the students, in their own words, why they want to enhance their artistic abilities.

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.

### ❖ **ECRAC Grant Program Outcomes**

It is important for grantees to understand that funding for this program comes from the people of Minnesota to support the arts. Because our fellow citizens have made this commitment, we have an obligation to be intentional about arts projects: the outcomes, impacts and results. ECRAC's very broad ACHF outcomes are: artists and the arts are visible in communities; artists develop their practice; organizations develop capacities that advance the arts; people access arts experiences; people develop arts skills or knowledge; people have meaningful arts experiences; and people make connections to ideas, organizations, or one another.

For this application, the following are being served with the proposed grant project:

- ❖ School age children

In the application, the kind of possible changes or effects expected with the art grant project are:

- ❖ People develop arts skills or knowledge

The specific outcome in mind ECRAC has in mind for your proposed Scholarship grant project means that the Scholarship applicant will have:

- ❖ A new or expanded skill in some area

Scholarship applicants should talk about skill development in the scholarship grant application. Recipients will report on these outcomes in the Final Report submitted after completion of the scholarship.

## 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. Relatives of ECRAC Board Members are not allowed to apply for this funding.

## GRANT PAYMENTS

Scholarship grant applicants will receive notification regarding the ECRAC grant funding decision. Notification of awards to student artists who are allocated grant funding from the East Central Regional Arts Council will occur by **May 31 each year** via USPS mail.

If funded, a Notification of Award contract will be included in the mailing. In cases where the grant is less than the full amount requested, or if the ECRAC board has stipulations, the applicant will receive a revision at this time. If the grantee agrees with the terms of the contract, the student and parent, will sign and submit the form to the Arts Council. Prior to receipt of the award, the recipient must submit the Notification of Award and also provide verification of their enrollment in the awarded program (if applicable). No funds will be authorized until the signed Notification of Award contract and any required information (if needed) have been submitted.

The Scholarship award (check) is issued jointly to the Scholarship recipient and the art program or artistic mentor he/she elects to work with or their parent, if more appropriate.

## **FINAL GRANT REPORT & EVALUATION**

Scholarship Grant recipients must submit a final report to ECRAC. They have 30 days after the completion to submit the report. The final report will show how grant funds were used, and will provide documentation of income and expenses pertaining to the project, including copies of proofs of payment. The final/financial report form will also serve as the outcome evaluation of the grant project.

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.

### **❖ 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 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 of the grant contract. A contract may be terminated by mutual written consent of ECRAC and recipient. Occasionally, additional stipulations or conditions will be placed on the use of the grant funds. These conditions, or in some cases recommendations, from the Regional Arts Council will be clearly outlined in the contract.

ECRAC will rescind its grant commitment if:

- a grantee does not submit the signed Notification of Award contract with appropriate signatures within 45 days, or
- upon request, the recipient does not return required grant stipulations with the signed Notification of Award contract.

## **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.

## **APPLICATION INSTRUCTIONS – K-12 Student Art Scholarships**

Best practice and past grant application history indicate successful Scholarship grant applications are written by the K-12 students themselves with the assistance of parents, when needed.

### **File Upload Details**

You will upload several files. Document uploads must be a MS Word, MS Excel, or PDF document. 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 which may be found incomplete.

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);
- and do not use header and footer fields within your documents.

## OTHER ECRAC SERVICES

ECRAC provides a variety of services to the arts community in the region, including:

- Art Gallery
- Resource Information
- Arts Library
- Workshops for artists and organizations
- Grant Information Sessions
- Grant Writing Technical Assistance
- Art Show Display Equipment Rental
- Art shows such as the annual IMAGE Art Show
- Space for meetings and art events

Please contact ECRAC if you, or your organization, would like further information regarding these services.

**Grant Application Workshops: Information sessions** are held monthly. Participants will learn about the grant programs, application process, and how to write an effective ECRAC grant application. This is a great opportunity to get your questions answered on your project ideas.

**Grant Library:** ECRAC maintains a library of submitted and funded grant applications. Reviewing these materials can enhance your understanding of the process and may improve your application. The application library is normally open during regular office hours (9:00 a.m. - 4:30 p.m.). Our staff is happy to help you.

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 320-591-7031  
or email [info@ecrac.org](mailto:info@ecrac.org) [www.ecrac.org](http://www.ecrac.org)

East Central Regional Arts Council  
109 Weber Ave S  
PO Box 554  
Hinckley, MN 55037

### STAY UP TO DATE!

Make sure you are on the ECRAC newsletter mailing list!

### ECRAC Mission

The ECRAC mission is to support the arts and bring the life enhancing values they afford to Region 7E residents.

If funded by this grant program, any publicity for your grant project needs to include

1. the 2 logos (ECRAC and ACHF Legacy) on the front page of these guidelines, found at <https://www.ecrac.org/manage-my-grant/press-kit>
2. the following funding credit line,
3. and these hashtags (for social media use).

***This activity is made possible by the voters of Minnesota through a grant from the East Central Regional Arts as provided by appropriations from the Minnesota State Legislature with funds from the State's general fund.***

#ecrac