

East Central Regional Arts Council

Mid-Career Artist Grant Guidelines

NEW!

East Central Regional Arts Council
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www.ecrac.org
320-591-7031



- Fiscal Year 2020 -
Grant Application Deadlines: 2/1 & 4/1/2020
- Fiscal Year 2021 -
Grant Application Deadlines: 2/1 & 4/1/2021

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generously provided by the McKnight Foundation.

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EAST CENTRAL REGIONAL ARTS COUNCIL (ECRAC)

INTRODUCTION

The East Central Regional Arts Council (ECRAC) is a regional grant-making agency that supports the arts through funding from the Minnesota State Legislature and The McKnight Foundation. The Council distributes grant awards to artists, arts and other non-profit organizations, educational institutions, and local units of government and provides technical assistance for these grants. 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 current 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; Grant Programs for individual artists such as the Arts and Cultural Heritage Fund, McKnight/ECRAC Mid-Career Artist 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 technical assistance and resource information.

ECRAC receives funding through appropriations of the Minnesota State Legislature and through The McKnight Foundation. These funding sources enable ECRAC to provide grant funds for local or regional arts projects in the following Region 7E counties of Minnesota: Chisago, Isanti, Kanabec, Pine, and Mille Lacs. All grants are contingent upon the availability of funds. Funds are offered to organizations and individuals for a variety of arts projects that develop or enhance local arts organizations, artists, or art audiences.

The East Central Regional Arts Council is an independent 501(c)3 non-profit. The address is 109 Weber Avenue South, PO Box 554, Hinckley, Minnesota, 55037. You can reach ECRAC by telephone at 320-591-7031, and by email at info@ecrac.org. The agency website is: 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

| Discipline | Cod | Discipline | Cod | 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, tech/experimental | 09D |
| Music, chamber | 02B | Design arts, architecture | 06A | Media Arts, screen/scriptwriting | 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, playwriting | 10C |
| Music, popular | 02G | Design arts, landscape architecture | 06F | Literature, poetry | 10D |
| Music, solo/recital | 02H | Design arts, urban/metro | 06G | Interdisciplinary | 11 |
| Music, orchestral | 02I | 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/vis 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 | 07I | | |

Source: National Standard for Arts Information Exchange

GRANT PROGRAM DESCRIPTION – NEW! \$2,500!

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

ELIGIBILITY

The applicant may be any mid-career individual artist who is a permanent resident (for at least 6 months) in one of the five Minnesota counties of: Chisago, Isanti, Kanabec, Mille Lacs, or Pine. The applicant must be at least 18 years of age. The applicant must be either a U.S. citizen, or have attained permanent resident alien status. The applicant must not have any outstanding or unacceptable final reports with ECRAC. Applicants must use the ECRAC grant application form online. The Mid-Career Artist applicant must not have received ECRAC's McKnight funding for two years (Example: FY 2019 ECRAC/McKnight grantees are not eligible again until FY 2021.) Individual artists may not have more than one active ECRAC grant at a time.

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

- 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 (i.e., 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.*

GRANT FUNDING LIMITS – NEW!

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

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

Other grant requests may be made through ECRAC ACHF Individual Artists Grant Program (now \$1,000) or the Essential Artists Award (now \$8,000). Younger artists can be funded through the K-12 Scholarship Program (\$500). Please contact ECRAC staff if you have questions regarding which program is most appropriate for you.

Individual applicants are not required to provide a match for this program, but matching funds are encouraged and are evidence of an artist's need and support for the grant proposal. Matching funds may consist of cash, in kind contributions, earned income, or other grants. In kind are donated items such as materials, labor, and space that can be given a dollar value and are a significant part of the project. Applicants must be able to prove that in kind is committed (i.e., 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 but are not allowed to provide additional information.

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 get a UCC filing on the equipment.

Funding Restrictions

The Mid-Career Artist program will not fund: artists that are not permanent residents of Region 7E; in school work by any level of students; projects which have or will receive

funding from the Minnesota State Arts Board; applicants who intend to use the funding to move from Region 7E.

WHERE AND HOW TO APPLY ONLINE

ECRAC has competitive grant programs. Because of that a reasonable amount of planning time should be allowed to develop a grant proposal application. Grant writing technical assistance is provided by ECRAC staff upon request by the grantee. The staff person can best be of help to you if you contact them in advance of the application technical assistance deadline. However, if time is available, they will still answer questions after the assistance deadline. Keep in mind that assistance from an ECRAC staff person does not imply that grant funding will be received.

There are different application forms for organizations and for individual artists. Schools, and units of government, use the organization form and guidelines. If in doubt about which application to use, contact ECRAC staff.

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. 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.

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 . 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.

DEADLINES

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

| TECHNICAL ASSISTANCE DEADLINE | GRANT DEADLINE | FINAL APPROVAL BY | EARLIEST START DATE (2 months after deadline) | LATEST END DATE (14 months after deadline) |
|--------------------------------------|-------------------------|--------------------------|------------------------------------------------------|---------------------------------------------------|
| January 20 | February 1, 2020 & 2021 | March 31, 2020 & 2021 | April 1, 2020 & 2021 | April 1, 2021 & 2022 |
| March 20 | April 1, 2020 & 2021 | May 31, 2020 & 2021 | June 1, 2020 & 2021 | June 1, 2021 & 2022 |

If a deadline date falls on a weekend or 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 or grant project directors 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.

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.

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

Quality of the artist's work

Grant review considerations used to address this criterion may include:

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

Quality of the proposed project

Grant review considerations used to address this criterion may include:

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

Artistic Resume

Grant review considerations used to address this criterion may include:

7. Is the artistic resume complete?
8. Does the artistic resume include the artists experience as it pertains to the planned project?
9. Does the planned project align with the artist resume and experience level?

Based on the grant review standards and the recommendation of the grant review panel (if applicable), the East Central Regional Arts Council Board of Directors shall make one of the following decisions for each grant applicant: full funding of the amount requested; partial funding of the amount requested; table the request, pending receipt of additional information or stipulations for the application; or no funding.

The grant review panel (if applicable) will present its recommendations for the grant review in writing to the East Central Regional Arts Council Board of Directors. ECRAC relies heavily on the recommendations of the panel.

The ECRAC Board of Directors will determine if grant review procedures have been properly followed and will approve, disapprove, or table based on adherence to the procedures and guidelines herein described. They can also set stipulations for applicants based on these.

All grant applicants will receive a grant allocation notification within 30 days after the final funding decision is made by ECRAC.

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

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

ECRAC'S CONFLICT OF INTEREST POLICY

ECRAC observes strict procedures to prevent any conflict of interest. Any board or staff member of the Regional Arts Council with a direct financial or employment interest relating to any grant application to be reviewed will inform the Council of such affiliation prior to review of any grant application. The member will leave the room and not vote, rank, or participate in the grant review discussion. The Council reports annually on those members with affiliations who declared conflicts of interest.

A conflict of interest exists if a Regional Arts Council board or staff member, or grant reviewer:

- receives direct financial benefit from the organization or project being reviewed.
- serves as an employee or governing board member of an applicant organization.
- serves with or without pay as a consultant on the application being reviewed.
- has familial (or adversarial) relationship with an applicant or a staff or board member of an applicant organization.
- receives free tickets or other benefits from the grant applicant being reviewed.

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

GRANT PAYMENTS

Grantees will receive notification regarding the ECRAC grant funding decision. If funded, a contract called the Notification of Grant Award (NGA) contract and a Request for Payment (RFP) form will be included with the notification. In cases where the grant is less than the full amount requested, or if the ECRAC board has stipulated revisions, the applicant will receive a revised approved budget in the NGA. If the grantee agrees with the approved budget and other terms of the contract, an authorized signer of the grantee (or fiscal sponsor, if applicable) must sign and submit both forms to the Arts Council within 45 days of receiving the grant award notification. No funds will be authorized until the signed NGA and RFP have been submitted. Funds will be approved and forwarded to the grantee within 45 days of receipt of the NGA and RFP. ECRAC may request additional grant requirements as a stipulation of grant funding. ECRAC may also split grant payments by providing initial grant funds after the receipt of the NGA and RFP, and the final payment after receipt of a successful interim progress review as stipulated by ECRAC. If so, details will be included in the NGA and RFP notification.

GRANTEE RESPONSIBILITIES

If a grant is received, the grantee must:

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

FINAL GRANT REPORT & EVALUATION

Grant recipients must submit a final report to ECRAC. Individual artists have 30 days, from the end of the grant project date as proposed in the approved application and as stated on the NGA and RFP. ECRAC may also require an interim report or may conduct a mid-point grant progress review. The final report must be the ECRAC Mid-Career Artist Final Report Form provided in the grant portal and will include: project narrative; documentation of press releases, project publicity, website pages, and news articles. The final report will show how grant funds were used and will provide documentation of income and expenses pertaining to the project, including copies of proofs of payment. The Regional Arts Council CANNOT provide any grant funds to applicants who have outstanding or unacceptable grant final reports or unsatisfactory mid-point progress reviews. Applicants who fail to submit the final report within the prescribed time without good cause, subject to Board approval, will automatically be considered ineligible for future funding.

- Misuse of Funds Policy

The East Central Regional Arts Council has a Misuse of Funds Policy. The ECRAC staff document their questions and conclusions about possible misuse of grant funds. Staff then works with the grantee to ensure misuse did not occur. Any determination of Misuse of Funds is made by the East Central Regional Arts Council Board of Directors. A misuse determination will impact the grant in question and also future funding. Any Misuse of Funds determination is reported to the Minnesota State Arts Board and the Forum of Regional Arts Councils of Minnesota.

GRANT TERMINATION OR REVOCATION

A grant contract may be terminated at any time upon written request of the grantee. Such termination does not necessarily relieve the grantee of its responsibilities as set forth in the grant contract. ECRAC may terminate a grant contract at any time upon failure of the grantee to comply with one or more of the conditions will be placed on the use of the grant funds. These conditions, or in some cases recommendations, from the Regional Arts Council will be clearly outlined in the contract.

ECRAC will rescind its grant commitment if:

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

APPEALS POLICY & PROCEDURE

If an applicant can show cause that the established grant review procedures have not been followed, the applicant may file an appeal. There is no right of appeal for disputes of decisions of the East Central Regional Arts Council with respect to artistic merit.

To file an appeal, the applicant must notify the Regional Arts Council Executive Director in writing within 10 days of the notification of ECRAC's action and describe the point or points of issue with the grant review procedure. ECRAC will approve, disapprove, or table the appeal based on adherence to its grant review procedures within 30 days.

ECRAC MID-CAREER ARTIST GRANTS INSTRUCTIONS

BEFORE YOU BEGIN

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

Technical assistance is available for applicants who need advice in developing a grant proposal. The Arts Council also conducts grant workshops that help applicants understand the philosophy of the Council as well as the process for submitting successful grant applications. Assistance from the staff does not imply funding for an application. The content, accuracy, completeness, and merits of the grant proposal are solely the responsibility of the applicant.

TIPS ON COMPLETING THE APPLICATION

1. **START EARLY!** 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.
2. Contact the ECRAC office to determine the availability of funding and which of the grant programs your proposed project best fits into.
4. Attend an ECRAC Grant Workshop Information Session. This is not currently a grant requirement, but it is strongly recommended by ECRAC for this funding.
5. Make sure you understand all the application questions. You may call the ECRAC office at (320-591-7031), or email info@ecrac.org if you are unclear about the application questions or grant review criteria.
6. Use the online forms provided by ECRAC. The application materials are on the ECRAC website: www.ecrac.org/grants. The online grant application portal is at: <https://www.grantinterface.com/Home/Logon>. Submit your completed application by 11:59 p.m. of the deadline date. Applications cannot be received after the deadline.
7. You will have to remain within the specified amount of space for answers. Do not submit additional materials, as they will not be reviewed by the Council.
8. To be eligible, your application must include ALL required materials. If not, the application will be found ineligible.

ECRAC MID-CAREER ARTIST GRANT INSTRUCTIONS

Use the ECRAC online grant application form for Sections 1-7. For completing the sections, please refer to the following:

SECTION 1

Section 1 includes required information and the Application Certification. The applicant's signature must accompany the submitted application materials. (Typed signatures are used.)

SECTION 2

Section 2 includes basic project information, including project start and end dates needed to determine eligibility and for granting purposes. (See Page 7 for start and end date information.)

SECTION 3

This is the funding amount request for your project. Include the total costs for your proposed project from the budget format provided (See Section 5).

SECTION 4

Section 4 of the application includes your work samples and descriptions of the work samples. You are required to submit both work samples and the corresponding descriptions.

Work Samples - As you select work samples for submission, remember that artistic excellence is the primary criteria. It is important that the samples you submit represent your work to its best advantage. Put your strongest work samples first. In general, the grant reviewers are not looking for a range in abilities. Rather, they look for a cohesive vision for grant recipients. In addition, ECRAC requests that the work samples are 4 years old, or less. If they are not, you are required to put an explanation of why in the work sample description.

Follow the online instructions regarding work samples and types allowed. If you have questions about your work samples contact an ECRAC staff person for specifications.

Work Sample Descriptions - The work sample descriptions should be brief. Include the following information: the title of the artwork; materials used in construction (if appropriate), dimensions, and completion dates for each work. Do not include a narrative to describe each work. If your work sample is 4 years old or more explain why here.

Protect your work samples. Adding the language "*Copyright © 2019, Your Name*" to your work sample is usually adequate protection under copyright laws.

The works and rights to the works resulting from grants given to artists by the East Central Regional Arts Council are the sole property of the grant recipient.

SECTION 5

PROJECT PLAN AND BUDGET

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

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

You must also explain here what, exactly, the requested ECRAC grant monies will provide for your project. Round off figures to the nearest whole dollar. Itemize ALL project expenses. If the budget is larger than the grant request, identify where the additional funds will come from and whether they are anticipated or committed. **You are required to attach as a pdf ALL project related price quotes - not doing so can make your application ineligible. THREE price quotes are necessary for capital expenditures (those \$500 and over). The lowest bid need not be chosen, but you should state the reason why it wasn't selected.**

SECTION 6

Artistic Résumé

All grant applications require your artistic résumé. Refer to the ECRAC sample résumé, if needed. Do NOT submit a narrative résumé or a bio for you or your mentor unless it contains all artistic résumé information. Please contact ECRAC staff for more information on how to prepare an artistic résumé, if needed or if you would like to see a sample.

The artistic resume should include the following:

Artist Statement: Start with an artist statement that explains exactly what it is that you do and your involvement with your work.

Education and Training: List any formal arts education (certificates or degrees from art schools or universities); classes or workshops taken; and mentorship opportunities with artists, if appropriate.

Employment: List your arts related job experiences. Do not list your non-arts related jobs unless you feel this information might help the panel understand your art.

Readings/Publications, Exhibitions, or Performances, etc. (discipline appropriate): List the activities by their date, starting with the most recent. (don't forget the IMAGE Art Show).

Awards and Collections (discipline appropriate): List awards received, collections (both public and private collections) that have acquired your work, and other recognition you might have received. Private individuals who own your work can be put together under one heading.

Other headings you may want to include in your resume are:

- Artistic mentors with whom you have worked.
- Presentations/Artists in Education/Workshops which you have taught or attended.
- Residencies in which you have taken part.
- Commissions which you have received.
- Panels and Committees on which you have served.
- Any past art grants (don't forget previous ECAC or ECRAC grants).

Writing your Artistic Resume

You must include an artistic resume of no more than 2 pages with your application. An artistic resume will include an artist's statement and information about your artistic training and education; exhibition, publication, or performance record; awards and grants; and other pertinent activities related to your involvement in the arts. The following is a suggested format for your resume.

Start with your **Artistic Statement**.

This statement should explain exactly what it is that you do and your involvement with your work.

Under **Education and Training**

mention both your formal arts education (certificates or degrees from art schools or universities); classes or workshops taken; and informal mentorship opportunities. Examples could be musicians or work with culturally significant art forms.

Under **Employment**, list your arts related job experiences.

This next section should be suitably titled to your discipline:

Readings/Publications, Exhibitions, or Performances, etc. List the activities by their date, starting with the most recent.

Under **Awards and Collections**, list awards you have received and both public and private collections that have acquired your work. Private individuals that own your work can be put together under a heading.

First and Last Name

123 First Avenue
Cambridge, MN 55008

Artistic Statement

The focus of my work is natural surroundings of marsh and wooded areas. In the past it has been in the form of naturalistic landscapes but in the last two years I have been experimenting with color and form in an effort to represent the essence of nature we find around us.

Education/Training

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

Employment

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

Exhibitions (partial listing)

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

Awards and Collections

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

Memberships

- Artists of Minnesota
- Minnesota Citizens for the Arts

Other headings you may want to include in your resume are:

- **Mentors** with whom you have worked (including formal, informal, traditional, non-traditional)
- **Presentations/Artists in Education/Workshops** which you have taught or attended, including residencies in schools.
- **Residencies** in which you have taken part.
- **Commissions** which you have received.

SECTION 7

Regional Arts Council (RAC) Data Collection

The information in this section is not used in the evaluation of your grant request and is simply used for data collection purposes. All information in this section is required. Without it, your application will be incomplete.

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

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

#ecrac