

East Central Regional Arts Council

COVID-19 Emergency

Response Grant

For Artists and Art Organizations affected by COVID-19

East Central Regional Arts Council
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Hinckley, Minnesota 55037
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www.ecrac.org
320-591-7031



-Fiscal Year 2020-
Grant Application Deadline: Weekly
This activity is made possible by the voters of Minnesota
thanks to a legislative appropriation from the Arts and
Cultural Heritage Fund.



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GRANT PROGRAM DESCRIPTION – \$600

The East Central Regional Arts Council (ECRAC) developed the COVID-19 emergency response grant to provide funding of up to \$600 for artists and art organizations to do art projects online or in other forms during the current shut down of arts venues. This grant is for artists and art organizations who have had projects cancelled or postponed due to COVID-19. We are striving to encourage the practice of social distancing. 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 4). Applicants must show that they can do the project without needing to violate any public health guidelines. For example, no in-person activities are allowed. Artists may only work with each other virtually. Funding cannot be used for an already ECRAC-funded project. Your project must be completed, and grant funds spent, by June 30, 2021.

GRANT QUESTIONS

1. What project was delayed or postponed due to COVID-19?
2. What do you propose to do?
3. What impact on the public do you think it will have?
4. How will you know that you have been successful?
5. How will you assure that public health guidelines are followed?
6. Please explain how exactly you would spend the money.

We may contact you to ask additional questions.

Optional Questions: Is there anything else you would like to tell us about yourself or your proposed project?

ELIGIBILITY

Individual Artists:

The applicant may be any 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. Individual artists may not have more than one active ECRAC grant at a time.

Organizations:

Arts organizations in the following counties: Chisago, Isanti, Kanabec, Mille Lacs, or Pine. Organizations that are State-registered and federally recognized non-profit, tax-exempt organizations with a focus on the arts. Your organization must be an arts producing, arts presenting, or artist service agency, dedicated primarily to the arts. "Primarily" is defined as

more than 75% of your organization's activities and budget must be solely dedicated to the arts. Your programming, services, or activities must take place in Minnesota, and must primarily serve and engage Minnesota audiences and participants. Your organization must have a history of at least one year of arts-related programs and services prior to applying. Your organization must have at least one paid or designated volunteer staff person.

If your group has not yet received nonprofit, tax-exempt status, you may apply by using a non-profit organization, accredited school, tribal government, or other unit of government as a fiscal sponsor. For information on how to use a Fiscal Sponsor, see the Fiscal Sponsor Guidelines page on our website, or contact us directly.

GRANT FUNDING LIMITS

Individual applicants seeking funding support from both ECRAC and the Minnesota State Arts Board (MSAB) may do so only after consulting with ECRAC staff.

Arts Organizations currently receiving Operating Support from the Minnesota State Arts Board (MSAB) are not eligible to apply to this grant program, though they may serve as an eligible group's fiscal sponsor or partner.

Past ECRAC grant recipients with an overdue, unaccepted, or falsified final report are ineligible to apply.

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 before June 30, 2021.

Special Requirements for Art Project Equipment Purchases

The act of only purchasing equipment does not constitute a fundable grant project. Grant requests for a grant project equipment purchase must include: a detailed plan for the use of the equipment; and a statement certifying the equipment will not be sold without prior ECRAC approval.

Funding Restrictions

What Kinds of Things are INELIGIBLE for Funding? Any public health guideline is violated. The project attempts to influence any state or federal legislation. The request includes making improvements to the applicant's private property. The activity involves out-of-state travel. The project requires excessive entry or exhibition fees, includes tuition, fees or work toward a degree. The project primarily involves developing school curriculum plans or

teaching materials. The project is primarily intended to support teaching related activities that will advance your teaching career. The project promotes religious socialization. The project was once supported by state general fund appropriations. The project is designed for a private audience and is not open to the general public. The project is for capital improvement or construction. The funds are requested to purchase more than \$600 worth of equipment or to purchase real property. The funds are requested for general operating support. The funds are requested for a project that serves as a benefit or fundraiser.

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 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.

WHERE AND HOW TO APPLY ONLINE

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 320-591-7033 and by email at: grantinfo@ecrac.org.

DEADLINES

Applications are accepted on an ongoing basis. ECRAC will fund one to three projects weekly as long as the current situation lasts, and funding allows.

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 staff makes a recommendation of funding. Applicants will be notified via email of the decision. Successful applicants will be assigned a grant agreement and a final report form. The final report must be completed and submitted within thirty days of completion of the project. Applicants must receive approval from ECRAC in writing for any major changes to their proposed project. The funding decisions may be appealed solely on alleged procedural errors. An applicant must request an appeal within ten days of notification of the decision.

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. The Criteria to be reviewed will include:

- The artistic vision of the project
- The impact of the project

GRANT QUESTIONS

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4. How will you know that you have been successful?
5. How will you assure that public health guidelines are followed?
6. Please explain how exactly you would spend the money.

We may contact you to ask additional questions.

Optional Questions: Is there anything else you would like to tell us about yourself or your proposed project?

RESUMES & Work Samples

Artists will be asked to attach an artistic resume; this will be required. If you have a work sample you'd like to include with the application there will be a space provide for this; however, this is not a requirement for this grant program.

Art Organizations will be asked to attach and artistic resume for all artist included with the project as well as a work resume for the project director. If you have a work sample you'd like to include with the application there will be a space provide for this; however, this is not a requirement for this grant program.

Artistic Résumé

All grant applications require your artistic résumé. 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).

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 before June 30, 2021 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 Legacy logo along with the following credit line in all publicity, advertising, and promotional materials: **“This activity is made possible by the voters of Minnesota thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.”** 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 without needing to violate any public health guidelines.
- ❖ 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 and art organizations 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 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.

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.

QUESTIONS & GRANT FUNDING CREDIT LINE

ANY QUESTIONS??? Call 320-591-7031
or email info@ecrac.org www.ecrac.org

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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 the voters of Minnesota thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.

#ecrac #ArtsLegacy