

# Art in Our Schools October 1, 2023 deadline

---

## *East Central Regional Arts Council*

### *Application Instructions*

---

#### **BEFORE YOU BEGIN**

You will first want to familiarize yourself with basic information about East Central Regional Arts Council grant funding. The grant guidelines can be found by clicking [here](#). Please read through the Grant Guidelines before beginning the online application form. This application form includes specific questions which will assist the Regional Arts Council reviewers in determining eligibility, artistic quality & merit, ability, community need, and the equity & inclusion proposed.

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

#### **TIPS ON COMPLETING THE APPLICATION**

The grant portal opens 4-6 weeks before the deadline. A reasonable amount of planning time should be allowed to develop an application. Grant writing technical assistance is provided by ECRAC staff as requested. The staff person can help you best if you contact them well in advance of the application technical assistance deadline. Assistance from the staff person does not, however, imply that grant funding will be received.

Contact the ECRAC office to determine the availability of funding and which of the grant areas your proposal fits into. The ECRAC Grant Program Officer phone number is: 320-336-0200. The email address is [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org).

Attend an ECRAC Grant Information Session. This is not currently a grant requirement, but it is strongly recommended by the ECRAC Board of Directors. They are online as YouTube videos, available by zoom, and in-person.

Read over the application questions and contact ECRAC if you are unclear about them or the grant review criteria.

Use the online forms provided by ECRAC. The application materials are on the ECRAC website: <https://www.ecrac.org/grants-available>

You will have to remain within the specified amount of space for answers. Do not submit

additional materials. Additional pages and materials not requested won't be reviewed by the Council or by a grant review panel. Do not mail or email any application-related materials to ECRAC.

Complete and submit your online application before 11:59 p.m. of the deadline date. Applications submitted after this are ineligible.

To be eligible, your application must include ALL required materials. If not, the application can be found ineligible.

Give all people involved in the grant project (project director, artist, school finance officer) a copy of the approved grant proposal to ensure agreement.

### **OTHER INSTRUCTIONS**

- Grant funds must be used within one year from the deadline date and must have a component that is open and accessible to the public and is advertised as such.
- Grants of up to \$5,000 are available. Grants may be for 100% of the Total Project Expenses; however, a match is encouraged. The request for funds should be the difference between the Total Income (Match) for the Project and the Total Project Expenses.
- Project income (match) is not required for this funding; however, it is strongly encouraged. Any cash and in kind contributions must be available and explained in detail. In-kind income should be significant items such as donated materials, labor, or space that can be given a dollar value. Cash match may include earned income, other contributions, and/or cash on hand.
- Residencies must involve the general community in some significant aspect. Example: receptions, poetry readings, exhibitions of the artist's or students' work, or a public performance. Residencies must also allow at least one core group or class of students to work with the artist daily throughout the residency.
- A teacher must be present in the classroom at all times during residency, special art project, or on the field trip.
- Residencies, special projects, and field trips must include at least one hour of in-service for artist(s)/teacher contact time.

- Residency artists selected should reflect applicable background to the school's artistic needs. Their artistic resume will be considered as part of the application process. Criminal history background checks are the sole responsibility of the school and are highly recommended.
- Field trips and special arts projects must also involve the general community in some significant aspect. Examples: joint bus trips; Power Point presentations; volunteer involvement as guides; student or teacher sharing program with community groups following a field trip or art project.
- Applications may now include reasonable costs associated with food or beverages for participants.
- Applicants must submit a residency and/or a field trip schedule as part of the application for the proposed project. You will find these in the online application form for you to complete and upload. This is a requirement.
- Grant funds cannot be used for travel outside of Minnesota, equipment purchases, capital investments, construction, purchases of real estate, endowment funds, and sole purchase of, or to solely commission works of art. Nor can funds be used to support "routine" school arts activities, such as one-act plays, music competitions, etc. All projects must be activities not funded by the school in the last school year, or they will be considered ineligible.
- Granted activities must not be essentially for the religious socialization of the participants, or be primarily historic in nature. Parochial schools are ineligible for these funds.
- The Council does not provide grant funds to schools with past due or unacceptable final or other reports from prior ECRAC funded projects or schools that have violated the Misuse of Funds policy.
- 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.

- It is the responsibility of each school receiving public funds to comply with the Americans with Disabilities Act (ADA) regulations. The ECRAC has information about ADA compliance. If you have questions about this, please contact Arts Council staff.
- Art In Our Schools grantees must include the required funding credit line in all advertising, news releases, printed programs, and promotional materials for the project.
- Your credit line will be found in your grant contract, the Notification of Grant Award (NGA). The funding credit line will either be:
  - “This activity is made possible in part by a grant from the East Central Regional Arts Council with funds appropriated by the Minnesota State Legislature from its general fund”; or
  - “This activity is made possible in part by a grant from the East Central Regional Arts Council with funds appropriated by the Minnesota State Legislature from its general fund and the arts and cultural heritage fund”.
- Grantees must also use the logo(s) and hashtag (#ECRAC) in all grant-related promotional materials and social media per the contract.
- Be sure to include all attachments with your submitted application, or your application will be considered incomplete and thus ineligible. Required attachments include the following.
  - Project Personnel Work Résumés & Artist Résumés (no more than 2 pages each) and include professional background, plus teaching or residency experience
  - Artwork Samples
  - School Board of Directors and/or Advisory Committee Member lists
  - Project Expense Budget and Project Income Budget
  - School or Department Annual Budget (one page)
  - Schedule for the residency, field trip, or special art project
  - Support materials for field trip locations (professional institution performance or exhibition information) or the in-service plan for a residency
  - Signed Certification Page

## *School Information*

---

### **Applicant School\***

*Character Limit: 200*

**District Number\***

*Character Limit: 4*

**School Address\***

*Character Limit: 250*

**School Mailing Address (if different)**

*Character Limit: 250*

**City, State, Zip\***

*Character Limit: 250*

**Project Director\***

*Character Limit: 250*

**Project Director Title\***

*Character Limit: 100*

**Project Director School Email address\***

*Character Limit: 254*

**Project Director Phone (day)\***

Please enter the 10 digit phone number with no special formatting.

*Character Limit: 10*

**Telephone Extension**

*Character Limit: 5*

**Grant Writer\***

*Character Limit: 250*

**Grant Writer Title**

*Character Limit: 100*

**School's Authorized Signer\***

This person cannot be the same as the Project Director.

*Character Limit: 100*

**School's Authorized Signer Title\***

*Character Limit: 30*

**School's Authorized Signer email address\***

This email address will be used if the application is approved. The grant contract will be emailed for signature from the school's authorized signer.

*Character Limit: 100*

### School Website\*

*Character Limit: 2000*

#### Our School:

#### Has no Misuse of Funds determination with:\*

- the MN State Arts Board or
- any designated MN Regional Arts Council.

#### Choices

Yes, that is correct

No, that is incorrect

#### Has no outstanding or unacceptable final reports with the East Central Regional Arts Council.\*

#### Choices

Yes, that is correct

No, that is incorrect

#### Is incorporated as a nonprofit or is a unit of government or ISD\*

or has an official fiscal agent agreement with a nonprofit, unit of government, or independent school district (ISD).

#### Choices

Yes, that is correct

No, that is incorrect

#### Is located in and serves the counties of:\*

Chisago, Kanabec, Isanti, Mille Lacs or Pine.

#### Choices

Yes, that is correct

No, that is incorrect

#### The project will not include any of the activities not funded by ECRAC.\*

Activities not funded by ECRAC may be referenced in the grant guidelines. An example of an activity not funded by ECRAC includes: any travel costs outside of Minnesota. You may engage an out-of-state artist within your project, but their travel expense to get to or from Minnesota cannot be included in the request.

#### Choices

Yes, that is correct

No, that is incorrect

**In promotion of the project I will use the ECRAC funding credit line and ECRAC logo.\***

**Choices**

- Yes, that is correct
- No, that is incorrect

**This application only accepts the following file type(s) for upload:\***

- PDF
- Word
- Excel
- MP3

**Choices**

I understand

**ECRAC no longer requires organization applicants to submit the following,\*** but if the ECRAC Board requires it we will submit the most current:

- IRS letter documenting 501c3 tax exempt status
- yearly 990 or 1023
- or audit report

**Choices**

I understand

**ECRAC Newsletter\***

When applying for a grant with ECRAC please note that your email and/or organization email(s) will be added to the ECRAC newsletter mailing list to keep you posted on ECRAC news and updates; unless you have already subscribed, thank you! You can unsubscribe at any time using the Unsubscribe link at the bottom of every email.

**Choices**

I understand

*Project Information*

---

**Grant Project Title\***

*Character Limit: 30*

**Brief Project Description\***

*Character Limit: 500*

**Project Information**

The Grant Guidelines contain the earliest starting date under each deadline. ECRAC cannot fund projects which start before that time. Keep in mind that applicants should use a start date before the first expected expenditure of grant project funds.

Grant projects must be completed before the end of the next fiscal year. See the guidelines for the latest allowable project end dates. Please answer all of the application questions even if you feel they are repetitive.

**BEG - Project Start Date\***

See Grant Guidelines for start and end date requirements.

*Character Limit: 10*

**END - Project End Date\***

*Character Limit: 10*

**Names of Residency Artists**

*Character Limit: 250*

**OR**

**Field Trip Location**

*Character Limit: 250*

**OR**

**Arts Related Special Project**

*Character Limit: 250*

**Type(s) of Art Featured\***

*Character Limit: 250*

**Number of Professional Artists Participating\***

*Character Limit: 5*

**Number of Students Participating\***

*Character Limit: 5*

**Number of Teachers Participating\***

*Character Limit: 5*

**Number of Anticipated Audience for your Community Component\***

*Character Limit: 5*



## REQ - Amount of Grant Request - up to \$5,000\*

*Character Limit: 20*

## Total Project Expenses\*

*Character Limit: 20*

## Description of Project\*

Describe the proposed grant project by answering the following:

- What core group or classes of students will work daily with the artist?
- How will this project be integrated into the current arts curriculum?
- How will you present the teacher in-service training and set up the schedule?
- The dates, times, rooms, locations of residencies and field trips.

*Character Limit: 2000*

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

What art discipline, artist, arts field trip, or arts related special project have you selected and why? Attach project director work resume and residency artist résumé/s and all support materials as appropriate below. Keep in mind that artistic excellence is the goal for this funding program.

*Character Limit: 3000*

## Résumé's

Include work résumés of the project director and key project personnel. These are used respectively to determine organizational ability. Any staff person mentioned for the project MUST have a work résumé included with the proposal. Not including all the résumés can make your application ineligible.

## Project Director Work Resume\*

*File Size Limit: 2 MB*

## Additional work resumes

Combine all documents into one file and upload below.

*File Size Limit: 2 MB*

## Résumé's

Include artistic résumés of any artists involved with the project. These are used respectively to determine artistic merit. All artists mentioned in the proposal MUST have an artistic résumé. If you are hiring a performing group their organization résumé is acceptable. ECRAC strongly prefers résumés and discourages biographies/narratives unless they contain everything that a typical artist résumé would have. Not including all the résumés can make your application ineligible.

For your reference an artistic résumé typically includes the following & there is a 2-page maximum for each résumé.

**Artist Statement:** An artist statement that explains exactly what it is that the artist does and their involvement with their artwork.

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

**Employment:** List arts related job experiences. Do not list non-arts related jobs on an artistic résumé unless this information might help the panel understand your artist.

**Performances, Readings/Publications, or Exhibitions etc. (discipline appropriate):** List the activities by their date, starting with the most recent. Include any visual art shows here such as the IMAGE Art Show.

**Grants, Awards, and Collections (discipline appropriate):** List grants received by the artist (including ECRAC), awards received, collections (both public and private collections) that have acquired the artist's work, and other recognition the artist might have received.

**Other headings the artist may want to include in the artistic résumé are:**

- Mentors with whom the artist has worked.
- Presentations/Artists in Education/Workshops which they have taught or attended.
- Residencies in which the artist has taken part.
- Commissions which the artist has received.
- Panels and Committees on which the artist has served.
- Other ECRAC grants, events, or art shows, that the artist has been involved in.

## Residency Artist(s) Artistic Resume(s)

*File Size Limit: 4 MB*

## Additional Project Support Materials

Any additional materials supporting the artistic merit of your project such as museum brochures/art show flyers/performance materials.

*File Size Limit: 4 MB*

**Artistic Work Samples** - ECRAC 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. The grant guidelines has a detailed list of acceptable work samples.

Combine samples as needed into documents/files in order to upload. You may also link to a YouTube video in the space provided. FYI - Including more than the allowable number or length of work samples may disqualify your application.

**Visual Artists** - There are a maximum of 10 visual artwork samples allowed. Include all your samples in one document, one work sample per page, and upload this document into the application. See below for work sample description information needed. Accepted formats: Word doc, PDF, PowerPoint file.

**Performance and Installation Artists; Actors and Directors; Dance, Film and Video Artists** - 6 minutes maximum combined running time for all selections. In your 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. Only use your own YouTube video links to ensure availability.

**Musicians** – 6 minutes maximum combined running time for all selections. Do not submit scores. In your 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. Only use your own YouTube video links to ensure availability.

**Writers, Playwrights, Screenwriters, Prose Writers and Poets** - 2 samples of 5 pages or less. Combine all work samples into one document. Scholarly manuscripts, standard journalism, and translations are not accepted. We recommend a Word document or PDF.

Work samples containing multiple formats (such as video and poetry) must limit the amount in each format equivalently. Please contact the office for assistance with this, if needed. For large music and video files: If the upload space does not accommodate the file size you need, you may provide us with a website URL to an audio/video page (ex. YouTube, Vimeo) where we can listen to or view your selected sample. Do not give us a full website link as this is not an acceptable work sample.

Describe the work sample in the space provided in the application for work sample description. Include the following information:

- A brief description of the work being presented or viewed.
- The title and completion date for each work listed along with the artist information.
- Provide any technical instruction for presenting your work sample.

### **Work Sample upload #1**

Use this upload if you have visual or written work samples.

*File Size Limit: 20 MB*

### Work Sample Description #1

This work sample description is for the above work sample upload #1. View the work sample instructions above for information on what to include in the work sample description, or contact ECRAC Staff for assistance.

*Character Limit: 1500*

### YouTube or other website address for audio/video #2

*Character Limit: 2000*

### Work Sample Description #2

*Character Limit: 1000*

### YouTube or other website address for audio/video #3

*Character Limit: 2000*

### Work Sample Description #3

*Character Limit: 1000*

### Planning Process and Goals\*

Briefly describe the planning process and goals you have for this art project. How is the project different from past projects? **Keep in mind that ECRAC cannot fund repeat Art In Our Schools grant projects.**

*Character Limit: 1000*

### Promotion and Publicity Plan\*

Detail here how your organization will provide promotion and publicity for the community component of the project.

*Character Limit: 1500*

### Community Involvement\*

Describe how you will make a presentation of this project to your community, or how it will be open to the public during or after its completion. **This community component is a requirement.**

*Character Limit: 1000*

### Attach a list of your school board members and advisory committee, if applicable.\*

This will be used to help determine organizational ability. Attach a list of your board members, indicating their address, profession, organizational affiliation or area of expertise.

ECRAC strongly recommends you add an advisory committee member list to the Board Member list if there is one and/or if none of the Board Members are Region 7E residents.

*File Size Limit: 2 MB*

## *Outcome Evaluation*

---

### **Outcome Evaluation**

ECRAC feels it is important to have an obligation and be intentional about evaluating art grant projects: the outcomes, impacts and results, and the community benefits. Therefore, outcome evaluation is an important part of a funding proposal.

ECRAC's very broad 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.

Below you will choose the majority of the people you plan to serve with this project. You will then decide which of ECRAC's broad outcome areas best describes the kind of change you expect from your project. Lastly you will identify your project's specific outcome, the changes you expect to see in the people to be served by the project.

Be sure to include the costs of the outcome evaluation in your budget as a grant funded expense!

You may reference the grant guidelines if needed.

### **Which of the following best describe the majority of the people you plan to serve with this project:\***

#### **Choices**

- Young children
- School age children
- Teens or youth
- Adults – general public
- Adults – professionals or peers
- Adults – artists
- Adults – learners
- Adults – seniors or elders
- Inter-generational groups (e.g., families)
- Communities (e.g., neighborhoods or cities)
- Organizations
- People in institutional settings
- People who might have difficulty communicating (e.g., reading, writing, or speaking)
- People who may have sensory difficulties (e.g., vision or hearing)
- People who may have mobility difficulties
- People who may have cognitive difficulties

## MEASUREPROP - Measurable Outcomes\*

Sometimes thinking about different kinds of possible changes or effects can help us connect a grant maker's very broad program outcomes to your own, specific outcomes for your project. Which of these broad areas best describes the kind of change you expect from your project?

### Choices

- 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
- People make connections to ideas, organizations, or one another

## What kinds of specific changes do you expect to see in the people to be served by this project?\*

Having your own specific outcome in mind for your proposed grant project means that the people you serve are supposed to be different in some way as a result of this project. Below you will identify what kinds of specific changes or effects you expect to see in the people to be served by this grant project.

### Choices

- An emotional response or reaction
- A changed attitude about something or someone
- A new awareness about something or someone
- A new intention or motivation to take some course of action
- A changed perception of themselves or others
- A new or expanded understanding or knowledge about some topic
- A new or expanded skill in some area
- A change to their behavior after this experience
- Changes to their relationships with someone else: new, strengthened, or enriched
- Your organization will have a new or improved ability or capacity to do something
- A change to some other condition eg, individual well-being, community strength, etc

## Outcome Measurement

During and after the grant project activities you will have to evaluate your grant project outcome. Here, you will describe the outcome evaluation planned for your project. You will provide either quantitative or qualitative measurements or both. When funded, your grant final report must include a summary of these evaluation results.

There are many ways to measure the results of projects; for example, collecting verbal or written stories and comments, surveys, focus groups, and interviews. For the visual arts, exhibit guest books are often used to capture comments. For the performing arts, attendance numbers or audience surveys may be useful. Comments/Critiques by peers can also be a way to assess the impact of your work. Schedule an appointment with staff if this will assist you in your proposal.

## Outcome Measurement\*

What kinds of data or information will you gather?

- Quantitative: numbers or categories of things used to look for outcomes by rating, totaling, or comparing.
- Qualitative: observations or narratives used without any pre-determined categories of information to look for outcomes as they emerged from an experience or discussion.
- Both: a combination of both quantitative and qualitative information.

### Choices

Quantitative

Qualitative

Both Quantitative and Qualitative

## MEASUREVAL - Outcome Evaluation Method Types\*

What kinds of methods do you anticipate using to document progress toward your project outcomes? Please note that the term stakeholder suggests the people data is gathered from and could be participant, audiences, community members, artists, project partners or organization staff. It depends on the project being proposed.

### Choices

Reviewing program statistics or other documents related to the project

Reviewing or critiquing a portfolio, experience, or other artifacts of the project

Conducting interviews with stakeholders

Conducting focus groups with stakeholders

Creating one or more case studies about the project

Making structured observations of stakeholders during project activities

Surveying stakeholders about their knowledge skills, attitudes, behaviors, or motivations

Gauging stakeholder priorities using interactive methods such as sorting cards or voting

Having stakeholders describe or capture their own impressions

## *Uploads and Certification*

---

### Residency Program Upload

If you are proposing an artistic residency download, complete and upload the Residency Schedule below. You must include an in-service workshop time and description at the bottom of the form.

*File Size Limit: 1 MB*

### Field Trip Schedule

If you are proposing a field trip download, complete and then upload the Field Trip Schedule below.

*File Size Limit: 1 MB*

## Submit your department's current year annual budget as a supplement to this project's budget.\*

*File Size Limit: 2 MB*

### Project Budget Details\*

Download, complete and upload the Project Budget Template below.

*File Size Limit: 2 MB*

### Project Expense Details and Explanations\*

Describe your project expense details and explanations for each of your budget line items here. For example, if your total amount of artists fees is \$5,000, your explanation would look like:

- artists fees: ABC Band \$2,500, XYZ Band \$2,500 = \$5,000.

Do this for each line item. Note: these are not for profit grant projects. If the budget shows a profit, or appears to be a fundraiser, the application is ineligible.

Round all amounts to the nearest dollar.

*Character Limit: 3000*

### Project Income Details and Explanations\*

Describe your project income details and explanations for each of your budget line items here. For example, if your total amount of earned income is \$1,000, your explanation could look like:

- earned income: sale of 100 tickets at \$10 each = \$1,000

Do this for each line item. Note: these are not for profit grant projects. If the budget shows a profit, or appears to be a fundraiser, the application is ineligible.

Round all amounts to the nearest dollar.

*Character Limit: 1500*

### Certification\*

You must certify that your board supports this application, that it is accurate, and that you will carry out the project as described and will follow the grant guidelines if funded. **Two signatures are required**; one signer must be an authorizing school official. One signature is the project director. Complete the certification form and upload it to application with original signatures, certified electronic signatures are acceptable.

Please download, complete and upload the Certification form below.

*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](mailto:grantinfo@ecrac.org) or by telephone at 320-336-0200 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.

## *Regional Arts Council Data Collection*

---

### **RAC Grant 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 unless otherwise noted.

#### **Choices**

I understand

### **Are you a new applicant?\***

#### **Choices**

Yes

No

### **Does your organization go by any other names when promoting projects?**

Or, if your organization uses a name other than the legal name, or is known by any other name, please enter it here.

*Character Limit: 30*

### **If so, would you like ECRAC to use the above organization name for publicity purposes?**

#### **Choices**

Yes

No

### **County\***

Choose the county below in which your school 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

10A  
10B  
11A  
11B  
27B  
28A  
28B  
31B

### 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

### CHR - Race/Ethnicity (optional)

Please select the one option that best represents 50% or more of your school population.

### 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  
R Multiracial or Biracial  
99 when no single group applies  
O Other

### CHROTH - Special Characteristics (optional)

Select all that apply to best represent 50% or more of your staff, board, or membership.

### Choices

I - Disability  
S - Older than 65  
V - Veteran  
A - Adult (25-64 years)  
Y - Young adult (19-24 years)  
99 - None of the above

### PCHR - Population to Benefit by race/ethnicity

This includes people participating such as audience members or class participants. DO include artists or organization staff who are benefiting from the project, e.g., receiving professional

development. DO NOT include artists or staff members who are providing programming or services, e.g., teaching artists.

Select all categories that, by your best estimate, will make up 25% or more of the population that may directly benefitted from the award during the grant period.

### Choices

- N Native American/Alaskan Native
- A Asian
- P Native Hawaiian/Other Pacific Islander
- B Black/African American
- H Hispanic/Latino
- M Middle Eastern/North African
- W White/not Hispanic
- G No single racial/ethnic group makes up more than 25% of the population

### PCHRAGE - 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)
- 99 No single age group

### PCHROTH - Population to benefit by distinct groups

Select all categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the grant period for grant activities only.

### 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
- 5 PreK, children 5 and under
- G No single distinct group made up more than 25% of the population.

### STAT - Status\*

Select the one code that best describes the applicant. Click Here for a list of current **Status** codes (i.e. enter "01" for individual).

### Choices

- 01
- 02
- 03
- 04

- 05
- 06
- 07
- 08
- 09
- 99

**INST - Institution\***

Select the one code that best describes the applicant. [Click Here](#) for a list of current **Institution** codes or you can see them on page 3 of the grant guidelines. (i.e. enter "01" for individual artist).

**Choices**

- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 25A
- 25B
- 25C
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33

34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
99

### DIS1 - 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 (i.e. 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  
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

**PDIS1 - 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*

**ART - 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*

**ADULT - Adult Audience Benefiting\***

Estimated number of adult audience participants benefiting directly from grant activities. Include for in-person activities only.

*Character Limit: 10*

**ADULTONLINE - Adult Audience Benefiting Online\***

Estimated number of adult audience participants benefiting directly from grant activities. Include for online activities only.

*Character Limit: 10*



**YOUTH - Children/Youth Benefiting\***

Estimated number of children and youth, age 18 and under, participating in and/or benefiting directly from these grant activities, or included in an audience. Include for in-person activities only.

*Character Limit: 10*

**YOUTHONLINE - Children/Youth Benefiting Online\***

Estimated number of children and youth, age 18 and under, participating in and/or benefiting directly from these grant activities, or included in an audience. Include for an online audience only.

*Character Limit: 10*

**YOUTHANNUAL - Total annual youth served.\***

Estimate the total attendance by youth ages 18 and below at cultural events/exhibits that your organization produced or presented during all of your most recently completed fiscal year.

*Character Limit: 10*

**Total Organization Expenses\***

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

*Character Limit: 20*

**EXPANNUALARTS - Department's Total Arts Budget for Previous Fiscal Year.\***

*Character Limit: 20*

**FYANNUAL - Fiscal Year\***

What is the organizations fiscal year used in the above question?

*Character Limit: 4*

**EXP - 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*

**INK - Project In-Kind\***

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

*Character Limit: 20*

**COUNTIES - Counties Impacted\***

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

*Character Limit: 500*

**GRANTEE BOARD - School Board Members\***

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

*Character Limit: 1000*

**ADDITIONAL APPLICATION COMMENTS**

Applications are public documents. DO NOT submit information with private personal information such as social security numbers or other non-public information.

Applicants are responsible for ensuring that their proposal application is submitted correctly, including uploads. ECRAC staff can provide technical assistance if needed but assistance does not imply that your project will be funded.

Contact staff via email at [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org) or by telephone at 320-336-0200 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.

---