

# Essential Artist Award March 1, 2024 Deadline

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*East Central Regional Arts Council*

**REGAPP - Grant Number**

*Character Limit: 15*

## *Application Instructions*

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### **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 the Grant Guidelines 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**

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 a 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 video tutorials, available by zoom, and in-person.

Read over the application questions, and contact ECRAC if you are unclear about them, the guidelines, 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> in the Individual Artist section. For examples of past

funded grant projects scroll down on this page for them. The grant tutorials are also available here.

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.

### **General File Upload Information**

You will upload several files to the application. Document uploads must be a MS Word, MS Excel, or PDF document, uploading any other format may make your application ineligible. It is highly recommended that you create your own Application Packet within the grant interface to assure that your documents have uploaded correctly; errors in formatting may have an adverse effect on your application.

Format ALL upload documents as follows unless they are an artwork sample:

- US Letter paper size (8.5 x 11) in portrait orientation with at least  $\frac{3}{4}$  inch margins
- A text font equivalent to Times 12-point or larger (15 characters per inch)
- Do not use header and footer fields within your documents

## *Section 1: Essential Artist Award Certification*

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Section 1 includes required information and the Application Certification. The applicant's signature must accompany the submitted application materials. Typed signatures are used in the online application for individual artists.

**I am an individual artist, applying as an individual, not for a group or organization.\***

#### **Choices**

Yes, that is correct

No, that is incorrect

**I consider myself a professional artist.\***

#### **Choices**

Yes, that is correct

No, that is incorrect

**I am at least 18 years of age.\***

**Choices**

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

**I am a U.S. citizen, or have attained permanent resident status.\***

**Choices**

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

**I have been an East Central Minnesota/Region 7E permanent resident for a minimum of six months.\***

Region 7E includes Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties. If funded you will be asked for documentation.

**Choices**

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

**I do not have a 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

**I have no outstanding or unacceptable final reports with East Central Regional Arts Council (ECRAC).\***

**Choices**

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

**My project does not include expenses incurred prior to the earliest allowable grant start date?\***

**Choices**

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

**My project will not be used to match other ECRAC funded grants or grant applications.\***

**Choices**

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

**My project will not include funding for:\***

- new building construction
- purchase of real property
- or, endowment funds.

**Choices**

Yes, that is correct  
No, that is incorrect

**My project will not include the purchase of alcoholic beverages or to pay associated costs?\***

(servers, insurance, liquor licenses, etc.)

**Choices**

Yes, that is correct  
No, that is incorrect

**If applicable, I will make all events open and accessible to the general public.\***

**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

**I will track and report all grant related costs.\***

**Choices**

Yes, that is correct  
No, that is incorrect

**I have not received any McKnight Artist funding from ECRAC in the last two years.\***

Artists can only have one active ECRAC Grant at a time.

**Choices**

Yes, that is correct  
No, that is incorrect

**My proposed Award does not include any of the following activities or uses of funds:\***

- activities involving any organization at which I am employed;
- tuition, fees or work toward any degree;

- translation of literary work;
- development of curriculum plans, teaching materials or teaching programs which are intended to be used in the regular course of my employment;
- relocating my legal residence outside Region 7E;
- establishing any type of arts organization;
- publishing with a vanity press or self-publication costs;
- activities in which artists are required to pay excessive entry or exhibition fees in order to exhibit or perform;
- activities being funded by the MN State Arts Board;
- payment of debts incurred before the grant start date;
- activities that are essentially for the religious socialization of the participants or audience;
- activities in primary or secondary parochial schools;
- fundraising;
- engaging in illegal activities or terrorism of any kind;
- or activities that attempt to influence any state/federal legislation or appropriation.

### Choices

Correct

Incorrect

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

- PDF
- Word
- Excel
- MP3

### Choices

I understand

### ECRAC Newsletter\*

When applying for a grant with ECRAC please note that your email and mailing addresses will be added to the ECRAC newsletter mailing lists 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

### **Applicant Certification – Individual Artist Grant Program**

My signature below certifies that I meet all of the eligibility requirements listed in the program information, that all of the information contained in this application and its attachments are true and correct to the best of my knowledge, and that I have submitted a complete and eligible application. I understand that I am not guaranteed funding with this application, or that I may only receive partial funding. I understand that I am solely responsible for the content of the application and that I have read and will follow the grant guidelines found here. In addition, I agree that photos, or other samples of my work can be used by ECRAC to publicize my grant (if received) or the ECRAC granting process.

### **Applicant Signature:\***

Typed Name

*Character Limit: 250*

### **Signature Date:\***

*Character Limit: 10*

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 ECRAC staff via email at [info@ecrac.org](mailto:info@ecrac.org) or by telephone at 320-591-7031 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.

## ***Section 2: Essential Artist Award Information***

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Section 2 includes basic applicant and Essential Artist Award project information, including Essential Artist Award start and end dates needed to determine eligibility and for granting purposes. See Page 8 of the grant guidelines for start and end date information.

### **Essential Artist Award Title\***

*Character Limit: 30*

### **Brief Essential Artist Award Description\***

*Character Limit: 750*

### **Anticipated Audience, if any\***

(Should match your Regional Arts Council Data Collection audience numbers in Section 7)

*Character Limit: 750*

**If you have attended an ECRAC Grant Workshop, enter date below.**

(optional/recommended)

*Character Limit: 10*

**BEG - Essential Artist Award Start Date\***

You will find information about project dates on pages 7 and 8 of the guidelines.

*Character Limit: 10*

**END - Essential Artist Award End Date\***

*Character Limit: 10*

### *Section 3: Essential Artist Award Request*

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This is the funding amount request for your Essential Artist Award. It is \$9,000. Include the total costs for your proposed Essential Artist Award project from the budget format provided in section 5.

**REQ - Amount of Essential Artist Award Request\***

This number must be \$9,000. (Enter below)

*Character Limit: 20*

**Total Essential Artist Award Expense\***

From your completed Project Expense Template in Section 5 (Enter below)

*Character Limit: 20*

### *Section 4: Artistic Work Samples and Work Sample Descriptions*

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Section 4 of the application includes your work samples and a separate description of the work samples. You are required to submit both work samples and the corresponding work sample descriptions. ECRAC requests that you do not add work sample description information to any visual samples.

Provide work samples illustrating the artistic quality of your work. You may contact ECRAC at (320) 336-0200 if you need assistance with converting or uploading work samples.

Note: As you select a work sample 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, 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.

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.

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 your full website as this is not an acceptable work sample.

### **Work Sample Description List**

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 over 4 years old or more explain why here.

Protect your work samples - Adding the language “Copyright © 2023, 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.



**Artistic Work Samples** - ECRAC requires 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 work to its best advantage. In general, the grant reviewers are not looking for a range in abilities. Rather, they look for a cohesive vision for grant recipients. In addition, the ECRAC board requests that your uploaded work samples are 4 years old, or less. If they are not, include an explanation of why in the application.

Combine samples as needed into documents/files in order to upload. You may also link up to three YouTube videos in the space provided below.

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

Use this upload for visual and written work samples. Combine files into one document to upload here. Read the work sample instructions above for requirements on approved work sample information for your art medium. Work samples are required.

*File Size Limit: 28 MB*

### **Work Sample Description #1**

This work sample description is for the above work sample upload #1. View the work sample instructions for information on what to include in the work sample description.

*Character Limit: 1000*

### **Your YouTube or other website address for audio/video work sample #2**

*Character Limit: 2000*

### **Work Sample Description #2**

*Character Limit: 1000*

### **Your YouTube or other website address for audio/video work sample #3**

*Character Limit: 2000*

### **Work Sample Description #3**

*Character Limit: 1000*

### **Your YouTube or other website address for audio/video work sample #4**

*Character Limit: 2000*

### **Work Sample Description #4**

*Character Limit: 1000*

## *Section 5: Project Description and Budget*

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### **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. This plan should include what you would do with the time and funding received by an Essential Artist Award, and a clear concise description of the artistic direction of your work. This is also the section where you should include budget information for the proposed Essential Artist Award. Use the budget template provided in the link below.

Address the four items listed below in your Essential Artist Award plan narrative:

- Describe your current work as a professional artist. In answering this question, describe the discipline or medium you work in, the focus or direction of your work, and where you feel you currently are in your artistic career. This information will help the grant review panel understand your project and work samples.
- Explain the specific activities you plan to undertake with an Essential Artist Award. In answering this question be as specific as possible.
- Describe what you expect the long-term impact of your proposed Essential Artist Award project on your artwork and/or artistic career. In answering this question, explain how you see your work changing; how you hope to grow as an artist; what long-term impact your proposed activities will have on you; and what barriers your proposed activities will help you overcome.
- Budget information: Provide a detailed budget, in the format provided and in narrative form, to explain how you plan to spend your proposed Essential Artist Award funds in the amount of \$8,000. Identify each expense and its dollar amount, the estimated total cost of your proposed Essential Artist Award opportunity, and specify which of the identified expenses you will pay with requested grant funds. Grant funds may be used to pay for art materials, supplies, travel, workshop fees, your time, work documentation, and/or living expenses.

NOTE: Three price quotes are necessary for equipment costing over \$500. The lowest quote need not be chosen, but the applicant should state the reason why it wasn't selected.

If the total cost of your proposed Essential Artist Award plan is more than \$9,000, you will need to explain how you will cover the additional expenses. You may use personal funds, sale of work, salary from employment, or another source of funding to make up the difference.

An artist awarded funds from the Minnesota State Arts Board (MSAB) for the same project is ineligible for this ECRAC funding.

### **Project Narrative/Detailed Award Description\***

Explain here, in detail, the project plan as instructed above.

*Character Limit: 5000*

### Expected Project Budget Expenses

All costs of the project should be identified in this sections. Round to the nearest dollar. Be as specific as possible. Contact ECRAC staff if you have questions regarding the budget format or definitions.

1. Mentor/Workshop Fees - This could be costs for an artistic mentor you are working with or an arts learning workshop you will attend. This includes artist fees for service, artist contracts, and/or workshop fees and the total to be paid to each. Artists must be identified by name and their résumé(s) included in the application. Or include the workshop brochure with your application and the résumé of the workshop instructor. Workshop and artist websites are often a good source for this information. They will be uploaded as a pdf.

2. Artists Time for Project – This may be time towards research, writing, creating art for your project. Time may be calculated by the hour over the project period. A per hour rate for an artist time is determined by the artist and must be included.

3. Artist Travel and Expenses - Include your travel expenses such as allowable mileage and room/board costs. Include a written explanation of transportation expenses, including the rate of mileage reimbursement and number of miles anticipated. The federal rate is allowable. Travel outside of Minnesota is not allowed.

4. Publicity Expenses - List the costs of all advertising; radio, newspaper, posters, flyers, social media ads, etc., for your open to the public community event.

5. Equipment or Rental Fees- This can include the costs for renting a performance space, costumes, video or audio equipment, etc. If performance or other space is donated as in kind, the applicant must document with a letter from the donor to verify the value. This section will include the purchase costs for needed equipment.

6. Supplies and Materials - List supplies and materials needed for the project and their costs here. You can list the cost of refreshments here if they are an important part of your open to the public community event.

7. Printing and Postage - List all printing and postage costs here. This section is usually used to get the word out on your open to the public community event. However, it could also include postage costs for mailed equipment purchases.

8. Other - Specifically document all costs that don't fit into the other categories here.

Total - Add all of these project costs to get your grant project's Total Expenses.

## Project Budget Details\*

Download, complete and upload the Project Budget Template here.

*File Size Limit: 2 MB*

## Award 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 supplies/materials is \$200 your explanations could look like:

- supplies/materials: paint \$50, brushes \$10, canvas \$40, frames \$100 = \$200

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*

## Supply Detail List

If your budget includes supplies and materials, upload a detailed list of these expenses here. For example, if your budget includes a total supplies and materials amount of \$400, include here the a copy or screen shot of the shopping cart with the items and expense amounts that total \$400. If clarification is needed please contact ECRAC Staff.

*File Size Limit: 2 MB*

## Expected Project Budget Income

Keep in mind that ECRAC cannot fund for-project projects.

1. Earned Income - Estimate any earned income you will receive during this project from the project itself (example: sales of work made during the grant). This income would be based on your experience. Earned income is not a requirement.
2. Other Grants and Contributions - Other assured grants contributions are entered here. These funds should be already secured.
3. Cash – Your cash on hand that is budgeted and available for the proposed project should be listed here.
4. Other - Other sources of funds. Can be in kind which includes donated material, labor, or space that can be given a dollar value and is committed to the project. In kind should be significant items. Applicants must be able to prove that in kind is committed (i.e., letter from donor indicating commitment and value). ECRAC does have sample in kind donation voucher forms, if needed.

Sub-Total - Add all Project Income. Then add your ECRAC funding request. The sum of the project income and the ECRAC grant request is the Total Income.

Your Total Expenses must be equal to your Total Income.

If the project income is more than the expenses, it is a for profit project, and will be ineligible for grant funds.

### Award 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 \$300 your explanations could look like:

- earned income: sale of 3 paintings during the project at \$1000 each = \$3000

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.

If your total expense for the project is the \$9,000 award, you will have \$0 additional income for the project and can document here the income is the award with no additional income needed.

*Character Limit: 1500*

### Equipment Purchase

ALL equipment costs MUST be documented in the proposal. You will also need to include three separate quotes to document equipment expenses \$500 and over. One of those quotes needs to be from a Minnesota based vendor. A good place to find a quote is an online provider. The lowest amount need not be selected; however, the applicant should state the reason why it wasn't selected. If your proposal includes the purchase of equipment \$500 or more you also need to submit an Equipment Use Plan, signed by you, and certifying you will not sell the equipment without prior ECRAC approval.

Include each quote in the upload links provided below. Describe here which quote you have chosen, and why.

*Character Limit: 1500*

### Price Quote 1

*File Size Limit: 2 MB*

### Price Quote 2

*File Size Limit: 2 MB*

### Price Quote 3

*File Size Limit: 2 MB*

## Equipment Use Plan

If your proposal includes the purchase of equipment \$500 or more you also need to submit an *Equipment Use Plan*, signed by you, and certifying you will not sell the equipment without prior ECRAC approval. If applicable to your project, upload your *Equipment Use Plan* here.

*File Size Limit: 2 MB*

## Section 6: Artistic Résumés

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Your artistic résumé is required.

If applicable to your project, include an artistic résumé of your artistic mentor/instructor and/or any information on arts classes, workshops, and/or conferences. 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 résumés 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. Also list any traditional or informal training in your art form here.

**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. Include any visual art shows here such as the IMAGE Art Show.

**Grants, Awards, and Collections (discipline appropriate):** List grants received (including ECRAC and ECAC), 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 résumé are:

- 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.

All résumés or additional information should be PDF uploads.

### Your Artistic Résumé\*

*File Size Limit: 2 MB*

### Artistic Mentor Résumé

If you will be working with a mentor for this project, the mentor's artistic resume is required. If you will be attending an artistic workshop, the instructor's artistic resume is required. A bio is not sufficient. See sample artistic resume information at [ecrac.org](http://ecrac.org), if needed, for clarification.

*File Size Limit: 2 MB*

### Class, Workshop, Conference Information, and/or Documentation

If you are proposing to attend a class, workshop, and/or conference, the description and agenda is required. If the session you propose attending does not have the details available include the past year's information. You may contact ECRAC staff if clarification is needed.

Submit a letter or other written material confirming your participation in the opportunity for which you are requesting funds, if applicable. This may be a letter of invitation, a letter of acceptance, etc.

*File Size Limit: 2 MB*

### Additional Artistic Résumé

For example: If you are working with more than one mentor include that/those artistic résumé/s here.

*File Size Limit: 2 MB*

## Section 7: Regional Arts Council (RAC) Data Collection

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### 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 in the application.

#### Choices

I understand

### Artistic Name

If you use an artistic name other than your legal name please enter it here. Known As *Artist Name* indicates that this alternate name will be used for ECRAC publicity purposes, such as news releases, instead of your legal name. Note: do not include your business name.

*Character Limit: 40*

### Artistic Name

This should not be your business name. These grants are for you as an individual.

*Character Limit: 250*

### If so, would you like ECRAC to use this artistic name for publicity purposes?

This should not be your business name. These grants are for you as an individual.

#### Choices

Yes

No

### Are you a new applicant?\*

#### Choices

Yes

No

### County\*

Choose the Region 7E county below in which you live.

#### Choices

Chisago

Isanti

Kanabec

Mille Lacs

Pine

### MN House District\*

MN legislative house district where your permanent address 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)

**For Individuals:** Please select all categories that by your best estimate represent your racial/ethnic characteristics. This information is not made public.

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

### CHROTH - Special Characteristics (optional)

**For Individuals:** Select any combination that applies to you.

#### 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. Enter "01" for individual here.

### 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. Enter "01" for individual here.

### Choices

- 01
- 02
- 03

- 04
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- 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. Example, enter "01A" for Dance, ballet.

**Choices**

01  
01A  
01B  
01C  
02  
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- 07G
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- 07I
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- 09C
- 09D
- 09E
- 10
- 10A
- 10B
- 10C
- 10D
- 11
- 12A
- 12B
- 12C
- 12D
- 13
- 14
- 15
- 98

**PDIS1 - Award Project Artistic Discipline\***

Select one category that best describes your proposed Award 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

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98

**Does your proposed Award involve a public event?\*****Choices**

Yes

No

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

If applicable, enter all individual event dates separated by a comma.

*Character Limit: 250***If yes, include the venue 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. This number will be at least 1, you.

*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\***

If applicable, 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***EXP - Cash Expense of Award\***

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

*Character Limit: 20*

**INK - Award In-Kind\***

This number should be the total amount of any in-kind revenue listed in your budget. (If none, enter "0")

*Character Limit: 20*

**ADDITIONAL APPLICATION COMMENTS**

Applications to the East Central Regional Arts Council become public documents. DO NOT submit information with private personal information such as social security numbers, or other non-public information.

If your proposal is funded you will be required to show proof of residency in Region 7E for the last 6 months, such as your driver's license or voter's registration.

In addition, if funded, you will be required to submit a W-9 form to ECRAC. Grants to individuals are subject to state and federal income tax. Please contact your tax preparer for further information.

Contact staff via email at [info@ecrac.org](mailto:info@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.

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