ACHF Individual Artist Grant October 1, 2026 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. 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. These criteria (how the application will be scored) are defined in the guidelines to assist you with answering the application questions.

A reasonable amount of planning time should be allowed to develop an application. Grant writing technical assistance is provided by ECRAC staff if requested. The staff person can help you best if you contact them well in advance.

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.

Grant workshops, including online tutorials, that help applicants with the process for submitting successful grant applications are available at ecrac.org. You may also contact the ECRAC office to determine the availability of funding and discuss which of the grant areas your project fits best. The ECRAC Grant Program Officer phone number is: 320-336-0200. The email address is grantinfo@ecrac.org.

TIPS ON COMPLETING THE APPLICATION
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 video tutorials, available by zoom, and in-person.

Read over the application questions, and contact the 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 here. The grant tutorials are also available.

Use the online forms provided by ECRAC. You will have to remain within the specified amount

of space for answers. All requested information must be included in this application, do not submit additional materials. They will not be included in the review. Do not mail or email any application-related materials to ECRAC. To be eligible, your application must include ALL required materials. If not, the application may be found ineligible.

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

Give all people involved in the grant project a copy of the approved grant proposal to ensure agreement, if applicable.

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.

CHECKLIST OF REQUIRED UPLOADS:

- Your Artist Résumé
- Artwork Samples
- Project Expense and Income Budget
- If purchasing equipment over $500 include 3 price quotes and an equipment use agreement.

File upload continued*

Attention MAC computer users. Do not upload MAC files such as .pages. The application allows you to upload the .pages document; however, the reviewer will NOT be able to see the document. ECRAC highly recommends converting all MAC files to a pdf before uploading them. If you need assistance with this contact ECRAC staff.

Choices

I do not use a MAC Computer
I use a Mac Computer and understand I will need to convert any uploaded files to a pdf

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 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.

For further information about this application and it's requirements you may reference the grant guidelines here.

Section 1: Individual Artist Certification

This section includes required information and the Application Certification. Questions in this section will assist in determining eligibility of the applicant and the project. Review these questions carefully and if you have any questions contact ECRAC staff for assistance, or for further details. 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 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 and/or the Mille Lacs Band of Ojibwe lands.

Choices

Yes, I have been a resident for at least six months
No, I have not

Proof of Residency*

As stated above, you must be a permanent resident of Region 7E at the time of submitting the application. Provide proof of residency in the space below. You may upload a copy of

- your driver's licenses with your Region 7E address
- a voters registration card

- a current rental/lease agreement showing occupancy beginning 6 months prior to submitting the application
- some other form of residency that has been approved by ECRAC Staff prior to submitting this application.

File Size Limit: 2 MB

I do not have a Misuse of Funds determination with:*

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

Choices

Correct, I do not have a misuse of funds determination
No, that is incorrect

I have no outstanding or unacceptable final reports with the East Central Regional Arts Council.*

And I will not have more than one active ECRAC Individual Artist Grant at a time (not including the Resiliency Grant).

Choices

Correct, I do not have outstanding or unacceptable final reports
No, that is incorrect

My project is intended for my own personal artistic growth and the focus is the creation of art?*

Choices

Yes, that is correct
No, that is incorrect

My project will include one of the following outcomes:*

- Developing my artistic skills
- Developing my business skills
- Developing and/or using skill for engaging with audiences or communities.

More information regarding outcomes may be found in the Grant Guidelines.

Choices

Yes, that is correct
No, that is incorrect

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

Additional information regarding start and end dates can be found in the Grant Guidelines.

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

I will make all events open and ADA 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, ECRAC logo, and the ACHF logo.*

The ECRAC funding credit line and logos must be included in ALL publicity for grant funded event promotion such as newsletters, websites, flyers, ads, posters, banners, and other marketing material.

Choices

Yes, I will use the funding credit line and logos in all publicity of my project.
No, I will not.

I will track and report all grant related costs.*

Choices

Yes, that is correct
No, that is incorrect

My proposed grant project does not include the following ineligible activities or uses of funds:*

- activities involving any organization at which I am employed;
- any travel or grant activities taking place outside of Minnesota;
- tuition, fees or work toward any degree;
- translation of literary work not your own;
- development of any curriculum plans, teaching materials or programs. Including those that are intended to be used in the regular course of K-12 or post-secondary employment;
- relocating my legal residence outside Region 7E or Minnesota;
- establishing any type of arts organization;
- self-publication costs;
- activities in which artists are required to pay excessive entry or exhibition fees in order to exhibit or perform;
- 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 terrorism of any kind;
- or activities that attempt to influence any state/federal legislation or appropriation.

The full list of activities not funded by ECRAC are included in the grant guidelines and by checking the 'yes' below, the applicant certifies they have reviewed the list of activities not funded by ECRAC.

Choices

Yes, my project does not include any of the activities not funded by ECRAC.
No, my project does include activities not funded by ECRAC.

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

- PDF
- Word
- Excel
- MP3
- Jpeg

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 fulfilling all items on the above checklist. 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 linked 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 and that ECRAC may add my email address to the e-newsletter.

Applicant Signature:*

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 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.

Section 2: Project Information

PROJECT INFORMATION

Answer all of the application questions even if you feel they are repetitive.

Grant Project Title*

Name of Project.

Character Limit: 25

Brief Project Description*
In a few sentences, tell us about your project. Later on in the application you will have the opportunity to share more in depth details.

Character Limit: 750

If you have attended an ECRAC Grant Workshop, enter date below.
(optional/recommended)

Character Limit: 10

BEG - Project Start Date*
The Grant Guidelines contain the earliest starting date under each deadline. ECRAC cannot fund projects which start before the allowable earliest start date. If you will be, or have already started the project prior to the earliest start date allowable your project will be ineligible. Review the Grant Guidelines, page 11, for start and end date requirements.

Character Limit: 10

END - Project End Date*
Grant projects must be completed before the end of the next fiscal year. See the guidelines for the latest allowable project end dates.

Character Limit: 10

Section 3: Project Funding Request

In this section you will include the grant amount you are requesting and the total project expenses. If your total project expenses equal the grant amount you will enter the same amount in both questions below. If your total project cost is more than the grant amount enter that total in the total project cost.

Make sure these amounts are the same as the amounts you are including in Section 6.

REQ - Grant Amount Requested - up to $2,000*
Character Limit: 20

Total Project Cost*
Character Limit: 20

Section 4: Artistic Work Samples and a Work Sample Description List

WORK SAMPLES ARE REQUIRED
Section 4 of the application you will include 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 in your uploaded document.

Provide a work sample 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 © 2025, Your Name” to your work sample is usually adequate protection under copyright laws.

Artistic Work Samples Continued
Use the following spaces to provide work samples for this application. Read each section carefully to determine which question fits your project art medium. For example: if you are working with a visual artist or writer or this is a visual art or writing grant project, you will upload all work samples in the upload space provided in "work sample upload #1" and skip the "YouTube or other website address" sections. You will then complete the "work sample description #1" to tell us about the work samples you've uploaded.

If you are working with a musician(s) or this is a music project, you will skip the "Work Sample upload #1" and instead will provide a link or links in the "YouTube or other website address" for work sample #2, #3 and/or #4 to a recording(s) of your artists music, and then complete the "work sample description #2, 3 and/or 4" to tell us about the link(s) you've provided. If you have questions, contact ECRAC staff for assistance.

Work Sample #1
Use this upload for visual and written work samples ONLY. Read the work sample instructions above for requirements on approved work sample information for your art medium. Work samples are not required for this grant program.

File Size Limit: 28 MB

Work Sample Description #1
This work sample description is for the above work sample upload #1 ONLY. 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: 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: Artistic Résumés

All grant applications require your artistic résumé and if you are working with a mentor of instructor, you will need the include their artistic résumé as well. 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 of an artistic resume, click here.

For your reference an artistic résumé typically includes 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.

Your artistic résumé is required.
If you need assistance with your artistic resume here is an example of an artistic resumé with some additional instructions.

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.

All résumés or additional information should be PDF uploads.

Your Artistic Résumé*
File Size Limit: 2 MB

Artistic Mentor or Instructor 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, if needed, for clarification.

File Size Limit: 2 MB

Class, Conference, and/or Workshop Information
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.

File Size Limit: 2 MB

Additional 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 6: Project Description, Budget, and Outcome Evaluation

Narrative and Summary of Your Project
Describe the arts project for which you are requesting grant funds. Keep in mind that the Arts and Cultural Heritage Funds can only support activities that address one of the three key areas of: Arts and Arts Access, Arts Education, and Arts and Cultural Heritage.

Include descriptions of all activities involved in completing the project such as dates, location,

workshops or other training, number of performances, names of artists involved, and any other information that will help the Arts Council understand your project. Explain your required open to the public community component and how you will advertise for it. Include the date of events and exact address of your venue. Answer any questions within the application.

Artistic Merit
All ACHF grants must have artistic merit, or a heightened sense of artistic merit for repeat projects. Explain how your project will expand your artistic capabilities, your skills, and/or the artistic experiences of your audience at the open to the public event.

What Reviewers Look For
If your application is complete, clearly represents an art project, and meets ECRAC's standards for artistic quality, it will be evaluated using these four key criteria:

1. Artistic Merit & Quality – Does the project demonstrate creativity, originality, and artistic strength?
2. Capacity to Carry Out the Project – Does the applicant have the skills, resources, and plan to successfully complete the project?
3. Community Need – Is there a clear need or demand for this project within the community it serves?
4. Inclusive Impact – Does the project serve or uplift communities that are underrepresented in the arts?

Additional details describing these four criteria can be found beginning on page 13 of the grant guidelines.

Describe the arts project for which you are requesting grant funds.*

This is your opportunity to share a detailed description of all activities included in your proposed project. Share everything reviewers will need in order to understand exactly what you will be doing during the project period. Reference the above information for additional details. Your narrative should include, but not limited to:

- date(s),
- location(s), workshops or other training,
- number of performances,
- names of artists or artist mentor(s)/instructor(s),
- your required open to the public event,
- define your community served,
- how you will demonstrate equity and inclusion for the grant project in the community served,
- and any other information that will help the Arts Council understand your project.

Keep in mind that the Arts and Cultural Heritage Funds can only support activities that address the three key areas of: Arts and Arts Access, Arts Education, and Arts and Cultural Heritage. Refer to the definitions in the ACHF Grant Guidelines for further detail.

Character Limit: 5000

Publicity and Promotion Plan*

Detail here how you will provide promotion and publicity for your required open to the public event.

Character Limit: 1500

How does this proposal instill the arts into your life and your community and public life?*

The information provided here speaks to the community need criteria of your project.

Character Limit: 750

How does this proposal provide a high quality arts experience?*

The information provided here speaks to the artistic merit criteria of your project.

Character Limit: 750

How does this proposal give access in Region 7E to a quality arts experience?*

The information provided here speaks to the artistic merit criteria of your project.

Character Limit: 750

How does this proposal help to develop your knowledge, skills, and understanding of the arts?*

Character Limit: 750

How does this proposal help to represent diverse ethnic and cultural arts traditions?

(Optional answer - not applicable if not part of your proposal)

Character Limit: 750

Is your open to the public event venue publicly accessible and ADA compliant?*

Choices

Yes

No

Artistic Merit*

All ACHF grants must have artistic merit, or a heightened sense of artistic merit for repeat projects. Explain how your project will expand your artistic capabilities and the artistic experiences of your audience at the open to the public event. The information provided here speaks to the artistic merit criteria of your project.

Character Limit: 800

Do you have the ability to accomplish this project?*

The information provided here speaks to the organizational ability criteria of your project.

Choices

Yes
No

Explain why or why not.*

Character Limit: 750

Previous Grant History*

List all grant funded projects you have received in the past three years. If none, please describe any grant funded projects you have provided organizational support for. The information provided here speaks to the organizational ability criteria of your project.

Character Limit: 1000

Outcome Evaluation
Below you will choose the outcomes and methods of measurement for your project outcomes.

It is important for grantees to understand that funding for this program comes from the Arts and Cultural Heritage Fund (ACHF), a fund created by the people of Minnesota to support the arts. Because our fellow citizens have made this commitment, we have an obligation to be intentional about arts projects: the outcomes, impacts and results, and the community benefits. Therefore, outcomes and outcome evaluation are an important part of the funding proposal; in fact, they are a legislatively mandated requirement.

ECRAC's very broad ACHF outcomes are: Developing your artistic skills; Developing your business skills; or, Developing and/or using skills for engaging with audiences or communities.

Outcome Measurement
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.

From artist applicants ECRAC expects that you will provide either quantitative or qualitative measurements or both.

Be sure to include the costs of the outcome evaluation in your budget as an expense! You may reference the grant guidelines if needed.

MEASUREPROP - Project Outcomes*

Choose only one outcome that best fits your project.

Choices
Developing your artistic skills
Developing your business skills
Developing and/or using skills for engaging with audiences or communities

Outcome Evaluation Method*
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

MEASUREEVAL - Outcome Evaluation Method*
What kinds of methods do you anticipate using to document your project outcome? Choose all that apply.

Choices
Making structured observations during project activities
Self surveys regarding my knowledge and skills before and after the project
Audience surveys of my public event
Having audience members describe their own impressions during my public event
Having my mentor review/critique the project

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. Outcome Evaluation – Because outcome evaluation is a requirement all costs related to your outcome evaluation plan and measurement should be included as a grant expense.

9. 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 then upload the Project Budget Template here.

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 supplies/materials is $200 your explanations may 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: 3000

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.

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 $300 your explanations may look like:

- earned income: sale of 3 paintings during the project at $100 each = $300

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

Equipment Purchase

If your proposal includes the purchase of equipment $500 or more:

- you will need to include 3 separate quotes (eg. an online webpage of the item for sale with the costs included is a quote) to document the expense. The lowest quote need not be selected. However, you 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. The equipment may be subject to a UCC filing.
- A proposal which includes only the purchase of equipment does not constitute a fundable grant project.
- Also, make sure to include at least one Minnesota vendor in your quotes.

Describe here which quote you have chosen, and why.

Character Limit: 1000

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. An example of an equipment use plan can be found by clicking here.

File Size Limit: 2 MB

Section 7: Regional Arts Council Data Collection

Regional Arts Council 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

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: 200

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

County*

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

Choices

Chisago
Isanti
Kanabec
Mille Lacs
Pine
Other

If you live on lands of the Mille Lacs Band of Ojibwe (MLBO)

Please select the county that best represents your location. We recognize that MLBO lands span multiple counties, and that this form does not currently include a separate option for tribal affiliation. You are welcome to note your connection to MLBO lands in your application narrative if you wish.

Choices

Aitkin
Anoka
Chisago
Crow Wing
Hennepin
Isanti
Kanabec
Mille Lacs
Morrison
Pine
Ramsey

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
Other

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

For Individuals: Please select all categories regarding 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
Prefer Not to Answer

CHROTH - Special Characteristics

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
Prefer Not to Answer

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
Prefer Not to Answer

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
Prefer Not to Answer

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.
Prefer Not to Answer

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
05
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51
99

DIS1 - Discipline*

Select one code that best describes your 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
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 grant 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
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07C
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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?*

This grant program requires an accessible, open to the public, community component. If you need assistance with your event, contact ECRAC staff.

Choices

Yes
No

If yes, include the venue name(s) and address(es) of the event location(s).

Character Limit: 250

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

Enter all individual event dates separated by a comma.

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

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

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 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.
