ACHF Organization Grant

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 here.

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.

Best practices and past grant application history indicate successful grant applications are written by organization representatives and/or organization grant writers. ECRAC strongly advises organizations to follow this best practice. Contact ECRAC staff if you have questions concerning this distinction.

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:

- Project Personnel Résumés & Artist Résumés
- Artwork Samples
- Board of Directors/Advisory Committee
- Project Expense and Income Budget
- Organizational Annual Budget (one page)
- Signed Certification Page
- Fiscal Sponsor Agreement– (if applicable)
- If purchasing equipment over $500 included 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.

Organization Information

Project Director & Grant Writer Tasks

The Project Director is the person responsible for the day-to-day details of the project. This is the contact person who is knowledgeable about the project and who is available to receive calls, e-mails, and correspondence. The project director has responsibility for all reporting requirements. For example, writing the final report and compiling the financial documentation after project completion. When the grant application is funded the Project Director will attend an ECRAC Grant Management Training.

The Grant Writer is the person from the applicant organization responsible for writing the grant proposal and needs to ensure that the project director, authorizing officials, and key project personnel are all aware of the grant proposal details. The grant writer should be a representative of the organization applying for funding. The grant writer can also be the project director. If not, ensure that the project director has a copy of the grant application.

Project Director:*

Character Limit: 250

Project Director Title*

Character Limit: 250

Project Director Email Address*

Character Limit: 250

Project Director Phone Number (day):*

Character Limit: 250

Project Director Phone Number continued*

Do you give permission to ECRAC to contact the project director via text, if necessary?

Choices

Yes

No

This number does not accept text messages

Grant Writer:*
Character Limit: 250

Grant Writer Title*
Character Limit: 250

Organization's Authorized Signer*
This person cannot be the same as the Project Director.

Character Limit: 30

Organization's Authorized Signer Title*
Character Limit: 30

Organization's Authorized Signer continued*
The applicant certifies that this person has the authority to enter into contracts for the applicant organization.

Choices
Yes, the authorized signer has the authority to enter into contracts for the applicant organization.

Organization's Authorized Signer email address*
This email address will be used if the application is approved. The grant contract will be emailed for electronic signature from the organization's authorized signer and must be an email address that only the authorized signer will have access to and cannot be a general email address for the organization.

Character Limit: 100

Our group/organization:

Does 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

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 registered with the MN Secretary of State.*

Choices

Yes, our organization is registered in good standing.
No, our organization does not have a current registration with the MN Secretary of State.
No, our organization is exempt from registering.

Is registered with the MN Attorney Generals Office.*

Choices

Yes, our organization is registered with the MN Attorney General.
No, we have not registered our 501c3 with the MN Attorney General.
No, our organization is exempt from registering.

Is located in and serves the counties of:*

Chisago, Kanabec, Isanti, Mille Lacs or Pine.

Choices

Yes, that is correct
No, that is incorrect

Has three or more members.*

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 are included in the grant guidelines on pages 21-22 and by checking the 'yes' below, the applicant certifies they have reviewed, and the project does not include, items from the list of activities not funded by ECRAC.

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, that is correct
No, that is incorrect

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

- PDF
- Word
- Excel
- MP3
- Jpeg

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

Fiscal Sponsor Information, If Applicable

If your group is not using a fiscal sponsor, the following section will be blank.

Fiscal Sponsor
If your organization is a unit of government, an independent school district (ISD), or is incorporated as a Minnesota private, non-profit organization which has obtained a 501(c)3 tax-exempt status under the Internal Revenue Code and which is registered with the Minnesota Secretary of State and Department of Revenue do not complete this section. Unless the applicant organization is a unit of government or ISD, you must provide proof of your

organization's non-profit, tax-exempt status with your application. Independent School Districts do not fill out the fiscal sponsor section, the school itself is the applicant.

If your group is not incorporated as a 501(c)3 tax-exempt non-profit organization, & has 3 or more members, you may receive funds through a fiscal sponsor. You must sign and upload a fiscal sponsor agreement (contract) with the organization that has agreed to serve as your fiscal sponsor plus a copy of their proof of non-profit, tax-exempt status with your application. A sample copy of a Fiscal Sponsor Agreement is included for your convenience at ECRAC.org and can be found by clicking here. The fiscal sponsor is legally responsible for the proper completion of the project and the grant project finances. The fiscal sponsor contact person and signer of the Agreement should be an authorizing official of the organization.

Fiscal Sponsor Agreement

A sample Fiscal Sponsor Agreement, if needed, can be found on ECRAC's website by clicking here. For additional information on fiscal sponsorship click here.

File Size Limit: 2 MB

Fiscal Sponsor Organization Name:

Character Limit: 250

Fiscal Sponsor Mailing Address:

Character Limit: 250

Fiscal Sponsor City:

Character Limit: 250

Fiscal Sponsor State:

Character Limit: 50

Fiscal Sponsor Zip Code:

Character Limit: 250

Fiscal Sponsor Contact Person:

Must be an authorizing official of the sponsor organization.

Character Limit: 250

Fiscal Sponsor Contact Person Title:

Character Limit: 250

Fiscal Sponsor Contact Person Phone Number (day):

Character Limit: 250

Fiscal Sponsor Contact Person Email Address:

Character Limit: 250

Fiscal Sponsor Tax Exempt Number (EIN):
Character Limit: 250

Project Summary Information

Grant Project Title*
Character Limit: 30

Brief Project Description:*
In a few sentences, tell us about your project.

Character Limit: 750

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

BEG - Project Start Date:*
The Grant Guidelines contain the earliest starting date under each deadline. ECRAC cannot fund projects which start before that time. 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 12, 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

REQ - Grant Amount Requested - $5,000 to $20,000*
This number should match your Project Expense Template attached in the budget section below.

Character Limit: 20

Total Project Expenses*
This number should match your Project Expense Template attached in the budget section below.

Character Limit: 20

Date of grant writer and project director attendance at ECRAC grant information session.
This is optional but highly recommended.

Character Limit: 250

Is your project's venue publicly accessible and ADA compliant?*

Choices

Yes
No

In the proposed project,*

your organization will not include travel expenses or activities that do not take place in MN.

Choices

Yes
No

In the proposed project,*

your organization will not include expenses to purchase alcoholic beverages or to pay associated costs (servers, insurance, liquor licenses, etc.).

Choices

Yes
No

Request Narrative and Summary of Proposal

Request Narrative and Summary of 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, dates, location, workshops or other training, number of performances, names of artists, 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.

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 can be found beginning on page 13 of the grant guidelines.

Detailed Project Summary*

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 your organization will be doing during the project period. This should include, but not limited to:

- date(s),
- location(s),
- workshops or other training,
- number of performances,
- names of staff, artists or companies,
- 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

Project Schedule

If you have a project schedule upload it here. For example, if your project includes multiple classes/events, a schedule with dates, times and locations is appropriate to include with your application.

File Size Limit: 2 MB

Project Impact Evaluation*

How does this project:

- instill the arts into your community and public life?
- provide a high quality arts experience?
- give access in Region 7E to a quality arts experience?
- help to develop knowledge, skills and understanding of the arts?
- help to represent diverse, ethnic and cultural arts traditions, if applicable?

Character Limit: 1200

Promotion and Publicity Plan*

Detail here how your organization will provide promotion and publicity for the project. Include specific media and costs.

Character Limit: 1000

Artistic Merit*

All ACHF grants must have artistic merit, or heightened sense of artistic merit for repeat projects. Explain how your project will expand both your organization's artistic capabilities and the artistic experiences of your audience. Page 14 of the grant guidelines details the merit and artistic quality of the project for your reference, if needed.

Character Limit: 1200

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

Character Limit: 3000

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. A sample artistic resume can be found by clicking here.

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.

All artists included in the project must have an artistic résumé.*

Upload all artistic résumés here in one document. If you need assistance combining resumes into one document, contact ECRAC Staff for assistance.

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 SAMPLES
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 upload #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.

File Size Limit: 22 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: 1000

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

Character Limit: 2000

Work Sample Description #2

Character Limit: 1000

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

Character Limit: 2000

Work Sample Description #3
Character Limit: 1000

YouTube or other website address for audio/video work sample #4
Character Limit: 2000

Work Sample Description #4
Character Limit: 1000

Organizational Ability*
What year was your organization started?

Character Limit: 10

Artistic Mission*
Briefly describe the artistic mission of your organization. How will the proposed project help your organization fulfill that mission? If yours is not an art organization, please explain your artistic mission for this project. How will this project advance your organizations mission?

Character Limit: 1000

Describe the governing body of your organization.*
Character Limit: 500

Board of Directors Information
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. If you are using a fiscal sponsor, do not include the board members of the fiscal sponsor - include the members of your organization. (An organization or group using a fiscal sponsor must have at least three board members.) A sample fiscal sponsor agreement can be found here.

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.

Attach a list of your board members.*
Include their address, profession, organizational affiliation and/or area of expertise.

File Size Limit: 1 MB

Attach a list of your advisory committee members, if applicable.
Include their address, profession, organizational affiliation and/or area of expertise. If non or your board members live in Region 7E, you must include a list of advisory committee members that do.

File Size Limit: 1 MB

Explain how your organization is staffed.*
Character Limit: 450

Summarize the qualifications of the Project Director.*

Character Limit: 500

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.

Attach Project Director work résumé.*

File Size Limit: 2 MB

Additional work resumes

Combine all documents into one file and upload below.

File Size Limit: 2 MB

Describe the project planning process and who was involved.*

Character Limit: 1500

List any projects your organization has completed in the past three years.*

Character Limit: 2000

List all ECRAC funded projects your organization has had in the past three years.*

Include the year and the amount funded.

Character Limit: 2000

Repeat Grant Project Information

If your organization received grant support from the East Central Regional Arts Council in one or more of the past three fiscal years, please answer the following:

- How does this project differ from the past funded projects?
- Is it more challenging, original, or a change in direction from past projects?
- Explain how your project will expand your organization's artistic capabilities and the artistic experiences of your audience.

Repeat grant projects must have a heightened sense of artistic merit. If you are not a repeat grantee reply here with not applicable.

Character Limit: 1000

Outcome Evaluation

Grant Program 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: 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

MEASUREEVAL - 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

Project Budget

Organization Grants - Project Budget Tips
Round all amounts to the nearest dollar. Applications should present the total projected project cost.

Do not inflate your figures. An inflated budget reflects poorly on the organizational ability of the project.

ECRAC requires a 10% cash match, of the total grant project amount, for ACHF Organization Grants. The cash match can include earned income, other grants or contributions, and/or cash on hand. In kind cannot be included as a part of the 10% cash match.

Applicants must also upload a copy of their most current approved annual organization budget.

Applicants no longer need to provide a copy of their IRS letter of 501c3 determination, their most current 990, or their audit reports.

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

Should be one or two pages.

File Size Limit: 2 MB

Project Budget Expenses
Round all amounts to the nearest dollar.
1. Salaries or Wages - May include the project director, artistic director or other personnel assisting with the project. An hourly rate should be identified along with estimated hours for the project. You will not have paid staff full time equivalents (FTE's) involved with the project. For the purposes of this item, instead project grants will have specific project staffing costs. Name all personnel and their positions in the budget. You also must upload their résumé(s) with your application. Any hours of in kind staffing or volunteers will also go on this line.

2. Artist Fees - This will include artist fees for service, artist contracts, and/or honoraria and the amount to be paid to each. Artists must be identified by name and their résumé(s) uploaded in the application. Keep in mind that artists can be from any of the art disciplines listed earlier in these guidelines.

3. Artist Travel and Expenses - Include travel expenses such as allowable mileage and room & board for guest artists. An explanation of transportation expenses is helpful, including the rate of mileage (if applicable.) Submit proof of these expenses. No travel outside of Minnesota is allowed.

4. Publicity - List the costs of all marketing; radio, website, newspaper, social media, posters, flyers, etc.

5. Equipment or Rental Fees - This can include the costs for renting performance space, costumes, audio equipment, etc. If performance or other space is in kind, you 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 consumable supplies for the project such as playbooks, music, etc. Reusable items should not be listed here. You can list the cost of refreshments here if they are an important part of your project budget.

7. Printing and Postage - List all printing and postage costs here.

8. Project Outcome Evaluation – Because outcome evaluation is a requirement all costs related to the outcome evaluation must be included here and can be a grant funded expense.

9. Other - Costs in this category could include music licensing fees, royalties, or other project costs that don't fit into the above categories. You will need to describe what items are included

here.

Total - Total all costs to get the 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 artists fees is $3,000, your explanation may look like:

- artists fees: ABC Band $1,500, XYZ Band $1,500 = $3,000.

Do this for each line item expense. 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: 5000

Project Budget – Income
Round all amounts to the nearest dollar.
ECRAC requires a 10% cash match of the total project amount for ACHF Organization Grants. The cash match can include earned income, other grants/contributions, and/or cash on hand, but not in kind.

1. Earned Income - Project income based on your group's past project earning experience. Estimate the earned income you will receive during this project.

2. Other Grants and Contributions, if any - Other grants, anticipated grants, and expected contributions should be listed here. These funds should be already secured/anticipated. NOTE: If matching an ECRAC proposal with a Minnesota State Arts Board grant, reference their guidelines for limitations.

3. Cash - Cash on hand that is available and budgeted for the proposed project should be listed here.

4. In kind - In kind 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. Documentation must be provided for in kind contributions via a letter from the donor indicating the value of the in kind donation. ECRAC does recommend that all staffing in kind be itemized to determine the true value of a project. A sample form for documenting in kind time is available. In kind cannot be included as part of your 10% cash match

Sub - Total -Total all Project Income. Identify your funding request to ECRAC. The sum of the

project costs and the ECRAC grant request is the Total Income.

The Total Income must be equal to the Total Expenses. If the income is more than the expenses, it is not a non-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 $1,000, your explanation may 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

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

Grant requests from organizations for project equipment purchases of $500 or more must also include: a detailed plan for the use of the equipment; and a statement certifying they will not sell the equipment without prior ECRAC approval and that you understand ECRAC may use a UCC filing. If you need assistance drafting an equipment use plan, you can view a sample equipment use plan here, or contact ECRAC Staff at 320-336-0200 or grantinfo@ecrac.org.

File Size Limit: 2 MB

ECRAC/ACHF Certification

Certification*

You must certify that your board of directors 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 board officer. One signature is the project director. Complete the certification form and upload it to application with original signatures, certified electronic signatures are acceptable. If your organization does not have a board of directors, you will be using a fiscal sponsor. In that case, their authorizing board officer(s) and the project director should sign the form.

Download, read, and complete the ECRAC/ACHF Certification. Upload the signed document here.

File Size Limit: 1 MB

W-9 Document*

NEW Organizations will need to submit a W-9 form. You may click here for a blank fillable W-9 form. Complete and upload the form in the space provided.

File Size Limit: 1 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 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

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

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 organization is located.

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 Organizations: Please select the option that best represents 50% or more of your staff or board or membership.

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
Prefer Not to Answer

CHROTH - Special Characteristics

For Organizations: 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
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. Example, enter "08" for Museum - Art.

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. Example, enter "08" for Museum - Art.

Choices
01
02
03
04
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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
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
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05D
05F
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07F
07G
07H
07I
08
09
09A
09B
09C
09D
09E
10
10A
10B
10C
10D
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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

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

ADULTANNUAL - Total annual adult audience served.*

Estimate the total adult attendance at cultural events/exhibits that your organization produced or presented during all of your most recently completed fiscal year. (EXCLUDING youth attendees).

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

EXPANNUALARTS - Organization's Total Arts Budget for Previous Fiscal Year:*

Or Department Budget if you are at a school or unit of Government.

Character Limit: 20

Total Organization Expenses*

List the total organization expenses for the most recently completed 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

FTEFUNDED - Full Time Equivalents (FTE) to be funded:*

For project grants ECRAC expects this to be zero.

Character Limit: 10

COUNTIES - Counties Impacted*

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

Character Limit: 500

GRANTEE BOARD - Board Members*

Please provide a list of 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 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.