

# East Central Regional Arts Council

## Arts & Cultural Heritage Fund Legacy Grant Guidelines for Artists

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**NEW PHONE NUMBER! 320-336-0200**

- Fiscal Year 2024 -  
Grant Application Deadlines: Oct. 1 2023; Feb. 1 & April 1 2024  
- Fiscal Year 2025 -  
Grant Application Deadlines: Oct. 1 2024; Feb. 1 & April 1 2025



This activity is made possible by the voters of Minnesota  
thanks to a legislative appropriation from the  
Arts and Cultural Heritage Fund.



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# EAST CENTRAL REGIONAL ARTS COUNCIL (ECRAC) INTRODUCTION

The East Central Regional Arts Council (ECRAC) is a regional grant-making agency that supports the arts through funding from the Minnesota State Legislature and The McKnight Foundation. The Council distributes grant awards to artists, culture bearers, arts and other non-profit organizations, educational institutions, and local units of government and provides technical assistance for these grants.

## **Mission/Vision/Values:**

ECRAC's mission is to support the arts and bring the life enhancing values they afford to Region 7E residents. The vision is that all Region 7E residents can participate, appreciate, create, and invest in the arts. The values of ECRAC are arts in action; integrity; artistic merit; and legacy. ECRAC is committed to providing opportunities for all in the arts by fostering inclusion, diversity, equity, and accessibility in our organization and in the Region 7E arts community.

The East Central Regional Arts Council accomplishes this mission through programs and special initiatives for artists and arts organizations. The work program of the Arts Council includes the following: Grant programs for organizations (501(c)3 non-profits, units of government, schools, or other groups using a fiscal sponsor) are the Arts and Cultural Heritage Fund, Art in Our Schools, the Small/Art Project Assistance Grant, Resiliency Grant and the Essentials Support Grant (formerly General Operating); Grant Programs for individual artists such as the Arts and Cultural Heritage Fund, the Resiliency Grant, ECRAC Individual Artist Mid-Career and Essential Artist Award Programs, and - IMAGE - the annual regional art show. Other resources include hosting various grant workshops, an arts library, art display equipment rental, an art gallery, and providing other arts related technical assistance and resource information.

ECRAC receives funding through appropriations of the Minnesota State Legislature and through The McKnight Foundation. These funding sources enable ECRAC to provide grant funds for local or regional arts projects in these Region 7E counties of Minnesota: Chisago, Isanti, Kanabec, Pine, and Mille Lacs; including the sovereign Mille Lacs Band of Ojibwe lands. All grants are contingent upon the availability of funds. Funds are offered to organizations and individuals for a variety of arts projects that develop or enhance local arts, arts organizations, artists, or art audiences.

The East Central Regional Arts Council is an independent 501(c)3 non-profit. The address is 540 Weber Avenue South, Suite 109, Hinckley, Minnesota, 55037. You can reach ECRAC by telephone at 320-336-0200, and by email at [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org). The agency website is: [www.ecrac.org](http://www.ecrac.org).

*It is always best to contact staff of the ECRAC for assistance well in advance (see the grant deadline section) prior to submission of a grant application to determine current funding availability, and for information on the correct application form to use. This also allows applicants time to review the grant guidelines and to ask pertinent questions regarding your proposed grant project.*

## ❖ What is ECRAC’s definition of art?

Art can describe several things: a study of a creative skill, a process of using the creative skill, a product of the creative skill, or the audience’s experience with the creative skill. The Regional Arts Council defines “arts” as activities resulting in the artistic creation or artistic performance of works of the imagination. When we say arts, we are speaking very broadly of visual, performing, media, literary, and interdisciplinary art forms through which we learn about, explore, shape, and express the human experience. Every project funded by ECRAC must be an art project.

These activities include the disciplines listed in ECRAC’s online application form. The list of disciplines is part of the National Standard for Arts Information Exchange which was developed by the National Endowment for the Arts and other state, regional, and national organizations. Arts agencies are required to report on their activities using this standard set of codes. The Regional Arts Council uses these disciplines to define and report the art project activities supported.

### ECRAC Art Disciplines

Discipline	Code	Discipline	Code	Discipline	Code
Dance	01	Visual arts	05	Photography	08
Dance, ballet	01A	Visual arts, experimental	05A	Media Arts	09
Dance, ethnic or jazz	01B	Visual arts, graphics	05B	Media Arts, film	09A
Dance, modern	01C	Visual arts, painting	05D	Media Arts, audio	09B
Music	02	Visual arts, sculpture	05F	Media Arts, video	09C
Music, band	02A	Design arts	06	Media Arts,etch/experimental	09D
Music, chamber	02B	Design arts, architecture	06A	Media Arts, screen/script writing	09E
Music, choral	02C	Design arts, fashion	06B	Literature	10
Music, new-experimental, electronic	02D	Design arts, graphic	06C	Literature, fiction	10A
Music, ethnic	02E	Design arts, industrial	06D	Literature, non-fiction	10B
Music, jazz	02F	Design arts, interior	06E	Theater, playwriting	10C
Music, popular	02G	Design arts, landscape architecture	06F	Literature, poetry	10D
Music, solo/recital	02H	Design arts, urban/merch	06G	Interdisciplinary	11
Music, orchestral	02	Crafts	07	Folk/Traditional Arts	12
Opera/Musical Theater	03	Crafts, clay	07A	Folk/Traditional dance	12A
Opera	03A	Crafts, fiber	07B	Folk/Traditional music	12B
Musical Theater	03B	Crafts, glass	07C	Folk/Traditional crafts/visual arts	12C
Theater	04	Crafts, leather	07D	Folk/Traditional storytelling	12D
Theater, general	04A	Crafts, metal	07E	Humanities	13
Theater, mime	04B	Crafts, paper	07F	Multidisciplinary	14
Theater, puppetry	04C	Crafts, plastic	07G		
Theater for young audiences	04D	Crafts, wood	07H		
Theater, storytelling	04E	Crafts, mixed media	07		

Source: Minnesota State Arts Board

## **ARTS AND CULTURAL HERITAGE FUND (ACHF) LEGACY GRANT OVERVIEW**

In November 2008, Minnesotans passed the clean water, land, and legacy amendment to the Minnesota Constitution. As a result, over twenty-five years, three-eighths of one percent of the state's sales tax will be dedicated as follows:

- 33 percent to a clean water fund,
- 33 percent to an outdoor heritage fund,
- 14.25 percent to a parks and trails fund, and
- 19.75 percent to an arts and cultural heritage fund.

Proceeds from the arts and cultural heritage fund “may be spent only on arts, arts education and arts access and to preserve Minnesota’s history and cultural heritage.”

Funding for this grant program is dependent on the receipt of an appropriation from the Minnesota legislature from the arts and cultural heritage fund.

The Minnesota State Legislature has appropriated a significant portion of the arts and cultural heritage fund to the Minnesota State Arts Board and Minnesota’s eleven regional arts councils. These funds help make arts experiences more accessible and available to Minnesotans throughout the state.

Artists, arts organizations, community groups, human service organizations, public agencies, educational institutions, and others are invited and encouraged to take advantage of the ECRAC ACHF Legacy Grant program in Region 7E.

To see a comprehensive list of all Legacy Amendment projects funded by the arts and cultural heritage fund, outdoor heritage fund, clean water fund, and parks and trails fund visit the Legislative Coordinating Commission's searchable Web site at: <http://www.legacy.leg.mn>

### **❖ 25 Year Legacy Goals**

The 25-Year Vision, Framework, Guiding Principles, and Ten-Year Goals for the Minnesota Arts and Cultural Heritage Fund (PDF) was presented to the legislature on January 15, 2010 and can be found online at <http://www.arts.state.mn.us/pubs/pubs/achf-25-year.pdf>

### **❖ Definitions of ACHF Areas**

Following the direction of the Minnesota State Legislature, the ECRAC Arts and Cultural Heritage Fund will support activities in three key areas. ECRAC ACHF Legacy arts project funding may be spent only on arts and arts access, arts education, and arts and cultural heritage as defined. Ultimately, the fund is intended to create a strong arts legacy in Minnesota.

### **Arts & Arts Access: Investing in high quality arts activities and expenses for all Minnesotans.**

ACHF funding will support artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state. Such grant activities may be, but are not limited to:

- Investing in activities that make the arts available to people who might not otherwise have access due to economic, geographic, or physical barrier.
- Ensuring that artists and arts organizations have sufficient financial support to create high quality art.
- Investing in the long-term health and vitality of the arts sector by supporting capacity-building and professional development.
- Investing in efforts that enable Region 7E residents to connect with arts/arts experiences and performances.
- Investing in efforts to fully integrate the arts into local community development efforts.
- Investing in efforts to integrate the arts into local and regional economic development planning.
- Investing in public art that is available throughout the region.
- Recognizing and rewarding artists/arts organizations/arts providers for exceptional artistic quality and service to their audiences and/or the region.
- NEW from the 2023 Minnesota Legislative Session: Arts and Arts Access funds must be used “to support Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to preserve, maintain, and interpret art forms and works of art so that they are accessible to Minnesota audiences; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state. Grants provided under this paragraph must prioritize artists and arts organizations that plan to present art from communities that have been historically underrepresented in the arts or that improve access to the programs and projects for groups, including youth and historically underserved communities, that have struggled to access arts programming in the past.”

### **Arts Education: Investing in lifelong learning in the arts**

ACHF funding will support high-quality, age-appropriate arts education for residents of all ages to develop knowledge, skills, and understanding of the arts. Such activities may be, but are not limited to:

- Investing in efforts that enable Region 7E residents to connect with arts learning opportunities and residencies.
- Ensuring that artists/arts organizations/arts providers can invest in professional development and workshops.
- Ensuring that arts learning opportunities and professional development are available.
- NEW from the 2023 Minnesota Legislative Session: Arts Education funds must be used “for high-quality, age-appropriate arts education for Minnesotans of all ages to develop knowledge, skills, and understanding of the arts. Priority in the award of grants under this paragraph must be given to providing educational opportunities to underserved communities with grants for organizations or entities providing opportunities to K-12 students throughout the state for arts education, including access to arts instruction, arts programming, museums, and arts presentations.”

### **Arts & Cultural Heritage: Building bridges between Minnesotans through arts and culture**

ACHF funding may be used for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state. Such activities may be, but are not limited to:

- Providing Region 7E residents with opportunities to celebrate our cultural heritage through events and activities that represent the range of Minnesota’s ethnic and cultural arts traditions including festivals.
- Ensuring that Region 7E residents can experience folk/traditional arts of diverse cultures by supporting the work of traditional and folk artists/arts organizations.
- NEW from the 2023 Minnesota Legislative Session: Arts and Cultural Heritage funds must be used “for events and activities that represent, preserve, and maintain the diverse cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.”

## GRANT PROGRAM DESCRIPTION – NEW! \$2,000

The ECRAC Arts and Cultural Heritage Fund Legacy grant for artists and culture bearers provides up to \$2,000 in project funding for artistic personal growth. Artists in any artistic discipline and at any professional level are welcome to apply. Applicants must be a permanent resident, for at least 6 months, of one of the East Central Minnesota Counties of Chisago, Isanti, Kanabec, Mille Lacs and Pine, and the sovereign Mille Lacs Band of Ojibwe lands also known as Region 7E.

The proposed grant project should directly benefit the Region 7E artist. An open to the public component is required and the event must benefit Minnesotans (occur in Minnesota).

Grant proposals must outline a specific art project designed to: develop your artistic skills; develop your business skills as an artist; or developing and/or using skills for engaging with audiences or communities.

Grant proposals must outline a time and location for activities including the open to the public event. If the artist chooses, if the grant proposal is funded, they can work with ECRAC staff to have the open to the public event at the ECRAC gallery in Hinckley. In that case, the event date and details will be scheduled after the proposal is funded.

The artwork and rights to the works resulting from grants given to artists by the East Central Regional Arts Council are the sole property of the grant recipient.

### ❖ ECRAC 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.

In the application you will identify which of the following best describes the majority of the people you will serve with your proposed grant project:

- 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)

## Grant Program Outcomes continued

- 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

In the application you will also identify the kind of possible changes or effects expected with your art grant project. Which of ECRAC's very broad program outcomes best describes the kind of change you expect from your project?

For individual artist's and culture bearers ECRAC expects to see 1 of these 3 outcomes in the application:

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

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. In the application proposal you will identify what kinds of specific changes or affects you expect to see in the people to be served by this grant project.

- 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: could be new, strengthened, enriched, or changed in some other way
- You will have a new or improved ability or capacity to do something
- A change to some other condition (for example, some kind of individual well-being, community strength, etc.)

In summary, your proposed art grant project outcome will be:

- who you will serve;
- which of ECRAC's broad ACHF program outcomes you expect as a result of the art project;
- and, finally, the specific change you expect to see in those served by your project.

## ❖ Grant Project Outcomes & Measuring Results

During and after the grant project activities you will have to evaluate your grant project outcome. In the application proposal ECRAC will ask you to 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.



From artist and culture bearer applicants ECRAC expects that you will provide either quantitative or qualitative measurements or both. The methods of measurement to document your outcome can be:

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

The term stakeholder suggests the people data is gathered from. It could be participants, audiences, community members, artists, project partners or organization staff. This depends on the project.

## **ELIGIBILITY**

ECRAC has separate ACHF applications for organizations and individuals. Both are eligible to apply for ACHF funding as described in these guidelines. Please contact ECRAC staff regarding any eligibility, application, or grant project questions.

### **INDIVIDUAL ARTISTS/CULTURE BEARERS**

An ACHF applicant may be any individual artist or culture bearer who is a permanent resident (for at least 6 months) in one of the five Region 7E Minnesota counties: Chisago, Isanti, Kanabec, Mille Lacs, or Pine or the sovereign Mille Lacs Band of Ojibwe lands. The applicant must be at least 18 years of age. The applicant must be either a U.S. citizen or have attained permanent resident status. The applicant must not have any unacceptable or outstanding reports due to ECRAC. The applicant must not have any Misuse of Funds determination with the Minnesota State Arts Board or Regional Arts Councils. Individual artist applicants must be those who seek help with creating, producing, or presenting arts projects, and are required to have a community component as part of their project proposal.

## **GRANT FUNDING LIMITS**

**NEW! The grant request for ECRAC ACHF Grants to Individual Artists can be up to \$2,000.**

Larger grant requests may be made through ECRAC Individual Artist Mid-Career Grant Program (\$3,600) or the Essential Artist Award (\$9,000). Younger artists can be funded through the K-12 Scholarship Program (\$599). Please contact ECRAC staff if you have questions regarding which program is most appropriate for you.

Individual applicants are not required to provide a match for this ACHF Legacy program, but matching funds are encouraged and are evidence of an artist's need and support for their grant proposal.

Matching funds may consist of: cash, in kind contributions, earned income, or other grants. In kind are donated items such as materials, labor, and space that can be given a dollar value and are a significant part of the project. Applicants must be able to prove that in kind is committed (i.e., letter from donor indicating commitment and value).

Applicants are required in the grant application budget form to identify where all grant project funds will be expended. All matching funds included in the budget should be committed to the grant project.

## **Special Requirements for Art Project Equipment Purchases**

The act of only purchasing equipment does not constitute a fundable grant project.

ACHF grant requests from individuals for a grant project equipment purchase must include: a detailed plan for the use of the equipment; and a statement certifying the artist will not sell the equipment without prior ECRAC approval. In addition ECRAC may get a UCC filing on the equipment.

## **WHERE AND HOW TO APPLY ONLINE**

ECRAC has competitive grant programs. Because of that a reasonable amount of planning time should be allowed to develop a grant proposal application. Grant writing technical assistance is provided by ECRAC staff upon request by the grantee. The staff person can best be of help to you if you contact them in advance of the application technical assistance deadline. However, if time is available, they will still answer questions after the assistance deadline. Keep in mind that assistance from an ECRAC staff person does not imply that grant funding will be received.

Grant writing technical assistance is provided by ECRAC staff upon request by the grantee. Keep in mind that assistance from an ECRAC staff person does not imply that grant funding will be received.

There are different application forms for organizations and for individual artists. Schools, and units of government, use the organization form and guidelines. If in doubt about which application to use, contact ECRAC staff.

Upon request the application and grant guidelines can be made available in alternative formats. To accommodate your request for an alternative format, ECRAC will need at least a 10 working days' notice.

You may access the ECRAC website for the online application forms at [www.ecrac.org/grants](http://www.ecrac.org/grants) You will also find information on past funded grant projects at the bottom of the webpage.

For the online grant portal, used to access the upcoming grant applications and your previous grant proposals, go to <https://www.ecrac.org/manage-my-grant>

Do not apply for more than one grant per grant program deadline. Individual artists can't have more than one active ECRAC grant project at a time. Be sure to include all attachments with your application, or your application will be considered incomplete and thus ineligible.

Individual artist required attachments include artist résumé, mentor résumé, workshop details and instructor résumé and/or other project expense details such as an equipment use plan. Applications will be completed and submitted via online application, and you will need to provide a project budget and detailed budget explanation, and work samples. Be sure to include all attachments with your

## WHERE AND HOW TO APPLY continued

application, or your application will be considered incomplete and ineligible. Applicants cannot submit any grant application proposal materials by mail, in person, or by email.

Grant questions? You can reach ECRAC by telephone at 320-336-0200 and by email at: [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org).

## DEADLINES

When you submit a grant application proposal, please be aware that it will take about 2-3 months before a final decision is reached by ECRAC. Another consideration is that grantees are required to complete the grant project before the end of ECRAC's next fiscal year. The earliest allowable starting dates and the corresponding end dates are listed below.

The grant deadline dates for Fiscal Years 2024-2025 are:

TECHNICAL ASSISTANCE DEADLINE	GRANT DEADLINE* at 11:59 p.m.	FINAL APPROVAL BY	EARLIEST START DATE	LATEST END DATE
September 20	October 1, 2023 & 2024	December 31, 2023 & 2024	January 15, 2024 & 2025	June 30, 2025 & 2026
January 20	February 1, 2024 & 2025	April 30, 2024 & 2025	May 15, 2024 & 2025	June 30, 2025 & 2026
March 20	April 1, 2024 & 2025	June 31, 2024 & 2025	July 15, 2024 & 2025	June 30, 2025 & 2026

**\*If a deadline date falls on a weekend, or a holiday, the deadline will be 11:59 p.m. on the next working day.**

Technical assistance is guaranteed if you contact ECRAC staff before the technical assistance deadline. After that date, assistance will be offered based on staff availability. We will try our best to answer any questions.

### ❖ What determines a project's start date?

The start date for an ECRAC grant is defined as "the point at which the project is set in motion (e.g. rehearsals, advertising and public notification, payment of fees, ordering and/or paying for supplies or printed material, etc.)." ECRAC does not fund projects that are already underway. Grantees must wait until their notification of grant award before printing and/or disseminating publicity materials. No funds can be expended prior to the project start date. Funds incurred before the project start date (such as entering into a contract with a mentor, or paying for workshop fees or purchases of equipment) cannot be included in the grant project and may make your project ineligible. Please contact ECRAC staff if you are unclear about whether ECRAC would consider your project as already started.

## GRANT REVIEW PROCEDURE & CRITERIA

The accuracy, content, completeness, and merits of the application are solely the responsibility of the applicant. ECRAC staff will review all applications submitted for completeness and eligibility and will report this during the grant review. The ECRAC Board of Directors will have the final determination regarding application completeness and eligibility. Applicants will be notified of the receipt of their application and when the grant application review will take place by email. Applicants are strongly encouraged to attend the grant review meeting but will not be permitted to provide any additional information at that time.

The ECRAC Board of Directors, by majority vote, makes all final funding decisions. ECRAC staff do not participate in this grant review and funding process other than to introduce applications, to describe the status of the grant application completeness and eligibility review, and to take minutes.

Grant applicants may not discuss their application with ECRAC grant review panelists or ECRAC board members following the grant deadline until the ECRAC board has acted on the application. Communications regarding an application with ECRAC board members or panelists during this time will result in the application being deemed ineligible for funding.

### ❖ **OPEN MEETING POLICY:** All grant review meetings are open to the public.

- ECRAC is covered by the spirit of the Minnesota Open Meeting Policy.
- Rules of conduct are in effect from the meeting start to adjournment.
- Members of the public audit the meeting only. Disruptive persons will be asked to leave.
- Grant reviews – applicants may attend and are not allowed to provide additional information.
- All discussion of grant applications is public record.
- Persons wishing to address the Council (not a grant applicant) must notify ECRAC at least 24 hours in advance.
- An agenda is available at the meeting or on the ECRAC website.

### ❖ **REVIEW CRITERIA**

The East Central Regional Arts Council makes every effort to distribute available funds fairly and equitably among the various art forms and across all geographic and cultural areas of the region. Projects supported by ECRAC are expected to encourage and reflect the artistic excellence. The Regional Arts Council will consider each application on its own merits. Applications are reviewed in the order received. In reviewing the applications, a grant review panel and/or the ECRAC Board of Directors will use the following criteria. These factors constitute the grant review standards: merit and artistic quality; ability of the applicant to accomplish the project; demonstrated need for the project; and serving an underrepresented constituency. If the application is determined to be complete, an art project, and of sufficient artistic quality to indicate further review, the following 4 grant review criteria will be discussed.

### ❖ **Merit and artistic quality of the project – 10 points available**

Grant review considerations used to address this criterion may include:

1. How does this proposal instill the arts into community and public life?
2. How does this proposal provide a high-quality arts experience?
3. How does this proposal give access in Region 7E to a quality arts experience?
4. How does this proposal help to develop knowledge, skills, and understanding of the arts?
5. Does the artist's résumé and work samples substantiate the artistic merit and quality of the project?
6. Does the project expand the artist's artistic capabilities and/or the artistic experiences of the audience.

REVIEW CRITERIA continued

- ❖ **The ability of the applicant to accomplish the project or program outcomes and activities as proposed. This is demonstrated by providing evidence of a mission and history of projects, a planning process, qualifications of the artistic and administrative personnel, a publicity plan and previous successful grant or other efforts. 10 points available**

Grant review considerations used to address this criterion may include:

1. Did the applicant explain the planning process for the project and was it appropriate for the project?
2. Is the project budget feasible and does it demonstrate fiscal responsibility?
3. Are the marketing and publicity plans appropriate for the project and applicant?
4. Are the outcome and the outcome evaluation plan appropriate for the project and applicant, and is evaluation included as an expense in the project budget?
5. If this applicant is a past ECRAC grant recipient have the grant projects been appropriately administrated, and were the reporting requirements followed?
6. Does the artist applicant's résumé substantiate organizational ability?
7. If the applicant is an organization, did they summarize their group's purpose/mission and their arts programming history? Does this project advance this applicants mission (artist statement)?

- ❖ **Applicants must demonstrate a demand/need for the grant project or program in the community served. 10 points available**

Grant review considerations used to address this criterion may include:

1. Does the applicant define the community served?
2. Does the application demonstrate community involvement and support for the project?
3. Will the applicant be able to market the project effectively to the community served?
4. How does the project meet the artistic needs of the applicant?
5. Will the project meet the artistic needs of the defined community?
6. How does the budget demonstrate a financial need?

- ❖ **Applicants must demonstrate equity and inclusion for the grant project or program in the community served. 6 points available**

Grant review considerations used to address this criterion may include:

1. Does the applicant describe how the project identifies and proactively addresses barriers to engaging historically marginalized, targeted, and underserved people and identities that may otherwise have limited access to your proposed activity.  
Examples might include:  
IPOC (Indigenous people and People of Color including Native American, Black/African/African American, Afro Latinx, Caribbean, Chicanx/Mexican, Central American, South American, Middle Eastern/North African, Southeast Asian/Asian/Pacific Islander); immigrants and/or refugees; economically disadvantaged individuals; people with disabilities; LGBTQIA (Lesbian, Gay, Transgender, Queer, Intersex, Asexual) people.
2. Does the applicant explain how they are positioned to engage with and support the underrepresented community they described.
3. In what ways has the applicant made attempts to be more equitable and inclusive?
4. If the applicant is an underrepresented artist (identifies with the list above) or primarily serves those people identified above, what are the unique ways in which they will engage with members of the community who are not yet connected to their work?
5. Is the project's proposed venue publicly accessible? In what ways does the grant project ensure that people with disabilities can participate? Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc. How will accessibility options be conveyed to the community? The grant reviewers will be asked to provide comments about inclusion of people with disabilities for this project.

6. If there is a financial cost for participants of your project, what considerations are made for those who may find such costs a barrier? Examples might include ticket discounts, scholarships, waived membership dues, transportation reimbursements, stipends, etc.

NEW! Eligible applications will need to receive a minimum score of 20 out of 36 in the review scoring to remain eligible. A score of 20, however, does not guarantee a grant award.

Based on the grant review standards and the recommendation of the grant review panel (if applicable), the East Central Regional Arts Council Board of Directors shall make one of the following decisions for each grant applicant: full funding of the amount requested; partial funding of the amount requested; full or partial funding with stipulations or budget revisions; table the request, pending receipt of additional information; or no funding.

The grant review panel (if applicable) will present its recommendations from the grant review in writing to the East Central Regional Arts Council Board of Directors. ECRAC relies heavily on the recommendations of the panel. The ECRAC Board of Directors will determine if grant review procedures have been properly followed and will approve, disapprove, or table based on adherence to the procedures and guidelines herein described. They can also set stipulations for applicants based on these.

All grant applicants will receive a grant allocation notification within 30 days after the final funding decision is made by ECRAC.

## **ECRAC'S CONFLICT OF INTEREST POLICY**

ECRAC observes strict procedures to prevent any conflict of interest. Any board or staff member of the Regional Arts Council with a direct financial or employment interest relating to any grant application to be reviewed will inform the Council of such affiliation prior to review of any grant application. The member will leave the room and not vote, rank, or participate in the grant review discussion. The Council reports annually on those members with affiliations who declared conflicts of interest. The ECRAC board chair and executive director have the authority to determine the existence and effect of a conflict of interest.

A conflict of interest exists if a Regional Arts Council board or staff member, or grant reviewer: receives direct financial benefit from the organization or project being reviewed.

- serves as an employee or governing board member of an applicant organization.
- serves with or without pay as a consultant for the applicant being reviewed.
- has familial (or adversarial) relationship with an applicant or a staff or board member of an applicant organization.
- receives free tickets or other benefits from the grant applicant being reviewed.
- has a particular sensitivity for, or against, either the art form or subject matter.

## **GRANT PAYMENTS**

Grantees will receive notification regarding the ECRAC grant funding decision. If funded, a contract called the Notification of Grant Award (NGA) and a Request for Payment (RFP) form will be included in the notification. In cases where the grant is less than the full amount requested, or if the ECRAC Board of Directors has stipulated revisions, the applicant will receive them and a revised approved budget in the NGA. If the grantee agrees with the approved budget and other terms of the contract the artist applicant must sign and submit both the NGA and RFP forms to ECRAC along with any stipulations, within 45 days.

No funds will be authorized until the NGA contract and RFP have been executed. Funds will then be approved and forwarded to the grantee within 45 days of receipt of the NGA and RFP. If stipulated by the ECRAC Board of Directors they may split grant payments by providing initial grant funds after the receipt of the NGA and RFP, and the final payment after receipt of a successful interim progress review. If so, details will be included in the NGA and RFP notification.

Additionally, before the first grant payment of a fiscal year is made to a grantee ECRAC requires grantees to complete Grant Management Training. If requested, travel expenses incurred related to this training can be reimbursed by ECRAC. However, most sessions are now held online.

## **FINAL GRANT REPORT & EVALUATION**

Grant recipients must submit a final report to ECRAC. Individuals have 30 days, from of the end of the grant project date as proposed in the approved application and as stated on the NGA and RFP to submit it. ECRAC may also require an interim report or may conduct a mid-point grant progress review. The final report must be the ECRAC online format provided in the grant portal and will include: project narrative; documentation of press releases, project publicity, website pages, any news articles, plus examples of the artwork produced during the project. The final report will show how grant funds were used and will provide documentation of income and expenses pertaining to the project. Keep all copies of proofs of payment for 3 years in case of audit. The final/financial report form will also include all documentation on the outcome evaluation of the grant project. The Regional Arts Council cannot provide any grant funds to applicants who have outstanding or unaccepted grant final reports or unsatisfactory interim progress reviews.

### **❖ Misuse of Funds Policy**

The East Central Regional Arts Council has a Misuse of Funds Policy. ECRAC staff document their questions and conclusions about possible misuse of state grant funds. Staff then consult with the grantee regarding misuse concerns. Any determination of Misuse of Funds is made by the East Central Regional Arts Council Board of Directors. A misuse determination will impact the grant in question and future funding. Any Misuse of Funds determination is reported to the Minnesota State Arts Board and the Forum of Regional Arts Councils of Minnesota.

## **GRANT TERMINATION OR REVOCATION**

The NGA contract may be terminated at any time upon written request of the grantee. Such termination does not necessarily relieve the grantee of their responsibilities as set forth in the grant contract.

ECRAC may terminate a grant contract at any time upon failure of the grantee to comply with one or more of the conditions of the grant contract. A contract may be terminated by mutual written consent of ECRAC and recipient. Occasionally, additional stipulations or conditions will be placed on the use of the grant funds. These conditions, or in some cases recommendations, from the Regional Arts Council will be clearly outlined in the NGA contract.

ECRAC will rescind its grant commitment if:

- a grantee does not submit their signed NGA and RFP within 45 days, or
- upon request, the recipient does not agree to, or return any required grant stipulations at the time the NGA and RFP are due.

## **APPEALS POLICY & PROCEDURE**

If an applicant can show cause that the established grant review procedures have not been followed, the applicant may file an appeal. There is no right of appeal for disputes of decisions of the East Central Regional Arts Council with respect to artistic merit.

To file an appeal, the applicant must notify the Regional Arts Council Executive Director in writing within 10 days of the notification of ECRAC's action and describe the point or points of issue with the grant review procedure. ECRAC will approve, disapprove, or table the appeal based on adherence to its grant review procedures within 45 days.

## **NOT FUNDED BY ECRAC**

- Applications that do not have an arts and/or culture related focus.
- Activities of a for-profit project, organization, or business.
- Any travel costs or project activities outside of Minnesota.
- Applicants that contact ECRAC board members or grant review panelists regarding their proposal after submission and before final grant approval.
- Projects that are for the religious socialization of the artist, participants, or audience. This includes parochial schools.
- Activities that engage in political lobbying or intend to influence public policy.
- Projects in which artists are required to pay excessive entry or exhibition fees in order to exhibit or perform.
- Projects that try and substitute traditional sources of funding with an ACHF grant. The Minnesota Constitution requires that ACHF dollars must be used to supplement not substitute for traditional sources of funding. All recipients of ACHF dollars must ensure that they are in compliance with this



requirement. “Traditional support” is defined as grants received that were funded with state general fund dollars, or funding from the state’s capital investment budget.

- Projects in which funds are requested for deficits in projects or programs begun prior to the earliest allowable grant start date. In other words, payment of any debts incurred before the grant activities begin or outside of the approved grant start and end dates are not allowed.
- Applications in which funds will be used to match other ECRAC funded grants or grant applications.
- Requests for new building construction, purchase of real property, or endowment funds.
- Expenses to purchase alcoholic beverages or to pay associated costs (servers, insurance, liquor licenses, etc.).
- Fundraising events. Fundraising is defined as primarily intended to raise funds and donors are then provided with the appropriate acknowledgement of their tax-deductible gift.
- Grantees unwilling or unable to track and report grant costs. ACHF grant dollars must not be spent on administrative costs, indirect costs, or other institutional overhead charges that are not directly related to and necessary for the specific projects or activities that will be funded with Arts and Cultural Heritage Fund dollars. If awarded Arts and Cultural Heritage Funds, a grantee must track and be able to clearly document how ACHF funds were used.
- Grantees that during promotion of the project will not use the proper ECRAC funding credit line (in a legible font) and that won’t use both the ECRAC logo and the ACHF Clean Water Land and Legacy logo.
- Grantees that during promotion of the project will not add their event to: [Events Calendar | ECRAC](#)

For ACHF requests from individual artists, ECRAC CANNOT provide funds for the activities above and:

- applicants whose primary focus is not the creation of art
- applicants with more than one active ECRAC Individual Artist Grant at a time
- activities involving any organization at which the applicant is an employee
- applicants who don’t make all the community component events of the grant funded project open and accessible to the public
- tuition, fees or work toward any educational degree
- translation of literary work not your own
- development of any curriculum plans, teaching materials or teaching programs. (including those that are intended to be used in the regular course of K-12 employment)
- relocating the applicants legal residence outside of Region 7E or Minnesota. (any grant activities occurring outside of Region 7E (unless part of the ECRAC approved grant proposal) and ALL travel outside of Minnesota are prohibited under this grant)
- establishing any type of arts organization
- publishing with a vanity press or self-publication costs
- payment of debts incurred before the grant start date
- engaging in terrorism of any kind

## **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.

## **OTHER ECRAC SERVICES**

ECRAC provides a variety of services to the arts community in the region, including:

- Art Gallery
- Resource Information
- Identification of the connection between the arts and community and economic development
- Arts Library
- Workshops for artists and organizations
- Grant Information Sessions
- Grant Writing Technical Assistance
- Art Show Display Equipment Rental
- Art shows such as the annual IMAGE Art Show
- Space for meetings and art events
- Remote office hours - email [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org) to request an appointment and indicate a preferred time. You will receive an email confirmation for the time and meeting place.

Please contact ECRAC if you would like further information regarding these services.

**Grant Application Workshops: Information sessions** are held monthly. Participants will learn about the grant programs, application process, and how to write an effective ECRAC grant application. This is a great opportunity to get your questions answered on your project ideas.

**Grant Library:** ECRAC maintains a library of submitted and funded grant applications. Reviewing these materials can enhance your understanding of the process and may improve your application. The application library is normally open during regular office hours (9:00 a.m. - 4:30 p.m.). Our staff is happy to help you. Calling to make an appointment in advance is required.

To see a list of previously funded projects, visit this web page and scroll to the bottom:

<https://www.ecrac.org/grants-available>

## QUESTIONS & GRANT FUNDING CREDIT LINE

ANY QUESTIONS??? Call 320-336-0200  
or email [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org)

East Central Regional Arts Council  
540 Weber Ave S  
Suite 109  
Hinckley, MN 55037

### STAY UP TO DATE!

Make sure you are on the ECRAC newsletter mailing list!  
[www.ecrac.org](http://www.ecrac.org)

### ECRAC Mission

The ECRAC mission is to support the arts and bring the life enhancing values they afford to Region 7E residents.

If funded by this grant program, any publicity for your grant project needs to include

1. the 2 logos (ECRAC and ACHF Legacy) on the front page of these guidelines, found at <https://www.ecrac.org/manage-my-grant/press-kit>
2. the following funding credit line,
3. and these hashtags below for social media use.

*This activity is made possible by the voters of Minnesota through a grant from the East Central Regional Arts Council thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.*

*#ecrac*

*#ArtsLegacy*