

Small/Art Project Application October 1, 2019 deadline

East Central Regional Arts Council

Organization Information

Project Director*

Character Limit: 50

Project Director Title*

Character Limit: 100

Project Director Email address*

Character Limit: 254

Project Director Phone Number (day)*

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

Character Limit: 10

Grant Writer*

Character Limit: 50

Grant Writer Title*

Character Limit: 100

Our group/organization:

Has no Misuse of Funds determination with:

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

*

Choices

Yes

No

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

Choices

Yes

No

Is incorporated as a nonprofit, or has an official fiscal agent agreement with a nonprofit, unit of government, or independent school district.*

Choices

- Yes
- No

Is located in and serves the counties of Chisago, Kanabec, Isanti, Mille Lacs or Pine.*

Choices

- Yes
- No

Has three or more members. *

Choices

- Yes
- No

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

- PDF
- Word
- Excel
- MP3

*

Choices

I understand

ECRAC no longer requires organization applicants to submit the following:

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

*

Choices

I understand

Fiscal Sponsor Zip Code:

Character Limit: 10

Fiscal Sponsor Information, If Applicable

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

Fiscal Sponsor Agreement

A sample Fiscal Sponsor Agreement can be found on page 29 of the Grant Guidelines. For additional information on fiscal sponsorship click [here](#).

File Size Limit: 1 MB

Fiscal Sponsor Organization Name:

Character Limit: 100

Fiscal Sponsor Mailing Address:

Character Limit: 250

Fiscal Sponsor City:

Character Limit: 100

Fiscal Sponsor State:

Character Limit: 100

Fiscal Sponsor Contact Person Phone Number (day):

Character Limit: 20

Fiscal Sponsor Contact Person:

Must be an authorizing official of the sponsor organization.

Character Limit: 50

Fiscal Sponsor Contact Person Title:

Character Limit: 50

Fiscal Sponsor Contact Person Email Address:

Character Limit: 254

Fiscal Sponsor Tax Exempt Number (EIN):

Character Limit: 10

Project Summary Information

Grant Project Title*

Character Limit: 30

Brief Project Description*

Character Limit: 500

Project Start Date*

See the Grant Guidelines for start and end date requirements.

Character Limit: 10

Project End Date*

Character Limit: 10

Grant Amount Requested - \$500 to \$5,000*

From your completed Project Expense Template.

Character Limit: 20

Total Project Cost*

From your completed Project Expense Template.

Character Limit: 20

Date of grant writer and/or project director attendance at ECRAC grant information session.

This is optional but highly recommended.

Character Limit: 50

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

Choices

- Yes
- No

In the proposed project, will not include travel expenses or activities that do not take place in MN.*

Choices

- Yes
- No

In the proposed project, 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

Detailed Project Description*

Include descriptions of all activities involved in completing the proposed project:

- 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.

Character Limit: 5000

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 grant projects must have a heightened sense of artistic merit. Explain how your project will expand both your organization's artistic capabilities and the artistic experiences of your audience.

Character Limit: 1200

Artistic Work Samples - ECRAC now 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.

Combine samples as needed into documents/files in order to upload. You may also link to a YouTube video in the space provided.

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

All artists mentioned must have an artistic résumé. Upload all artistic résumés here.

Character Limit: 500 | File Size Limit: 4 MB

The following are the types of artistic work samples allowed.

Performance and Installation Artists; Actors and Directors; Dance, Film and Video Artists - 6 minutes maximum combined running time for all selections. In the 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.

Musicians— 6 minutes maximum combined running time for all selections. Do not submit scores. In the 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.

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

Visual Artists - There are a maximum of 10 visual artwork samples allowed. You may have all the work samples in one document, include one work sample per page, and upload this document into a field. We recommend a PDF for this, with a black background. Please contact ECRAC staff for further direction or other specifications if needed.

Other – If the art form does not fit into the categories above, please contact ECRAC staff for direction or other specifications.

Work Sample Description - The work sample descriptions should be brief, but they are required. Use the space provided in the application for your descriptions.

Include the following information:

- the title of the artwork
- a brief description of each work sample submitted, including materials used in construction (if appropriate), dimensions, and completion dates
- any additional details as noted above

Work Sample upload #1

File Size Limit: 4 MB

YouTube or other website address for audio/video #1

Character Limit: 2000

Work Sample #1 Description

Character Limit: 1000

Work Sample upload #2

File Size Limit: 4 MB

YouTube or other website address for audio/video #2

Character Limit: 2000

Work Sample #2 Description

Character Limit: 1000

Work Sample upload #3

File Size Limit: 4 MB

YouTube or other website address for audio/video #3

Character Limit: 2000

Work Sample #3 Description

Character Limit: 1000

Organizational Ability*

In what year was your organization started?

Character Limit: 100

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.*

Attach a list of your board members, indicating their address, profession, organizational affiliation or area of expertise.

Character Limit: 500 | File Size Limit: 1 MB

Explain how your organization is staffed?*

Character Limit: 1000

Summarize the qualifications of the Project Director.*

Attach Project Director work résumé.

Character Limit: 1000 | File Size Limit: 2 MB

Describe the project planning process and who was involved.*

Any staff person mentioned for the project must have a work résumé included with the proposal. Combine all documents into one file and upload below.

Character Limit: 1500 | File Size Limit: 2 MB

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.

Character Limit: 1000

Outcome Evaluation

Outcome Evaluation

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

You must include outcome evaluation costs in your budget expenses.

Refer to the **Grant Guidelines** on pages 16-18.

Describe 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

Sometimes thinking about different kinds of possible changes or effects can help us connect a grantmaker’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

Having a specific outcome in mind means that the people you serve are supposed to be different in some way as a result of this project. What kinds of specific changes do you expect to see in the people to be served by this 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

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. ECRAC staff has samples of outcome evaluations. Schedule an appointment with staff if this will assist you in your proposal.

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

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

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

File Size Limit: 2 MB

Project Expenses*

Please download, complete and upload the Project Expense Template below.

File Size Limit: 2 MB

Project Expense Details and Explanations*

Describe your project expense details and explanations for each of your budget line items here. For example, if your total amount of artists fees is \$2,000, your explanation would look like:

- artists fees: 2 artists (name them here) at \$1,000 each

Do this for each line item.

Character Limit: 1500

Equipment Purchase

If your project includes the purchase of a piece of equipment totaling more than \$500 you are required to include three separate price quotes. One of these quotes needs to be from a Minnesota based vendor. Include each quote in the upload links provided below. The lowest amount need not be selected.

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 include: a detailed plan for the use of the equipment; and a statement certifying they will not sell the equipment without prior ECRAC approval including the possibility of UCC filing. Additional information can be found in the grant guidelines.

File Size Limit: 2 MB

Project Income*

Please download, complete and upload the Project Income Template below.

File Size Limit: 2 MB

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 \$1000, your explanation could look like:

- earned income: sale of 100 tickets at \$10 each

Do this for each line item.

Character Limit: 1500

Small/Art Project Certification

Certification*

Download, read, and complete the Certification page. Upload the signed document here.

FYI - Two separate signers are required. One signer must be an authorizing officer of the board or the fiscal sponsor organization. The other signer must be the project director. Please note: electronic signatures are not accepted.

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 info@ecrac.org or by telephone at 320-591-7031 if you have any questions or concerns regarding your application. If requested early enough in advance of the grant deadline, ECRAC staff can review your draft application.

Regional Arts Council Data Collection

RAC Grant Data Collection*

These reporting fields are not used in the evaluation of your grant request and are simply used for data collection purposes.

Choices

I understand

Are you a new applicant?*

Choices

Yes

No

County*

Choose the county below in which your organization is located..

Choices

Chisago

Isanti

Kanabec

Mille Lacs

Pine

MN House District*

MN legislative house district where the applicant is located (Click Here to use the district poll finder).

Due to redistricting be sure to check Poll Finder for the correct House District

Choices

11B
15A
31A
32A
32B
39A

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

Special Characteristics (optional)

For Organizations: select the one code that best represents 50% or more of your staff, board, or membership.

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
G No single distinct group makes up more than 25% of the population served
5 Pre-K, children 5 and under
99 None of the Above

Race/Ethnicity (optional)

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
99 when no single group applies
O Other

Age Group (optional)

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)
- 9 No single age group

Status*

Select the one code that best describes the applicant. [Click Here](#) for a list of current **Status** codes. Example, enter "01" for individual.

Choices

- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 99

Institution*

Select the one code that best describes the applicant. [Click Here](#) for a list of current **Institution** codes. Example, enter "01" for individual.

Choices

- 01
- 02
- 03
- 04
- 05
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- 50
- 51
- 99

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

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
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- 02F
- 02G
- 02H
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- 10A
- 10B
- 10C
- 10D
- 11
- 12A
- 12B
- 12C
- 12D
- 13
- 14
- 15

Does your proposed project involve a public event?*

Choices

Yes

No

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

Enter all individual event dates separated by a comma.

Character Limit: 250

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

Character Limit: 250

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

Children/Youth Benefiting*

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

Character Limit: 10

Adult Audience Benefiting*

Estimated number of adult audience participants benefiting directly from grant activities.

Character Limit: 10

Total Organization Expenses*

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

Character Limit: 20

Organization's Total Arts Budget for the Previous Fiscal Year*

Character Limit: 20

Total Project Expenses*

Character Limit: 20

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

Project In-Kind*

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

Character Limit: 20

Start Date*

The starting date should be approximately one month before your project is to take place or before you have to contract for services. *(This date **cannot** be before the grant deadline's earliest possible starting date listed in the guidelines.)*

Character Limit: 10

End Date*

The ending date should be approximately one month after the actual completion date of your project to allow time to close out all aspects of the project before submitting your final report.

Character Limit: 10

Counties Impacted*

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

Character Limit: 500

Board Members*

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

Character Limit: 1000

Contact staff via email at info@ecrac.org or by telephone at 320-591-7031 if you have any questions or concerns regarding your application. If requested early enough in advance of the grant deadline, ECRAC staff can review your draft application.

Thank you for applying! ECRAC staff wishes you all the best.
