East Central Regional Arts Council

Art in Our Schools
Grant Guidelines & Instructions

East Central Regional Arts Council
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- Fiscal Year 2022 -
Grant Application Deadlines: Oct. 1 2021; Feb. 1 & April 1 2022
- Fiscal Year 2023 -
Grant Application Deadlines: Oct. 1 2022; Feb. 1 & April 1 2023

CLEAN
WATER
LAND &
LEGACY
AMENDMENT

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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, 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.

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 (501c3 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 the following Region 7E counties of Minnesota: Chisago, Isanti, Kanabec, Pine, and Mille Lacs. 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 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 320-591-7031, and by email at info@ecrac.org. The agency website is: 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 for you, or your organization, as an applicant and 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, tech/experimental	09D
Music, chamber	02B	Design arts, architecture	06A	Media Arts, screen/scriptwriting	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/metro	06G	**Interdisciplinary**	11
Music, orchestral	02I	**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/vis 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	07I		

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. This 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 experiences 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. (ECRAC encourages applicants to utilize Forecast Public Art and also to include their public art consulting services in the grant project budget.)
- Recognizing and rewarding artists/arts organizations/arts providers for exceptional artistic quality and service to their audiences and/or the region.

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.

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.

GRANT PROGRAM DESCRIPTION

The purpose of this ECRAC grant is to <u>enhance the existing arts curriculum</u> in educational facilities throughout Region 7E, the counties of Chisago, Isanti, Kanabec, Mille Lacs and Pine. The standard for the program is artistic excellence. This program will supplement the existing school arts curriculum with such programs as artistic residencies, arts related field trips, and special arts events or projects.

Grants of up to $3,000 are available. No match is required. Grants can be used to support all K-12 students and/or student groups such as (but not limited to) drama club, art classes (see ECRAC definition of art on page 3), entire grades, gifted and talented students, or Community Education programming for all ages. Grant projects are required to include a community component such as an open to the public event (art show, performance, demonstration, or discussion).

❖ 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 to 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)
- 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?

- Artists develop their practice - arts learning opportunities are available for artists
- People access arts experiences
- People develop arts skills or knowledge - residents connect with arts learning opportunities, residencies, special art projects, and field trips

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 effects 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
- Your organization 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 program outcomes you expect as a result of the art project;
- and, finally, the specific change you expect to see in the people 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.

The following are the methods you will choose from in order to document the progress toward your art project outcomes:

- Reviewing program statistics or other documents related to the project
- Reviewing or critiquing a portfolio, experience, or other artifacts of the project (by experts, peers, or others)
- 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 using PhotoVoice, talk-aloud interviews, making maps or illustrations, journaling, etc.

Please note that 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

This grant program is open to all public or private non-parochial elementary, middle, secondary, or charter schools physically located in Region 7E (Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties in Minnesota). Please contact ECRAC staff regarding any eligibility or application questions.
- No school district may receive more than two Art in Our Schools grants per school year.
- All projects must be those not funded by the school in the previous school year.
- These funds are intended to supplement existing curriculum, not supplant it.
- Applications found to be repeat projects are deemed ineligible by the Council.
- All projects must have an open and accessible to the public component.
- Applicants must submit their department specific budget within the proposal.

GRANT FUNDING LIMITS

Grants of up to $3,000 are available. Schools can receive up to two Art In Our Schools grants per ECRAC fiscal year.

Eligible applications can include a cash support (i.e., not in kind) for the project, but it is not required. The cash match can include earned income, other grants and contributions, or cash on hand. In kind cannot be included as part of the cash match.

Matching funds may consist of: cash on hand, in kind contributions, earned income, or other grants or contributions. 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 the in kind is committed (i.e., letter from donor indicating commitment and value). ECRAC does have sample in kind donation voucher forms, if needed during the project to document the donation.

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.

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.

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 10 working days' notice.

You may access the ECRAC website for the online application forms at www.ecrac.org/grants . You will 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. Be sure to include all attachments with your application, or your application will be considered incomplete and thus ineligible.

For organizations the required attachments include artist and project director résumés, board/advisory member information, fiscal sponsor agreements (if applicable), and your annual organization budget. Individual artist required attachments include artist résumé, mentor résumé and/or other project

expense details. Both types of applications require you to complete and submit the online application, provide a project budget and detailed budget explanation, and work samples.

Applicants cannot submit any grant application proposal materials by mail, in person, or by email. The online application materials are at: www.ecrac.org/grants . The ECRAC grant portal is available at: https://www.ecrac.org/manage-my-grant Completed applications must be submitted online before 11:59 p.m. on the deadline date.

Grant questions? You can reach ECRAC by telephone at 320-591-7034 and by email at: 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 the next fiscal year. The earliest allowable starting dates and the corresponding end dates are listed below.

The grant deadline dates for Fiscal Years 2022-2023 are:

TECHNICAL ASSISTANCE DEADLINE	GRANT DEADLINE at 11:59 p.m.	FINAL APPROVAL BY	EARLIEST START DATE	LATEST END DATE
September 20	October 1, 2021 & 2022	December 31, 2021 & 2022	January 15, 2022 & 2023	June 30, 2023 & 2024
January 20	February 1, 2022 & 2023	April 30, 2022 & 2023	May 15, 2022 & 2023	June 30, 2023 & 2024
March 20	April 1, 2022 & 2023	June 31, 2022 & 2023	July 15, 2022 & 2023	June 30, 2023 & 2024

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, and 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 performers) 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 or grant project directors 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**
  Grant review considerations used to address this criterion may include:
  - The artistic quality of the artist to perform the residency (schools must submit the required support materials as outlined in the application);
  - The merit of the residency plan, including the artist or field trip schedule;
  - The community (open to the public) component; and
  - Effective use of artist / teacher contact time.

If the application is determined to be of sufficient artistic merit and quality to indicate further review, the following standards will also be applied.

❖ **The ability of the applicant to accomplish the project or program outcomes and activities as proposed. This is demonstrated by a planning process, qualifications of the artistic and grant personnel, a publicity plan and previous successful grant or other efforts.**
Grant review considerations used to address this criterion may include:
• Budget feasibility and fiscal responsibility;
• Work résumé of the Project Director and artistic résumé of the artist or art activity proposed;
• How the residency, field trip, or arts related special project will be publicized, documented, and evaluated;
• Feasibility of the residency plan and schedule;
• Number of artist to student contact hours as appropriate to the project; and
• Past ECRAC grant project history of the school

❖ **Applicants must demonstrate a demand/need for the grant project or program in the school district served.**
Grant review considerations used to address this criterion may include:
• Does the applicant define the school district, or student group, or community served?
• Will the project meet an artistic need at the school or in the community?

❖ **Applicants must demonstrate equity and inclusion for the grant project or program in the school served.**
Grant review considerations used to address this criterion may include:
• 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 grant activities at the school. Examples might include: Indigenous people and People of Color; immigrants and/or refugees; people that are LGBEQIA; economically disadvantaged individuals; and people with disabilities.
• In what ways has the applicant made attempts to be more equitable and inclusive?
• Is the project's 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 at large for the open to the public event?
• If there is a financial cost for participants at a grant project event, what considerations will be made for those who may find such costs a barrier? Examples might include ticket discounts, scholarships, transportation reimbursements, stipends, etc. These can be paid for with grant funds.

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.

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, an authorized signer of the grantee (or fiscal sponsor, if applicable) must sign and submit both forms to ECRAC. The NGA contract also requires the signature of the project director.

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. Organizations have 60 days, from of the end of the grant project date as proposed in the approved application and as stated on the NGA and RFP. 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, and news articles. The final report will show how grant funds were used and will provide documentation of income and expenses pertaining to the project, including copies of proofs of payment. 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. The 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 its 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 signed 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

- Purchase of equipment.
- Applications that do not have an arts and/or culture related focus.
- Applicants not located in or grant activities that do not take place in Minnesota.
- Activities of a for-profit project, organization, or business.
- Any travel costs outside of Minnesota. You may engage an out-of-state artist within your project, but their travel expense to get to or from Minnesota cannot be included in the request.
- Applicants that contact ECRAC board members or grant review panelists regarding their proposal after submission and before final grant approval.
- Religious organizations or projects that are for the religious socialization of the 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.
- Activities that are not open to the public or are not ADA accessible.
- 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 what portion of ACHF funds is spent on direct program or project costs and what portion of ACHF funds is spent on administrative costs, indirect, or overhead costs that are "directly related to and necessary" to carry out the programs or projects that are supported with ACHF dollars. In order to ensure this, ECRAC requires that proof of all grant related costs is submitted with the final report.
- Requests for operating support. (Arts organizations can apply annually to the ECRAC Essentials Support Grant.)
- Grantees that during promotion of the public component 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.

For grant requests from Region 7E schools, ECRAC cannot provide funds for these activities or the following.
- Supplanting discontinued or non-existent arts programs in schools.
- Paying an artist or arts organization to provide essentially the same services that an ongoing teacher or arts specialist would be expected to provide.
- Compensating school employees or personnel in full or in part.
- In-school projects by students or projects carried out exclusively by or for student organizations or programs by schools that are limited in access to the public or serve only students or staff.
- Tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.

APPLICATION INSTRUCTIONS
- **BEFORE YOU BEGIN**

You will first want to familiarize yourself with basic information about East Central Regional Arts Council grant funding. Please read through this entire document before beginning the online application form. The application form includes specific questions which will assist the Regional Arts Council reviewers in determining eligibility, artistic quality & merit, ability, community need, equity & inclusion proposed.

Technical assistance is available for applicants who need advice in developing a grant proposal. The Regional Arts Council also conducts grant workshops that help applicants understand the grantmaking philosophy as well as the process for submitting successful grant applications. Assistance from staff does not imply funding for an application. The content, accuracy, completeness, and merits of the grant proposal are solely the responsibility of the applicant.

- **TIPS ON COMPLETING THE APPLICATION**

The grant portal opens 4-6 weeks before the deadline. A reasonable amount of planning time should be allowed to develop an application. Grant writing technical assistance is provided by ECRAC staff as requested. The staff person can help you best if you contact them well in advance of the application technical assistance deadline. Assistance from the staff person does not, however, imply that grant funding will be received.

Contact the ECRAC office to determine the availability of funding and which of the grant areas your proposal fits into. The ECRAC Grant Program Officer phone number is: 320-591-7034. The email address is grantinfo@ecrac.org.

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 videos, available by zoom, and in-person.

Read over the application questions and contact 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: https://www.ecrac.org/grants-available

You will have to remain within the specified amount of space for answers. Do not submit additional materials. Additional pages and materials not requested won't be reviewed by the Council or by a grant review panel. Do not mail or email any application-related materials to ECRAC.

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

To be eligible, your application must include ALL required materials. If not, the application can be found ineligible.

Give all people involved in the grant project (project director, artist, school finance officer) a copy of the approved grant proposal to ensure agreement.

- OTHER INSTRUCTIONS

1. Grant funds must be used within one year from the deadline date and must have a component that is open and accessible to the public and is advertised as such.

2. Grants of up to $3,000 are available. Grants may be for 100% of the Total Project Expenses; however, a match is encouraged. The request for funds should be the difference between the Total Income (Match) for the Project and the Total Project Expenses.

3. Project income (match) is not required for this funding; however, it is strongly encouraged. Any cash and in kind contributions must be available and explained in detail. In-kind income should be significant items such

as donated materials, labor, or space that can be given a dollar value. Cash match may include earned income, other contributions, and/or cash on hand.

4. Residencies must involve the general community in some significant aspect. Example: receptions, poetry readings, exhibitions of the artist's or students' work, or a public performance. Residencies must also allow at least one core group or class of students to work with the artist daily throughout the residency.

5. A teacher must be present in the classroom at all times during residency, special art project, or on the field trip.

6. Residencies, special projects, and field trips must include at least one hour of in-service for artist(s)/teacher contact time.

7. Residency artists selected should reflect applicable background to the school's artistic needs. Their artistic resume will be considered as part of the application process. Criminal history background checks are the sole responsibility of the school and are highly recommended.

8. Field trips and special arts projects must also involve the general community in some significant aspect. Examples: joint bus trips; Power Point presentations; volunteer involvement as guides; student or teacher sharing program with community groups following a field trip or art project.

9. Applications may now include reasonable costs associated with food or beverages for participants.

10. Applicants must submit a residency and/or a field trip schedule as part of the application for the proposed project. You will find these in the online application form for you to complete and upload. This is a requirement.

11. Grant funds cannot be used for travel outside of Minnesota, equipment purchases, capital investments, construction, purchases of real estate, endowment funds, and sole purchase of, or to solely commission works of art. Nor can funds be used to support "routine" school arts activities, such as one-act plays, music competitions, etc. All projects must be activities not funded by the school in the last school year, or they will be considered ineligible.

12. Granted activities must not be essentially for the religious socialization of the participants, or be primarily historic in nature. Parochial schools are ineligible for these funds.

13. The Council does not provide grant funds to schools with past due or unacceptable final or other reports from prior ECRAC funded projects or schools that have violated the Misuse of Funds policy.

14. Grant applicants may not discuss their application with ECRAC 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.

15. It is the responsibility of each school receiving public funds to comply with the Americans with Disabilities Act (ADA) regulations. The ECRAC has information about ADA compliance. If you have questions about this, please contact Arts Council staff.

16. Art In Our Schools grantees must include the required funding credit line in all advertising, news releases, printed programs, and promotional materials for the project.

    Your credit line will be found in your grant contract, the Notification of Grant Award (NGA). The funding credit line will either be:
    - "This activity is made possible in part by a grant from the East Central Regional Arts Council with funds appropriated by the Minnesota State Legislature from its general fund"; or
    - "This activity is made possible in part by a grant from the East Central Regional Arts Council with funds appropriated by the Minnesota State Legislature from its general fund and the arts and cultural heritage fund".

    Grantees must also use the logo(s) and hashtag (#ECRAC) in all grant-related promotional materials and social media per the contract.

17. Be sure to include all attachments with your submitted application, or your application will be considered incomplete and thus ineligible. Required attachments include the following.
    - Project Personnel Work Résumés & Artist Résumés (no more than 2 pages each) and include professional background, plus teaching or residency experience
    - Artwork Samples
    - School Board of Directors and/or Advisory Committee Member lists
    - Project Expense Budget and Project Income Budget
    - School or Department Annual Budget (one page)
    - Schedule for the residency, field trip, or special art project
    - Support materials for field trip locations (professional institution performance or exhibition information) or the in-service plan for a residency
    - Signed Certification Page

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

Please contact ECRAC if you, or your organization, 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

YOUR PROJECT NOTES OR GRANT IDEAS!

QUESTIONS & GRANT FUNDING CREDIT LINE

ANY QUESTIONS?   Call 320-591-7034
or email grantinfo@ecrac.org   www.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 enewsletter mailing list!

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 in part by a grant from the East Central Regional Arts Council with funds appropriated by the Minnesota State Legislature from its general fund.

or

This activity is made possible in part by a grant from the East Central Regional Arts Council with funds appropriated by the Minnesota State Legislature from its general fund and the arts and cultural heritage fund.

#ecrac

#ArtsLegacy