

# East Central Regional Arts Council

## Resiliency Grant Guidelines & Instructions

### For Artists and Art Organizations

East Central Regional Arts Council  
504 Weber Avenue South  
Suite 109  
Hinckley, Minnesota 55037  
email: [info@ecrac.org](mailto:info@ecrac.org)  
[www.ecrac.org](http://www.ecrac.org)  
320-591-7031

-Fiscal Year 2023-  
Grant Application Deadline: Ongoing



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



# Table of Contents

EAST CENTRAL REGIONAL ARTS COUNCIL (ECRAC) INTRODUCTION	3
❖ What is ECRAC's definition of art?	
ARTS AND CULTURAL HERITAGE FUND (ACHF) LEGACY GRANT OVERVIEW	5
❖ 25 Year Legacy Goals	
❖ Definitions of ACHF Key Areas	
GRANT PROGRAM DESCRIPTION	6
❖ ECRAC Grant Program Outcomes	
❖ Grant Project Outcomes & Measuring Results	
ELIGIBILITY	7
GRANT FUNDING LIMITS	8
WHERE AND HOW TO APPLY ONLINE	9
DEADLINES	9
GRANT REVIEW PROCEDURE & CRITERIA	10
GRANT QUESTIONS	10
CONFLICT OF INTEREST POLICY	11
GRANT PAYMENT	11
GRANTEE RESPONSIBILITIES	11
FINALGRANT REPORT & EVALUATION	13
❖ Misuse of funds policy	
GRANT TERMINATION AND REVOCATION	13
APPEALS POLICY & PROCEDURE	13
FUNDING RESTRICTIONS	14
APPLICATION INSTRUCTIONS	14
- Artist Resume	
- Artist Work Samples	
OTHER ECRAC SERVICES	18
QUESTIONS & GRANT FUNDING CREDIT LINE	20

# 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](mailto:info@ecrac.org). The agency website is: [www.ecrac.org](http://www.ecrac.org).

## ❖ 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
<b>Dance</b>	<b>01</b>	<b>Visual arts</b>	<b>05</b>	<b>Photography</b>	<b>08</b>
Dance, ballet	01A	Visual arts, experimental	05A	<b>Media Arts</b>	<b>09</b>
Dance, ethnic or jazz	01B	Visual arts, graphics	05B	Media Arts, film	09A
Dance, modern	01C	Visual arts, painting	05D	Media Arts, audio	09B
<b>Music</b>	<b>02</b>	Visual arts, sculpture	05F	Media Arts, video	09C
Music, band	02A	<b>Design arts</b>	<b>06</b>	Media Arts, tech/experimental	09D
Music, chamber	02B	Design arts, architecture	06A	Media Arts, screen/scriptwriting	09E
Music, choral	02C	Design arts, fashion	06B	<b>Literature</b>	<b>10</b>
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	<b>Interdisciplinary</b>	<b>11</b>
Music, orchestral	02I	<b>Crafts</b>	<b>07</b>	<b>Folk/Traditional Arts</b>	<b>12</b>
<b>Opera/Musical Theater</b>	<b>03</b>	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
<b>Theater</b>	<b>04</b>	Crafts, leather	07D	Folk/Traditional storytelling	12D
Theater, general	04A	Crafts, metal	07E	<b>Humanities</b>	<b>13</b>
Theater, mime	04B	Crafts, paper	07F	<b>Multidisciplinary</b>	<b>14</b>
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 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. (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 – \$600**

The East Central Regional Arts Council (ECRAC) developed the Resiliency Grant to provide funding of up to \$600 for artists and art organizations to do art projects online or in other forms during the current circumstances of a pandemic and racial disparities. This grant is for artists and art organizations who have had projects cancelled, postponed, or have been affected by these circumstances. Projects may be in any form or discipline based on ECRAC's definition of art. Applicants must show that they can do the project without needing to violate any public health guidelines. Funding cannot be used for a current ECRAC grant funded project.

## GRANT QUESTIONS

1. What project was delayed or postponed or affected due to either the pandemic circumstances or due to racial disparities?
2. What art project do you propose to do?
3. What impact on the public do you think it will have?
4. How will you know that you have been successful?
5. How will you assure that public health guidelines are followed?
6. Please explain how exactly you would spend the money.

We may contact you to ask additional questions.

Optional Questions: Is there anything else you would like to tell us about yourself or your proposed project?

## 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.

## 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.

## ELIGIBILITY

### *Individual Artists:*

The applicant may be any individual artist who is a permanent resident (for at least 6 months) in one of the five Minnesota counties of: Chisago, Isanti, Kanabec, Mille Lacs, or Pine. The applicant must be at least 18 years of age. The applicant must be either a U.S. citizen, or have attained permanent resident alien status. The applicant must not have any outstanding or unacceptable final reports with ECRAC. Applicants must use the ECRAC grant application form online. Individual artists may not have more than one active ECRAC Resiliency grant at a time. ECRAC considers Culture Bearers as artists.

## *Organizations:*

Arts organizations in the following counties: Chisago, Isanti, Kanabec, Mille Lacs, or Pine. Organizations that are State-registered and federally recognized non-profit, tax-exempt organizations with a focus on the arts. Your organization must be an arts producing, arts presenting, or artist service agency, dedicated primarily to the arts. "Primarily" is defined as more than 75% of your organization's activities and budget must be solely dedicated to the arts. Your programming, services, or activities must take place in Minnesota, and must primarily serve and engage Minnesota audiences and participants. Your organization must have a history of at least one year of arts-related programs and services prior to applying. Your organization must have at least one paid or designated volunteer staff person.

If your art group has not yet received nonprofit, tax-exempt status, you may apply by using a non-profit organization, accredited school, tribal government, or other unit of government as a fiscal sponsor. For information on how to use a Fiscal Sponsor, contact us.

## **GRANT FUNDING LIMITS**

*Individual artist applicants* seeking funding support from both ECRAC and the Minnesota State Arts Board (MSAB) may do so only after consulting with ECRAC staff.

*Arts Organizations* currently receiving Operating Support from the Minnesota State Arts Board (MSAB) are not eligible to apply to this grant program, though they may serve as an eligible group's fiscal sponsor.

Past ECRAC grant recipients with an overdue, unaccepted, or falsified final report are ineligible to apply.

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.

No part of the grant may be used to cover expenses incurred before the approved start date or after the end of the project. The entire project must be completed before June 30, 2024.

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

The act of only purchasing equipment does not constitute a fundable grant project. Grant requests for a grant project equipment purchase must include: a detailed plan for the use of the equipment; and a statement certifying the equipment will not be sold without prior ECRAC approval.



## WHERE AND HOW TO APPLY ONLINE

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.

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 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 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>

Be sure to include all attachments with your application, or your application will be considered incomplete and thus ineligible.

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](http://www.ecrac.org/grants) . The ECRAC grant portal is available at: <https://www.ecrac.org/manage-my-grant>.

Grant questions? You can reach ECRAC by telephone at 320-591-7034 and by email at: [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org).

## DEADLINES

Applications are accepted on an ongoing basis. ECRAC will fund projects weekly as long as funding allows.

Grant projects are required to be completed during the project period and require a start and end date. Chose a start date a few weeks out from the date you submit your application and an end date that will allow you the time needed to complete the project.

## ❖ 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 for accuracy, completeness, and eligibility. The staff makes a recommendation of funding. Applicants will be notified via email of the decision. Successful applicants will be assigned a grant agreement and a final report form. The final report must be completed and submitted within thirty days of completion of the project. Applicants must receive approval from ECRAC in writing for any major changes to their proposed project. The funding decisions may be appealed solely on alleged procedural errors. An applicant must request an appeal within ten days of notification of the decision.

## 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 high standards of artistic excellence. The Regional Arts Council will consider each application on its own merits. Applications are reviewed in the order received. The Criteria to be reviewed will include:

- Merit and artistic quality
- Applicant ability
- Applicant need
- Equity and inclusion

## GRANT QUESTIONS

1. What project was delayed or postponed or affected due to either the pandemic circumstances or due to racial disparities?
2. What art project do you propose to do?
3. What impact on the public do you think it will have?
4. How will you know that you have been successful?
5. How will you assure that public health guidelines are followed?
6. Please explain how exactly you would spend the money.

We may contact you to ask additional questions.

Optional Questions: Is there anything else you would like to tell us about yourself or your proposed project?

## ECRAC'S CONFLICT OF INTEREST POLICY

ECRAC observes strict procedures to prevent any conflict of interest. For additional information contact ECRAC staff.

## GRANT PAYMENTS

Grantees will receive notification regarding the ECRAC grant funding decision. If funded, a contract called the Notification of Grant Award (NGA) contract and a Request for Payment (RFP) form will be included with the notification. In cases where the grant is less than the full amount requested, or if ECRAC has stipulated revisions, the applicant will receive 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 the Arts Council within 45 days of receiving the grant award notification. No funds will be authorized until the signed NGA and RFP have been submitted. Funds will be approved and forwarded to the grantee within 45 days of receipt of the NGA and RFP. ECRAC may request additional grant requirements as a stipulation of grant funding and those are due at the time the NGA/RFP is due.

## GRANTEE RESPONSIBILITIES

If a grant is received, the grantee must:

- ❖ Grantees agree that the project will be completed before June 30, 2024 and as described in the grant application and budget. **Per the contract, any changes in the project from what was approved by ECRAC must be requested of and approved by ECRAC *in advance*.**
- ❖ Include the ECRAC logo and Legacy logo along with the following credit line in all publicity, advertising, and promotional materials: **“This activity is made possible by the voters of Minnesota thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.”** In addition, you should use the hashtag #ecrac when talking about your grant on social media.
- ❖ Ensure that access to participation in the project, if any, will not be limited on the basis of national origin, race, religion, age, or gender, and without needing to violate any public health guidelines.
- ❖ Be legally responsible for the completion of the project and for the proper management of the grant funds. This includes keeping copies of project related receipts for inclusion with the final report. All grant records must be kept for 3 years.
- ❖ That this funding will be used in implementation of East Central Regional Arts Council's grant program as outlined in the current guidelines and as proposed in the ECRAC approved grant application submitted by the Grantee. The approved grant proposal is incorporated herein and the funding is contingent on funding availability.
- ❖ That any ECRAC Arts and Cultural Heritage Funds are spent only on activities that are directly related to and necessary to accomplish the intended grant program or project. Arts and Cultural Heritage Funds may not be spent on administrative costs, indirect costs, or other institutional overhead charges that are not directly related to and necessary for a specific program or project.

- ❖ That the grant funded project will be carried out in compliance with the grantee's submitted and approved project description, budget, dates, and outcome evaluation, as the grantee set forth in the approved application; and, as reflected in the information contained in the terms of this contract (NGA) and the current ECRAC grant guidelines.
- ❖ To notify ECRAC staff in writing, for prior approval, of any proposed changes to the grant project or any revision of the approved budget of 20% or greater per line item. The Regional Arts Council must preapprove significant changes in the project such as changes in dates, project goals or outcomes, and/or budget changes of 20% or greater (per line item). No revisions are allowed to this agreement or to the grant project without ECRAC prior approval.
- ❖ That accurate financial documentation and records will be tracked separately from other accounts regarding the project and all costs.
- ❖ That all eligible costs must be incurred during the approved project period of the grant contract.
- ❖ That a project final report shall be submitted to ECRAC on the form provided within 60 days following the project end date and will include all grant project proofs of payment, including pdf copies of all supporting paid receipts or canceled checks; sales slips; and any vouchers for contributions – including in-kind contributions.
- ❖ That the Grantee agrees to indemnify, save and hold harmless the East Central Regional Arts Council, the Board, its agents, and the employees from any and all claims or causes of action arising from or relating in any way to this agreement. This clause must not be construed to bar any legal remedies Grantee may have for the ECRAC's failure to fulfill its obligations pursuant to this agreement.
- ❖ That all grant project press releases, advertisements or public service announcements will be emailed to ECRAC (info@ecrac.org).
- ❖ That 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 contract.
- ❖ That any grant funds not expended by the Grantee in carrying out the project, or expended in violation of this contract, shall be returned to ECRAC when the Final Report is submitted.
- ❖ That the Grantee will return the entire grant award to ECRAC in the event the project cannot be completed as stated.
- ❖ That failure of the Grantee to comply with any of these terms of the grant award shall result in the suspension of the award pending ECRAC action.
- ❖ That the distribution of grant funds will be determined by the amount of approved budget, the scope and time frame of the project, and by completion of financial and project reports as indicated.
- ❖ Other conditions as described herein, if any stipulations provided by ECRAC before payment can be made.
- ❖ That the Grantee is responsible for complying with all applicable federal, state and local laws, rules, regulations, and ordinances in relation to the use of these funds. Failure to comply may result in termination or forfeiture of the grant.

## **FINAL GRANT REPORT & EVALUATION**

Grant recipients must submit a final report to ECRAC. Grantees have 30 days, from the end of the grant project date as proposed in the approved application and as stated on the NGA and RFP. The final report must be the online Final Report Form provided in the grant portal and will include: project narrative; photos, 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. Applicants who fail to submit the final report within the prescribed time without good cause, subject to Board approval, will automatically be considered ineligible for future funding.

### **❖ 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 grant funds. Staff then works with the grantee to ensure misuse did not occur. 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 also 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**

A grant 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 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 contract.

ECRAC will rescind its grant commitment if:

- a grantee does not submit the signed NGA and RFP with appropriate signatures within 45 days, or
- upon request, the recipient does not return required grant stipulations with the signed NGA/RFP.

## **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 30 days.

## **FUNDING RESTRICTIONS**

What Kinds of Things are INELIGIBLE for Funding? Any public health guideline is violated. The project attempts to influence any state or federal legislation. The request includes making improvements to the applicant's private property. The activity involves out-of-state travel. The project requires excessive entry or exhibition fees, includes tuition, fees or work toward a degree. The project primarily involves developing school curriculum plans or teaching materials. The project is primarily intended to support teaching related activities that will advance your teaching career. The project promotes religious socialization. The project was once supported by state general fund appropriations. The project is designed for a private audience and is not open to the general public. The project is for capital improvement or construction. The funds are requested to purchase more than \$600 worth of equipment or to purchase real property. The funds are requested for general operating support. The funds are requested for a project that serves as a benefit or fundraiser.

Note: ECRAC has attempted to provide a thorough and clear articulation of its eligibility rules, but it reserves the right to declare an application ineligible for reasons not explicitly stated here. If you have questions about the eligibility of your project, please contact the ECRAC office. Grantees are responsible for complying with all federal, state, and local laws, rules, regulations, and ordinances in relation to the use of these funds. Failure to comply may result in termination or forfeiture of the grant.

## **APPLICATION INSTRUCTIONS**

### **- BEFORE YOU BEGIN**

You will first need to familiarize yourself with the basic information about grant funding through the East Central Regional Arts Council. Please read through this entire document before beginning the application form. The application form includes specific questions which will assist the Regional Arts Council review team in determining artistic quality and merit, ability, and artistic need for the project.

Technical assistance is available for applicants who need advice in developing a grant proposal. The Arts Council also conducts grant workshops that help applicants understand the philosophy of the Council as well as the process for submitting successful grant applications. Assistance from the 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**

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 in advance. 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](mailto: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 video tutorials, available by zoom, and in-person.

Read over the application questions, and contact the ECRAC if you are unclear about them, or the grant review criteria.

Use the online forms provided by ECRAC. The application materials are on the ECRAC website: <https://www.ecrac.org/grants-available>. The grant tutorials are also available here.

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.

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

### **General File Upload Information**

You will upload several files to the application. Document uploads must be a MS Word, MS Excel, or PDF document. Uploading any other format may make your application ineligible. It is highly recommended that you create your own Application Packet within the grant interface to assure that your documents have uploaded correctly; errors in formatting may have an adverse effect on your application.

### **RESUMES & Work Samples**

*Artists* will be asked to attach an artistic resume; this will be required. If you have a work sample you'd like to include with the application there will be a space provide for this; however, this is not a requirement for this grant program.

*Art Organizations* will be asked to attach and artistic resume for all artist included with the project as well as a work resume for the project director. If you have a work sample you'd like to include with the application there will be a space provide for this; however, this is not a requirement for this grant program.

### **Artistic Résumé**

All grant applications require your artistic résumé. Do NOT submit a narrative résumé or a bio for you or your mentor unless it contains all artistic résumé information. Please contact ECRAC staff for more information on how to prepare an artistic résumé, if needed or if you would like to see a sample.

### The artistic resume should include the following:

- Artist Statement: Start with an artist statement that explains exactly what it is that you do and your involvement with your work.
- Education and Training: List any formal arts education (certificates or degrees from art schools or universities); classes or workshops taken; and mentorship opportunities with artists, if appropriate.
- Employment: List your arts related job experiences. Do not list your non-arts related jobs unless you feel this information might help the panel understand your art.
- Readings/Publications, Exhibitions, or Performances, etc. (discipline appropriate): List the activities by their date, starting with the most recent. (don't forget the IMAGE Art Show).
- Awards and Collections (discipline appropriate): List awards received, collections (both public and private collections) that have acquired your work, and other recognition you might have received. Private individuals who own your work can be put together under one heading.

Other headings you may want to include in your resume are:

- Artistic mentors with whom you have worked.
- Presentations/Artists in Education/Workshops which you have taught or attended.
- Residencies in which you have taken part.
- Commissions which you have received.
- Panels and Committees on which you have served.
- Any past art grants (don't forget previous ECAC or ECRAC grants).

### **Artist Work Sample(s)**

Provide a work sample illustrating the artistic quality of your work. You may contact ECRAC at (320) 591-7034 if you need assistance with converting or uploading work samples. Note: As you select a work sample for submission, remember that artistic excellence is the primary criteria. It is important that the samples you submit represent the artist's work to its best advantage. In addition, the ECRAC board requests that work samples are 4 years old, or less. If they are not, include an explanation of why in the application.

FYI - Including more than the allowable number or length of work samples may disqualify your application.

- **Visual Artists** - There are a maximum of 10 visual artwork samples allowed. Include all your samples in one document, one work sample per page, and upload this document into the application. See below for work sample description information needed. Accepted formats: Word doc, PDF, PowerPoint file.
- **Performance and Installation Artists; Actors and Directors; Dance, Film and Video Artists** - 6 minutes maximum combined running time for all selections. In your work sample description please indicate the length of each sample (example 2 min. 30 sec.). List the title and recording date of each work. We recommend a YouTube link for this. Only use your own YouTube video links to ensure availability.



- **Musicians**– 6 minutes maximum combined running time for all selections. Do not submit scores. In your work sample description please indicate the length of each selection (example 2 min. 30 sec.) List the title and recording date of each work. We recommend a YouTube link for this or MP3. Only use your own YouTube video links to ensure availability.
- **Writers, Playwrights, Screenwriters, Prose Writers and Poets** - 2 samples of 5 pages or less. Combine all work samples into one document. Scholarly manuscripts, standard journalism, and translations are not accepted. We recommend a Word document or PDF.

Work samples containing multiple formats (such as video and poetry) must limit the amount in each format equivalently. Please contact the office for assistance with this. For large music and video files: If the upload space does not accommodate the file size you need, you may provide us with a website URL to an audio/video page (ex. YouTube, Vimeo) where we can listen to or view your selected sample. Do not give us your full website as this is not an acceptable work sample.

Describe the work sample in the space provided in the application for work sample description. Include the following information:

- A brief description of the work being presented or viewed.
- The title and completion date for each work listed along with the artist information.
- Provide any technical instruction for presenting your work sample.

### **ADDITIONAL APPLICATION COMMENTS**

Applications are public documents. **DO NOT** submit information with private personal information such as social security numbers or other non-public information.

Applicants are responsible for ensuring that their proposal application is submitted correctly, including uploads. ECRAC staff can provide technical assistance if needed but assistance does not imply that your project will be funded.

## 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 NOTES & GRANT IDEAS!

## QUESTIONS & GRANT FUNDING CREDIT LINE

ANY QUESTIONS??? Call 320-591-7034  
or email [grantinfo@ecrac.org](mailto:grantinfo@ecrac.org) [www.ecrac.org](http://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 newsletter 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 ECRAC logo, found at <https://www.ecrac.org/manage-my-grant/press-kit>
2. the following funding credit line and hashtag (for social media use).

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

**#ecrac**

**#ArtsLegacy**