

# ACHF Individual Artist Grant Feb 1, 2018 deadline

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*East Central Regional Arts Council*

## **Section 1: Individual Artist Certification**

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**I am an individual artist, applying as an individual, not for a group or organization\***

**Choices**

Yes

No

**My project is intended for my own personal artistic growth?\***

**Choices**

Yes

No

**I am at least 18 years of age.\***

**Choices**

Yes

No

**I have been an East Central Minnesota/Region 7E permanent resident for a minimum of six months.\***

(Region 7E includes Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties.)

**Choices**

Yes

No

**I am a U.S. citizen, or have attained permanent resident alien status.\***

**Choices**

Yes

No

**I have no outstanding or unacceptable final reports due to the East Central Regional Arts Council.\***

**Choices**

Yes

No

**I will make all events open and ADA accessible to the general public.\***

**Choices**

Yes

No

**My proposed grant project does not include the following ineligible activities or uses of funds.\***

- activities involving any organization at which I am employed;
- grant activities taking place outside of Minnesota;
- tuition, fees or work toward any degree;
- translation of literary work;
- development of any curriculum plans, teaching materials or teaching programs. Including those that are intended to be used in the regular course of K-12 or post-secondary employment;
- relocating my legal residence outside Region 7E;
- establishing any type of arts organization;
- publishing with a vanity press or self-publication costs;
- activities in which artists are required to pay excessive entry or exhibition fees in order to exhibit or perform;
- payment of debts incurred before the grant start date;
- activities that are essentially for the religious socialization of the participants or audience;
- activities in primary or secondary parochial schools;
- fundraising;
- engaging in terrorism of any kind;
- or activities that attempt to influence any state/federal legislation or appropriation.

**Choices**

Correct

Incorrect

**Applicant Certification – Individual Artist Grant Program**

**My signature below certifies that I meet all of the eligibility requirements listed in the program information, that all of the information contained in this application and its attachments are true and correct to the best of my knowledge, and that I have submitted a complete and eligible application fulfilling all items on the above checklist. I understand that I am not guaranteed funding with this application, or that I may only receive partial funding. I understand that I am solely responsible for the content of the application and that I have read and will follow the grant guidelines found here. In addition, I agree that photos, or other samples of my work can be used by ECRAC to publicize my grant (if received) or the ECRAC granting process.**

**Applicant Signature:\***

*Character Limit: 250*

**Signature Date:\***

*Character Limit: 10*

**FYI - To ensure all application files have uploaded and will open properly for reviewers, applicants should use the "Application Packet" button located at the top of the application. Any file upload error messages will appear on the "File Attachment Summary" page in the Application Packet.**

**Contact ECRAC staff via email at [info@ecrac.org](mailto:info@ecrac.org) or by telephone at 320-396-2337 x 1 if you have any questions or concerns regarding your application. If requested early enough in advance of the grant deadline, ECRAC staff can review your draft application.**

## *Section 2: Project Information*

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**Grant Project Title\***

Name of Project.

*Character Limit: 100*

**Brief Project Description\***

*Character Limit: 750*

**If you have attended an ECRAC Grant Workshop, enter date below.**

(optional/recommended)

*Character Limit: 10*

**Project Start Date\***

See Grant Guidelines, page 10, for start and end date requirements.

*Character Limit: 10*

**Project End Date\***

*Character Limit: 10*

## *Section 3: Project Funding Request*

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**Grant Amount Requested - up to \$2,500\***

From your completed Project Expense Template in Section 6

*Character Limit: 20*

## Total Project Cost\*

From your completed Project Expense Template in Section 6

*Character Limit: 20*

## Section 4: Artistic Work Samples and a Work Sample Description List

**See grant instructions and guidelines for specifications.** Call ECRAC staff with any questions.

**Work Samples** - 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 your work to its best advantage. Put your strongest work samples first. In general, the grant reviewers are not looking for a range in abilities. Rather, they look for a cohesive vision for grant recipients. If after reading the following, you have questions about your work samples or your work sample description list, contact an ECRAC staff person for specifications.

Combine samples as needed into documents/files in order to upload. There are three work sample upload fields allowing a total of 24 MiB. You may also link to your personal YouTube videos in the space provided.

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

**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. Scholarly manuscripts, standard journalism, and translations are not accepted. We recommend a Word document or PDF.

**Visual Artists** - There are a maximum of 10 visual artwork samples allowed. You could have all your samples in one document, one sample per page, and upload this document into one field, as long as it is not over 24 MiB. See below for work sample description information needed. We recommend a PDF for this, with a black background. Please contact ECRAC staff for further direction or other specifications if needed.

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

**Work Sample Description - The work sample descriptions should be brief, but they are required.**

Include the following information:

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

### **Work Samples (upload #1)\***

*File Size Limit: 8 MB*

### **Work Sample Description\***

*Character Limit: 1000*

### **Work Samples (upload #2)**

*File Size Limit: 8 MB*

### **Work Sample Description**

*Character Limit: 1000*

### **Work Sample (upload #3)**

*File Size Limit: 8 MB*

### **Work Sample Description**

*Character Limit: 1000*

### **Your YouTube or other website address for audio/video (upload #1)**

*Character Limit: 2000*

### **Work Sample Description**

*Character Limit: 1000*

### **Your YouTube or other website address for audio/video (upload #2)**

*Character Limit: 2000*

### **Work Sample Description**

*Character Limit: 1000*

### **Your YouTube or other website address for audio/video (upload #3)**

*Character Limit: 2000*

## Work Sample Description

*Character Limit: 1000*

### Section 5: Artistic Résumés

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Your artistic résumé is required.

If applicable to your project, it is required to include an artistic résumé of your artistic mentor/instructor and/or information on arts workshops, classes, and/or conferences.

All résumés and additional information should be PDF uploads.

See grant application Guidelines (Page 19) for a sample of an artistic résumé.

#### Your Artistic Résumé\*

*File Size Limit: 2 MB*

#### Artistic Mentor Résumé

If you will be working with a mentor for this project, the mentor's artistic resume is required. A bio is not sufficient. See sample artistic resume in the grant guidelines if needed for clarification.

*File Size Limit: 2 MB*

#### Class, Conference, and/or Workshop Information

If you are proposing to attend a class, workshop, and/or conference, the description and agenda is required. If the session you propose attending does not have the details available include the past year's information. You may contact ECRAC staff if clarification is needed.

*File Size Limit: 2 MB*

#### Additional Résumé

For example: If you are working with more than one mentor/instructor include the artistic resume here.

*File Size Limit: 2 MB*

### Section 6: Project Description, Budget, and Outcome Evaluation

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#### Summary of Your Project\*

Describe the arts project for which you are requesting grant funds. Keep in mind that the Arts and Cultural Heritage Funds can only support activities that address the three key areas of: Arts and Arts Access, Arts Education, and Arts and Cultural Heritage. Refer to the definitions in the grant guidelines and instructions. All grant proposal activities should be in only one primary key

area.

Include descriptions of all activities involved in completing the project:

- date(s);
- location(s);
- workshop(s);
- other training;
- number of performances;
- name(s) of artist mentor(s);
- and any other information that will help the Arts Council understand your project.

Also, explain here your required open to the public event, including the date(s) and location(s).

*Character Limit: 5000*

### **Publicity and Promotion Plan\***

Detail here how you will provide promotion and publicity for your required open to the public event.

*Character Limit: 1500*

### **How does this proposal instill the arts into your life and your community and public life?\***

The information provided here speaks to the community need criteria of your project.

*Character Limit: 750*

### **How does this proposal provide a high quality arts experience?\***

The information provided here speaks to the artistic merit criteria of your project.

*Character Limit: 750*

### **How does this proposal give access in Region 7E to a quality arts experience?\***

The information provided here speaks to the artistic merit criteria of your project.

*Character Limit: 750*

### **How does this proposal help to develop your knowledge, skills, and understanding of the arts?\***

*Character Limit: 750*

### **How does this proposal help to represent diverse ethnic and cultural arts traditions?**

(Optional answer - not applicable if not part of your proposal)

*Character Limit: 750*

## Is your open to the public event venue publicly accessible and ADA compliant?\*

### Choices

Yes

No

## Artistic Merit\*

All ACHF grants must have a heightened sense of artistic merit. Explain how your project will expand your artistic capabilities and the artistic experiences of your audience at the open to the public event. The information provided here speaks to the artistic merit criteria of your project.

*Character Limit: 800*

## Do you have the ability to accomplish this project?\*

The information provided here speaks to the organizational ability criteria of your project.

### Choices

Yes

No

## Explain why or why not.\*

*Character Limit: 750*

## Previous Grant History\*

List all grant funded projects you have received in the past three years. If none, please describe any grant funded projects you have provided organizational support for. The information provided here speaks to the organizational ability criteria of your project.

*Character Limit: 1000*

## Outcome Evaluation

Funding for this program comes from the Arts and Cultural Heritage Fund, a fund created by the people of Minnesota to support the arts. Outcome evaluation is a legislatively required part of all ACHF grant proposals.

## You must include outcome evaluation costs in your project expense template.

## Project Outcomes\*

Choose only one outcome that best fits your project.

### Choices

Developing your artistic skills

Developing your business skills

Developing and/or using skills for engaging with audiences or communities

## Outcome Evaluation Method\*

What kinds of data or information will you gather?



- Quantitative: numbers or categories of things used to look for outcomes by rating, totaling, or comparing.
- Qualitative: observations or narratives used without any pre-determined categories of information to look for outcomes as they emerged from an experience or discussion.
- Both: a combination of both quantitative and qualitative information.

### Choices

Quantitative

Qualitative

Both Quantitative and Qualitative

### Outcome Evaluation Method\*

What kinds of methods do you anticipate using to document your project outcome? Choose all that apply.

#### Choices

Making structured observations during project activities

Self surveys regarding my knowledge and skills before and after the project

Audience surveys of my public event

Having audience members describe their own impressions during my public event

Having my mentor review/critique the project

### Project Expenses\*

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

*File Size Limit: 2 MB*

### Project Expense Details and Explanations\*

Include the written project expense details and explanations for each of your budget line items here.

*Character Limit: 1500*

### Price Quote 1

*File Size Limit: 2 MB*

### Price Quote 2

*File Size Limit: 2 MB*

### Price Quote 3

*File Size Limit: 2 MB*

### Proposal Income\*

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

*File Size Limit: 2 MB*

## Project Income Details and Explanations\*

Include the written project income details and explanations for each of your budget line items here.

*Character Limit: 1500*

## Section 7: Regional Arts Council Data Collection

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### Regional Arts Council Grant Data Collection\*

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

#### Choices

I understand

### Artistic Name

If you use an artistic name other than your legal name please enter it here.

*Character Limit: 200*

### If so, would you like ECRAC to use this artistic name for publicity purposes?

#### Choices

Yes

No

### Are you a new applicant?\*

#### Choices

Yes

No

### County\*

Choose the county below in which you currently reside.

#### Choices

Chisago

Isanti

Kanabec

Mille Lacs

Pine

### MN House District\*

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

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

#### Choices

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

### **Congressional District\***

U.S. congressional district where the applicant is located. To be eligible to apply you must live within the five county East Central Minnesota Region which is Congressional District 8.

#### **Choices**

8

### **Special Characteristics (optional)**

**For Individuals:** select any combination that applies to you.

#### **Choices**

D Individuals with Disabilities  
I Individuals in Institutions  
P Individuals below the Poverty Line  
E Individuals with limited English Proficiency  
M Military Veterans/Active Duty Personnel  
Y Youth at Risk  
G No single distinct group makes up more than 25% of the population served  
5 Pre-K, children 5 and under

### **Race/Ethnicity (optional)**

**For Individuals:** Please select all categories regarding your racial/ethnic characteristics. This information is not made public.

#### **Choices**

N Native American/Alaskan Native  
A Asian  
P Native Hawaiian/Other Pacific Islander  
B Black/African American  
H Hispanic/Latino  
M Middle Eastern/North African  
W White/not Hispanic  
G No single racial/ethnic group

### **Age Group**

Select the categories that best represent the age of those benefiting from your project.

#### **Choices**

1 Children/Youth (0 - 18 years)  
2 Young Adults (19 - 24 years)  
3 Adults (25 - 64 years)  
4 Older Adults (65 + years)

9 No single age group

**Status\***

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

**Choices**

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

**Institution\***

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

**Choices**

- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- 13
- 14
- 15
- 16
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- 49
- 50
- 51
- 99

**Discipline\***

Select one code that best describes your primary area of interest in the arts. [Click Here](#) for a list of current discipline codes. Example, enter "01A" for Dance, ballet.

**Choices**

- 01
- 01A
- 01B
- 01C
- 02
- 02A
- 02B
- 02C
- 02D
- 02E
- 02F
- 02G
- 02H
- 02I
- 03
- 03A
- 03B

- 04
- 04A
- 04B
- 04C
- 04D
- 04E
- 05
- 05A
- 05B
- 05D
- 05F
- 06
- 06A
- 06B
- 06D
- 06E
- 06F
- 06G
- 07
- 07A
- 07B
- 07C
- 07D
- 07E
- 07F
- 07G
- 07H
- 07I
- 08
- 09
- 09A
- 09B
- 09C
- 09D
- 09E
- 10
- 10A
- 10B
- 10C
- 10D
- 11
- 12A
- 12B
- 12C
- 12D
- 13
- 14
- 15

**Project Discipline\***

Select one category that best describes the proposed grant project activity. [Click Here](#) for a list of current discipline codes.

**Choices**

01  
01A  
01B  
01C  
02  
02A  
02B  
02C  
02D  
02E  
02F  
02G  
02H  
02I  
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07H

- 07I
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- 09A
- 09B
- 09C
- 09D
- 09E
- 10
- 10A
- 10B
- 10C
- 10D
- 11
- 12A
- 12B
- 12C
- 12D
- 13
- 14
- 15

**Does your proposed project involve a public event?\***

**Choices**

- Yes
- No

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

Enter all individual event dates separated by a comma.

*Character Limit: 250*

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

*Character Limit: 250*

**Adult Artists Participating\***

Estimated number of adult artists directly involved in or providing art or artistic services specifically identified with grant activities.

*Character Limit: 10*

**Children/Youth Benefiting\***

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

*Character Limit: 10*

**Adult Audience Benefiting\***

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



*Character Limit: 10*

### **Total Project Expenses\***

*Character Limit: 20*

### **Cash Expense of Project\***

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

*Character Limit: 20*

### **Project In-Kind\***

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

*Character Limit: 20*

### **Start Date\***

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

*Character Limit: 10*

### **End Date\***

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

*Character Limit: 10*

### **Counties Impacted\***

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

*Character Limit: 500*

**Contact staff via email at [info@ecrac.org](mailto:info@ecrac.org) or by telephone at 320-396-2337 if you have any questions or concerns regarding your application. If requested early enough in advance of the grant deadline, ECRAC staff can review your draft application.**

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

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