

East Central Regional Arts Council

Arts and Cultural Heritage Fund Legacy Grants for Organizations

Guidelines and Application Instructions

- Fiscal Year 2018 -
July 1, 2017 – June 30, 2018
- Fiscal Year 2019 -
July 1, 2018 – June 30, 2019

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

**These guidelines can be made available in the following formats:
Braille, large print, and audio.
To accommodate your request ECRAC will need at least 5 working days.**

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East Central Regional Arts Council (ECRAC) Overview/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 have the opportunity to 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 current 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 agent), are the Arts and Cultural Heritage Fund, Art in Our Schools, and the Small/Art Project Assistance Grant; Grant Programs for individual artists such as the Arts and Cultural Heritage Fund, McKnight/ECRAC Individual Artist and Fellowship Grant 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 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 mailing address is 112 Main Avenue South, PO Box 294, Braham, Minnesota, 55006. You can reach ECRAC by telephone at 320-396-2337, and by email at info@ecrac.org. The agency website is: www.ecrac.org.

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

ARTS and CULTURAL HERITAGE FUND (ACHF) LEGACY OVERVIEW

The Minnesota State Arts Board and Minnesota's designated Regional Arts Councils are entrusted with stewardship of funding through the State of Minnesota's Arts and Cultural Heritage Fund (ACHF). Minnesota voters passed a constitutional amendment in 2008 creating a new 3/8-cent sales tax to support outdoor heritage, clean waters, sustainable drinking water, parks and trails, arts, history and cultural heritage projects and activities. Of the total proceeds from the sales tax, 19.75% are dedicated to the Arts and Cultural Heritage Fund (ACHF) to support "...arts, arts education and arts access and to preserve Minnesota's history and cultural heritage."

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. It can be found online at: <http://www.arts.state.mn.us/pubs/pubs/achf-25-year.pdf>.

For the two-year period from July 2009 through June 2011, 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 will help make high-quality arts experiences more accessible and available to Minnesotans throughout the state.

In 2009 the new funding opportunities became available and artists, arts organizations, community groups, human service organizations, public agencies, educational institutions, and others have been invited and encouraged to take advantage of the new 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/>

Minnesota Statewide ACHF Vision

- In Minnesota, the arts define who we are. This is a place where people are transformed by quality arts experiences, and see the arts as essential to their communities. The arts in Minnesota connect people of all ages and cultures, fostering understanding and respect.
- Arts and culture are central to Minnesota's educational system and lifelong learning opportunities. The arts develop creative minds that maximize new opportunities and find solutions to life's challenges.
- In Minnesota, the arts are an integral part of the economy. Because of the arts, Minnesota communities are successful, dynamic, attractive places to live and work.
- Minnesota is a recognized national arts leader, a magnet for artists and arts enthusiasts, and a destination for tourists. Residents and visitors are assured a world-class quality arts experience.

- Minnesotans appreciate, create, attend participate or invest in the arts. Minnesota’s effective, innovative, vibrant, public-private support for the arts is the strongest in the country. Universal support and appreciation for the arts help ensure the state’s exceptional quality of life.

Arts and Cultural Heritage Fund (ACHF) Key Areas

Following the direction of the Minnesota State Legislature, the ECRAC Arts and Cultural Heritage Fund will support activities in three Key Areas in Region 7E. ECRAC ACHF Legacy arts project funding may be spent only on arts and arts access, arts education, and arts and cultural heritage. The fund is intended to create a strong arts legacy in Minnesota.

Arts & Arts Access

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 persons 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 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 to include their consulting services in the grant 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 residents to connect with arts learning opportunities and residencies.

- Ensuring that artists/arts organizations/arts providers are able to invest in professional development and workshops.
- Ensuring that arts learning opportunities and professional development are achieving intended outcomes through ongoing assessment and evaluation.

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 are able to experience folk/traditional arts of diverse cultures by supporting the work of folk and traditional artists/arts organizations.

DEFINITION: WHAT IS 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.

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. All state arts agencies in the country 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 arts activities supported.

DEFINITION: WHAT IS ARTS EDUCATION?

Arts education includes educational activities meant to impart knowledge, teach a new creative skill, or further develop an existing skill in any arts discipline. It includes:

1. direct instruction in the arts; or
2. arts-infused or arts-integrated learning in which the arts are a teaching method for another subject.

The East Central Regional Arts Council believes that arts education programs should:

1. identify a specific learning outcome, or the process by which that outcome will be set;
2. require an assessment of learning towards the goal; and
3. be delivered in collaborations between schools, local governments, and nonprofit organizations.

The Regional Arts Council believes there are no age limitations on arts education.

DEFINITION: WHAT IS PRESERVATION OF OUR CULTURAL HERITAGE?

The East Central Regional Arts Council will fund the creation and exhibition of *artistic movable cultural heritage* such as paintings and sculpture through support for artists and arts organizations, and the preservation, interpretation, and appreciation of paintings and sculptures through support for exhibitions by artists or arts organizations. ECRAC also funds *intangible cultural heritage* such as performing arts, music and dance, all forms of theatre, festive events, and traditional craftsmanship of cultures from around the world.

When we say cultural heritage, we mean the values and traditions that serve to identify us collectively as Minnesotans, and the distinctive values and traditions of the many groups and institutions that make up Minnesota.

WHO IS ELIGIBLE?

ECRAC has separate ACHF applications for organizations and individuals. Both are eligible to apply for ACHF funding. Please contact ECRAC staff regarding any eligibility or application questions.

Organizations, Agencies, or Groups

ECRAC serves the non-profit arts organization community in Region 7E Minnesota counties: Chisago, Isanti, Kanabec, Mille Lacs, and Pine. Applicants must submit their annual organization budget with these proposals, and annually, if applicable, a copy of their 990 or audit. Agencies, organizations, or groups located in and serving Region 7E, meeting any one of the following three conditions are eligible to apply for grants:

- a. A public agency or organization such as a local unit of government or school.
- b. A Minnesota private, non-profit organization which has obtained a 501(c)3 tax-exempt status under the Internal Revenue Code and is registered with the Minnesota Secretary of State and Department of Revenue.
- c. A local group/organization that does not meet the above requirements, but applies through a fiscal agent that does qualify. It is the responsibility of the group to find a fiscal agent and enter into an agreement with them.

A “fiscal agent” is any Minnesota non-profit, tax-exempt organization or governmental unit which applies to the Regional Arts Council on behalf of an organization not meeting non-profit tax-exempt requirements. The fiscal agent must sign the certification form, and if funds are received, sign the grant contract (also called the Notification of Grant Award) and the Request for Payment. The fiscal agent is legally responsible for the project and proper management of grant funds. The fiscal agent must enter into a formal written agreement with the sponsored group carrying out the project clarifying the responsibilities of each party. A copy of this agreement must accompany the application. A Sample Fiscal Agent Agreement is included in these guidelines. The fiscal agent is not responsible for the completion of the project or the final report, but is responsible for the verification of these activities.

Please note that the organization application is NOT an application for individuals to use. Examples are artists, booking agents, or performing groups, looking for contract work with an organization. The applicant organization itself needs to complete this grant application and is responsible for the project, if funded.

WHAT IS NOT FUNDED

ECRAC ACHF grants WILL NOT fund:

- 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 Region 7E.
- Activities of a for-profit project, organization, or business or from other direct recipients of the Clean Water, Land, and Legacy Amendment Arts and Cultural Heritage Fund.
- Projects when funds are requested for deficits in projects or programs begun prior to the project earliest start date. In other words, payment of any debts incurred before the grant activities begin or outside of the grant project scope of activity will not be approved.
- Applicants with either unacceptable or past due ECRAC final grant reports, or applicants that contact ECRAC members/panelists regarding the proposal before final grant approval.
- Applications when funds are to be used to match other ECRAC grants or grant applications.
- Requests for new building construction, purchase of real property, or endowment funds.
- Fundraising events.
- Activities that are not open to the public or are not ADA accessible.
- Religious organizations or projects that are for the religious socialization of participants or audience.
- Activities that engage in political lobbying or intend to influence public policy.
- Applicants that have been found to be ineligible for ECRAC funding.
- Projects when artists are required to pay excessive entry or exhibition fees in order to exhibit or perform in the project which funds are sought.
- Requests for operating support.
- Projects that will not use the proper ECRAC funding credit line (in a legible font) and that don't use both the ECRAC logo and the ACHF Clean Water Land and Legacy logo, as required. Also, projects that will not take responsibility for their own publicity, media coverage, and public relations, or won't provide timely promotion of the project throughout Region 7E including to ECRAC itself.
- Organizations or projects outside of Region 7E in Minnesota.
- Applicants that are currently a direct recipient of the State of Minnesota's Arts and Cultural Heritage Fund or that would be in violation of the Minnesota State Arts Board's percent of state funding criteria found in their grant guidelines.
- Projects that try and substitute traditional sources of funding with an ACHF grant. The Minnesota Constitution requires that arts and cultural heritage fund 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 constitutional requirement.
- Projects unwilling to track and report costs appropriately. 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 are submitted with the final report.

For ACHF requests from Region 7E **schools**, ECRAC CANNOT provide funds for the activities above and:

- Parochial schools.
- 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.
- Compensating school employees or personnel in full or in part.
- Paying an artist or arts organization to provide essentially the same services that an ongoing teacher or arts specialist would be expected to provide.
- Tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
- Supplanting discontinued or non-existent arts programs in schools.
- Purchasing equipment for or improve facilities within K-12 public schools. The exception will be if a non-profit arts group uses the school facility for rehearsal, classes, performances, or exhibitions, and it needs equipment or facilities improvements for its own work. The arts group could apply for and receive an ECRAC ACHF grant, and could develop a cooperative agreement with the school that spells out how the school could also benefit from the purchased items or improvements.

GRANT FUNDING LIMITS

The grant request range for ECRAC ACHF Grants to organizations is \$5,000-\$15,000.

Smaller organization grant requests may be made through the Small/Art Project Grant Program. Please contact ECRAC staff if you have questions regarding which program is most appropriate for your grant request.

ECRAC requires a 10% cash match for ACHF Organizational Grants. The cash match can include earned income, other grants/contributions, and cash on hand. In kind cannot be included as part of your 10% cash match.

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

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

Special Requirements for Organizations Requesting \$10,000 and Over

There are special requirements for ACHF requests of \$10,000 and over from organizations (and for ECRAC grantees with past grant concerns) as follows:

1. ECRAC may require an interim report and the right to conduct a mid-point review, which may include a site visit.
2. If a proposal is funded, ECRAC reserves the right to fund the grant project in separate payments based on successful reports, including the interim report and mid-point review.
3. Supply ECRAC with additional information as requested, and submit in a timely fashion.

Note, that as of FY 2017, applicants requesting \$10,000 or more in grant funding no longer need to notify ECRAC of: their intent to apply and are not allowed a 10 minute presentation for the ECRAC grant reviewers.

Special Requirements for Art Project Equipment Purchases

ACHF grant requests from organizations for project equipment purchase must include: a detailed plan for the use of the equipment; and a statement certifying they will not sell the equipment without prior ECRAC approval including the possibility of UCC filing. Organizations using a fiscal agent must develop an equipment purchase agreement outlining who will own the equipment at the end of the grant period. The act of only purchasing equipment does not constitute a fundable grant project.

WHERE AND HOW TO APPLY

Applications should be completed online. The application portal information is at:

<http://ecrac.org/node/175>. Questions? You can reach ECRAC by telephone at 320-396-2337 and by email at: info@ecrac.org. The agency website is: www.ecrac.org.

This is a competitive grant program. 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 best be of help to you 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.

There are different application forms for organizations and for individual artists. Schools should use the organization form and guidelines. If in doubt about which to use, contact the Regional Arts Council staff. Applicants must use the ECRAC online application form for the specific category of funds requested. The application guidelines can be made available in the following alternative formats: Braille, large print, and audio. To accommodate your request for alternative formats, ECRAC will need at least 5 working days notice. You may access the ECRAC website for the online application forms at www.ecrac.org/grants. The online grant portal is at: <http://ecrac.org/node/175>.

Do not apply for more than one grant, per grant program deadline. Be sure to include all attachments with your completed application or your application will be considered incomplete and thus ineligible.

Organizations required attachments include: artist and project director résumés, board member information, fiscal agent agreements, documentation from the IRS of tax-exempt status (unless a governmental unit), annual organization budget, and annually the 990 or audit.

ECRAC has an online grant application process only. You cannot submit any grant application materials by mail, in person, or by email. The online application materials can be found at: www.ecrac.org/grants.

The grant portal is online at: <http://ecrac.org/node/175>.

Completed applications must be submitted online before 11:59 p.m. on the deadline date.

DEADLINES

Plan on submitting ACHF proposals at least three months prior to your project start date.

When you submit an application, please be aware that it will take about 3 months before a final decision is reached. Also, organizations are required to complete an ACHF grant activity before the end of the next fiscal year. **The earliest allowable starting dates and the corresponding end dates are listed below.**

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 award notification 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 call ECRAC staff if you are unclear about whether ECRAC would consider your project as already started.

The scheduled grant deadline dates for FY 2018-2019 are:

TECHNICAL ASSISTANCE DEADLINE	GRANT DEADLINE	FINAL APPROVAL BY	EARLIEST START DATE	LATEST END DATE
October 15	Nov. 1, 2017 & 2018	Dec. 31, 2017 & 2018	Jan. 15, 2018 & 2019	June 30, 2019 & 2020
January 15	Feb. 1, 2018 & 2019	Mar. 31, 2018 & 2019	May 15, 2018 & 2019	June 30, 2019 & 2020
March 15	April 1, 2018 & 2019	May 31, 2018 & 2019	July 15, 2018 & 2019	June 30, 2019 & 2020

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. Application materials cannot be submitted by mail, in person, or by email.

REVIEW PROCEDURE

ECRAC staff will review all applications for accuracy, completeness, and eligibility. The ECRAC Board will have the final determination of completeness and eligibility. Applicants will be notified of the receipt of their application and when the grant application review/s will take place. The accuracy, content, completeness, and merits of the application are solely the responsibility of the applicant. Applicants are strongly encouraged to attend the grant review meeting, but will not be permitted to provide any additional information from what was included in the application submitted. The ECRAC board, 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, describe the status of the grant application completeness and eligibility review, and to take minutes.

IMPORTANT – PLEASE NOTE:

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.

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 highest possible standards of 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 Regional Arts Council will use the following criteria listed in order of priority. Review meetings are open to the public.

These factors constitute the grant review standards: merit and artistic quality; ability of the applicant to accomplish the project; and demonstrated need for the project.

- **The merit and artistic quality of the project or program**

Grant review considerations used to address this criterion may include:

1. How does this proposal instill the arts into your community and public life?
2. How does this proposal provide a high quality arts experience? All ACHF grants must have a heightened sense of artistic merit.

3. How does this proposal give access in Region 7E to a quality arts experience?
4. How does this proposal help to develop knowledge, skills, and understanding of the arts?
5. How does this proposal help to represent diverse ethnic and cultural arts traditions?
(Optional answer - not applicable if not part of your proposal.)
6. Do the artist résumés and any work samples substantiate the artistic merit and quality of the project?
7. Is the project's venue publicly accessible and ADA compliant?
8. Explain how the project will expand the organization's artistic capabilities and the artistic experiences of your audience.

If the application is determined to be an art project and of sufficient merit and artistic quality to indicate further review, the following standards will be applied:

- **The ability of the applicant or organization to accomplish the project or program outcomes and activities as presented.** This is demonstrated by providing evidence of a planning process, qualifications of artistic and administrative personnel, publicity efforts and previous successful efforts.

Grant review considerations used to address this criterion may include:

1. Did the applicant explain the planning process for the project?
2. Is the project budget feasible and does it demonstrate fiscal responsibility?
3. Are the marketing and publicity plans appropriate for the project and applicant? Will they use a website and/or social media?
4. Is the outcome evaluation plan appropriate for the project and applicant, and is it included in the project budget?
5. If this applicant is a past ECRAC grant recipient have the projects been successful, and were all reporting requirements followed?
6. If an organization application, do all key project personnel and the project director's résumés substantiate organizational ability?

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

Grant review considerations used to address this criterion may include:

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

6. How does the budget demonstrate a financial need? NOTE: These are not-for-profit grant projects. If the budget indicates a profit, the application is ineligible.

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

The grant review panel (if applicable) will present its decisions for this grant program in writing to the East Central Regional Arts Council board. ECRAC relies heavily on the recommendations of these panels. ECRAC will determine if the review procedures have been properly followed and will approve, disapprove, or table based on its adherence to the procedures herein described. All applicants will receive a grant allocation notification within 30 days after final review of the grant application by ECRAC.

CONFLICT OF INTEREST

ECRAC observes strict procedures to prevent any conflict of interest. Any 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.

A conflict of interest exists if a Regional Arts Council 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 on the application 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.

The ECRAC board chair and executive director have the authority to determine the existence and effect of a conflict of interest. Members acting in violation of the rules will be asked to resign and may be subject to prosecution under state law.

GRANTS PAYMENT

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 the ECRAC board 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 agent, if applicable) must sign and submit both forms to the Arts Council. 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. ECRAC may also 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 as stipulated by ECRAC. If so, details will be included in the NGA and RFP notification.

REPORTS/GRANT EVALUATION

Grant recipients must submit a final report to ECRAC. Organizations have 60 days, from 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 in 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 unacceptable grant final reports or unsatisfactory mid-point progress reviews.

GRANT TERMINATION & 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 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 contract.

ECRAC will rescind its grant commitment if:

- a grantee does not submit the NGA and RFP within 45 days, or
- upon request, the recipient does not return any required grant stipulations with the 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 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(s) of issue with the grant review procedure. ECRAC will approve, disapprove, or table the appeal based on adherence to its grant review procedures.

OTHER

ECRAC reserves the right to adopt other policies related to grants and to revise these grant documents as needed.

ECRAC SERVICES

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

- **Art Gallery**
- **Resource Information**
- **Arts Library**
- **Workshops for artists and organizations**
- **Grant and Outcome Evaluation Workshops**
- **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 staff 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 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. To see a list of previously funded projects, visit our web page: **www.ecrac.org/grants**.

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 & merit, ability, and artistic need for the project.

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

1. **START EARLY!** 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 best be of help to you 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.
2. Contact the ECRAC office to determine the availability of funding and which of the grant areas your proposal fits into. The ECRAC phone number is: 320-396-2337.
3. Attend an ECRAC Grant Workshop Information Session. This is not currently a grant requirement, but it is strongly recommended by ECRAC for this funding.
4. Read over the form to be sure you understand all the questions. Call the ECRAC office (320-396-2337) or email info@ecrac.org if you are unclear about the application questions or grant review criteria.
5. Use the online forms provided by ECRAC. The application materials are on the ECRAC website: www.ecrac.org/grants. The online grant portal is at <http://www.ecrac.org/node/175>.
6. You will have to remain within the specified amount of space for answers. Do not submit additional materials. Additional pages and materials will not be reviewed by the Council or by a grant review panel. Do not mail any application-related materials to ECRAC.
7. Complete and submit your online application before **11:59 p.m.** of the deadline date. Applications cannot be accepted after the deadline.
8. To be eligible, your application must include ALL required materials. If not, the application will be found ineligible.
9. Give all grant project personnel (project director/artists/fiscal agent) a copy of your grant proposal.

APPLICATION INSTRUCTIONS – Organization Grants

Best practices and past grant application history indicate successful grant applications are written by organization representatives and/or organization grant writers. ECRAC strongly advises organizations to follow this best practices. Contact ECRAC staff if you have questions concerning this particular issue.

Organization Information

The **Project Director** is the person responsible for the day-to-day details of the project. This is the contact person who is knowledgeable about the project and who is available to receive calls, e-mails, and correspondence. The project director has responsibility for all reporting requirements. For example, writing the final report and compiling the financial documentation after project completion. Include the mailing address and your e-mail and web information for the organization.

The **Grant Writer** is the person from the applicant organization responsible for writing the grant proposal and needs to ensure that the project director, authorizing officials, and key project personnel are all aware of the grant proposal details. The grant writer should be a representative of the organization applying for funding. The grant writer can also be the project director. If not, ensure that the project director has a copy of the grant application.

Fiscal Agent Information

If your organization is a unit of government, an independent school district (ISD), or is incorporated as a Minnesota private, non-profit organization which has obtained a 501(c)3 tax-exempt status under the Internal Revenue Code and which is registered with the Minnesota Secretary of State and Department of Revenue do not complete this section. Unless the applicant organization is a unit of government or ISD, you must provide proof of your organization's non-profit, tax-exempt status with your application. Independent School Districts do not use the fiscal agent section.

If your group is not incorporated as a 501(c)3 tax-exempt non-profit organization, you may receive funds through a fiscal agent. Please refer to the Program Information for who is eligible to receive and administer the funds as a fiscal agent. You must furnish the fiscal agent agreement (contract) with the organization that has agreed to serve as your fiscal agent and a copy of their proof of non-profit, tax-exempt status with your proposal. A sample copy of a Fiscal Agent Agreement is included for your convenience. The fiscal agent is legally responsible for the proper completion of the project and the grant project finances. The fiscal agent contact person and signer of the Agreement should be an authorizing official of the organization.

Project Information

The Grant Guidelines (page10) contain the earliest starting date under a particular deadline. **ECRAC cannot fund projects which start before a particular deadline start date.** Applicants should use a date before the first expenditure of grant project funds. ACHF grant projects must be completed before the end of the next fiscal year. See the guidelines (page 10) for the latest allowable project end dates.

Organization - Summary of Proposal

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 one of the three key areas of: Arts and Arts Access, Arts Education, and Arts and Cultural Heritage. Include descriptions of all activities involved in completing the project, dates, location, workshops or other training, number of performances, names of artists, and any other information that will help the Arts Council understand your project. Explain here your required open to the public community component and how you will advertise for it. Include here the exact address of your venue.

Outcome Evaluation Plan

It is important for grantees to understand that funding for this program comes from the Arts and Cultural Heritage Fund, 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 evaluating arts projects: the outcomes, impacts and results, and the community benefits. Therefore, outcome evaluation is an important part of a funding proposal; indeed it is a legislatively mandated requirement. **Be sure to include the costs of the outcome evaluation in your budget as a grant funded expense!**

Describe which of the following best describe the majority of the people you plan to serve with this 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

Sometimes thinking about different kinds of possible changes or effects can help us connect a grantmaker's very broad program outcomes to your own, specific outcomes for your project. Which of these broad areas best describes the kind of change you expect from your project?

- Artists and the arts are visible in communities
- Artists develop their practice
- Organizations develop capacities that advance the arts
- People access arts experiences
- People develop arts skills or knowledge
- People have meaningful arts experiences
- People make connections to ideas, organizations, or one another

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

- 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.)

Outcome Measurement

There are many ways to measure the results of projects; for example, collecting verbal or written stories and comments, surveys, focus groups, and interviews. For the visual arts, exhibit guest books are often used to capture comments. For the performing arts, attendance numbers or audience surveys may be useful. Comments/Critiques by peers can also be a way to assess the impact of your work. ECRAC staff has samples of outcome evaluations. Schedule an appointment with staff if this will assist you in your proposal.

Organization Grants - Outcome Evaluation Plan, cont.

ECRAC expects that you will provide either quantitative or qualitative measurements or both.

What kinds of methods do you anticipate using to document progress toward your 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 and could be participant, audiences, community members, artists, project partners or organization staff. It depends on the project.

Organization Grants - Project Budget

Round all amounts to the nearest dollar. Applications should present the total projected project cost.

DO NOT inflate your figures. An inflated budget reflects poorly on the organizational ability of the project.

ECRAC requires a 10% cash match, of the total grant project amount, for ACHF Organization Grants. The cash match can include earned income, other grants/contributions, and cash on hand. In kind cannot be included as part of your 10% cash match.

Applicants must also provide a copy of their current annual organization budget and annually, if applicable, a copy of their most current 990 or audit report.

Project Budget Expenses

1. **Salaries or Wages** - May include the project director, artistic director or other personnel assisting with the project. An hourly rate should be identified along with estimated hours for the project. Include the number of paid staff full time equivalents (FTE's) involved with the project. For the purposes of this item, "full time equivalent" means a position directly attributed to the receipt of money from one or more of the ACHF grant funds and is calculated as the total number of hours planned for the position divided by 2,088. Name all personnel and their positions. You must include résumé(s) for each with your application. Hours of in kind staffing will also go on this line.

2. **Artist Fees** - This will include artist fees for service, artist contracts, and/or honoraria and the amount to be paid to each. Artists must be identified by name and their résumé(s) included in the application.
3. **Travel and Expenses** - Include travel expenses such as allowable mileage and room & board for guest artists. An explanation of transportation expenses is helpful, including the rate of mileage (if applicable.) Submit proof of these expenses. No travel outside of Minnesota is allowed.
4. **Publicity** - List the costs of all marketing; radio, website, newspaper, posters, flyers, etc.
5. **Rental Fees/Equipment** - This can include the costs for renting performance space, costumes, audio equipment, etc. If performance or other space is in kind, the applicant must document, with a letter from the donor, to verify the value. This section can also include the purchase costs for needed equipment. You will need to include three separate quotes to document the expense. The lowest bid need not be selected; however the applicant should state the reason why it wasn't selected. If your proposal includes the purchase of equipment \$500 or more you also need to submit an Equipment Use Plan, signed by you, and certifying you will not sell the equipment without prior ECRAC approval and the equipment may be subject to a UCC filing..
6. **Supplies and Materials** - List consumable supplies for the project such as playbooks, music, etc. Reusable items should not be listed here. You can list the cost of refreshments here if they are an important part of your project budget.
7. **Printing and Postage** - List all printing and postage costs here.
8. **Project Outcome Evaluation** - Outcome evaluation is a requirement. All costs related to the outcome evaluation plan must be included here and should be a grant funded expense.
9. **Other** - Costs in this category could include telephone, royalties, and other costs.

Total - Total all costs to get the Total Expenses.

Project Budget – Income

ECRAC requires a 10% cash match, of the total project amount, for ACHF Organization Grants. The cash match can include earned income, other grants/contributions, and/or cash on hand.

1. **Earned Income** - Project income based on your group's experience. Estimate the earned income you will receive during this project.
2. **Other Grants and Contributions, if any** - Other grants, anticipated grants, and expected contributions should be listed here. These funds should be already secured/anticipated. NOTE: If matching with a Minnesota State Arts Board grant, reference their guidelines for limitations.
3. **Cash** - Cash on hand that is budgeted for the proposed project should be listed here.
4. **In kind** - In kind includes donated material, labor, or space that can be given a dollar value and is committed to the project. In kind should be significant items. Documentation must be provided for in kind contributions via a letter from the donor indicating the value of the in kind donation. ECRAC does recommend that all staffing in kind be itemized to determine the true value of a project. A sample form for documenting in kind time is available. In kind cannot be included as part of your 10% cash match

Sub - Total -Total all Project Income. Identify your funding request to ECRAC. The sum of the project costs and the ECRAC grant request is the **Total Income**.

The Total Income must be equal to the Total Expenses. If the income is more than the expenses, it is not a non-profit project and will be ineligible for grant funds.

Certification

You must certify that your board of directors supports this application, that it is accurate, and that you will carry out the project as described and will follow the grant guidelines if it is funded. **Two signatures are required; one signer must be an authorizing board officer. One signature is the project director.** Complete the certification form and submit it to ECRAC **with original signatures**. If your organization does not have a board of directors, you will be using a fiscal agent. In that case, their authorizing board officer(s) and the project director should sign the form.

Organization Grants - Regional Arts Council (RAC) Data Collection

The information in this section is not used in the evaluation of your grant request and is simply used for data collection purposes. All information in this section is required. Without it, your application will be incomplete.

OTHER REQUIRED INFORMATION – Organization Grants

Board of Directors Information

This will be used to help determine organizational ability. Attach a list of your board members, indicating their address, profession, organizational affiliation or area of expertise. **If you are using a fiscal agent, do not include the board members of the fiscal agent - include the members of your organization.** (An organization or group using a fiscal agent must have *at least* three board members.) A sample fiscal agent agreement can be found on Page 25 of these instructions.

Résumé's

Include work résumés of the project director and key project personnel. Include artistic résumés of any artists involved with the project. These are used respectively to determine organizational ability and artistic merit. Any staff person mentioned for the project **MUST** have a work résumé included with the proposal. All artists mentioned in the proposal **MUST** have an artistic résumé. If you are hiring a performing group their organization résumé is acceptable. ECRAC strongly prefers résumés, and discourages biographies or narratives unless they contain everything that a typical artist résumé includes. Not including résumés can make your application ineligible.

An artistic résumé typically includes the following (keep in mind the 2 page maximum):

Artist Statement: An artist statement that explains exactly what it is that the artist does and their involvement with their artwork.

Education and Training: List any formal arts education (certificates or degrees from art schools or universities); classes or workshops taken; and mentorship opportunities with other artists.

Employment: List arts related job experiences. Do not list non-arts related jobs on an artistic résumé unless this information might help the panel understand your artist.

Performances, Readings/Publications, or Exhibitions etc. (discipline appropriate): List the activities by their date, starting with the most recent. Include any visual art shows here such as the IMAGE Art Show.

Grants, Awards, and Collections (discipline appropriate): List grants received by the artist (including ECRAC and ECAC), awards received, collections (both public and private collections) that have acquired the artist's work, and other recognition the artist might have received.

Other headings the artist may want to include in the artistic résumé are:

- Mentors with whom the artist has worked.
- Presentations/Artists in Education/Workshops which they have taught or attended.
- Residencies in which the artist has taken part.
- Commissions which the artist has received.
- Panels and Committees on which the artist has served.
- Other ECRAC grants that the artist has been involved in.

Tax Exempt/Non-Profit Status

You are required to furnish proof of your group's IRS tax-exempt status Letter of Determination that shows Minnesota non-profit status, OR furnish a letter of agreement with your fiscal agent and proof of your fiscal agent's Minnesota non-profit status. If you are with a unit of government or independent school district, you do not have to provide non-profit status unless there is a question regarding the determination.

ADDITIONAL 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. ECRAC staff can provide technical assistance if needed but assistance does not imply that your project will be funded.

SAMPLE

FISCAL AGENT AGREEMENT

The _____ agrees to serve as fiscal agent for
(Fiscal Agent Organization)
the _____ under the following stipulations:
(Sponsored Arts Organization or Group)

1. The fiscal agent status is for one East Central Regional Arts Council (ECRAC) grant project only.
2. The sponsored arts organization or group is responsible for completing: the art project per the approved grant application; and the subsequent final financial report. The group will provide copies of these to the organization serving as fiscal agent. The fiscal agent is responsible for reviewing and signing the Certification, Notification of Grant Award (NGA), Request for Payment (RFP), and Final Report, and will ensure that records are kept regarding the grant project for at least 3 years after the end date.
3. The sponsored arts group will keep the organization serving as fiscal agent informed about the progress of the project. Any deviations from the approved grant project will have prior approval of the fiscal agent and of the Regional Arts Council.
4. The sponsored arts group will neither enter into grant-related contracts nor accept additional grant-related contributions from any individual(s) or group(s) without prior approval of the fiscal agent organization.
5. The fiscal agent organization will keep all funds in its account and will write checks only when furnished with appropriate bills or proof of expenses by the sponsored arts group.
6. The fiscal agent and sponsored arts group are both bound to the terms of the ECRAC notification of grant award contract (NGA) and the applicable grant guidelines.

Signature (Fiscal Agent Organization)

Position

Date

Signature (Sponsored Arts Group)

Position

Date

Note: Two different signatures are required. When using a fiscal agent, one signer must be an authorizing official of the fiscal agent organization, and the other an authorizing official of the sponsored arts group.

ANY QUESTIONS??? CALL 320-396-2337

East Central Regional Arts Council

112 Main Avenue S.

PO Box 294

Braham, MN 55006

www.ecrac.org

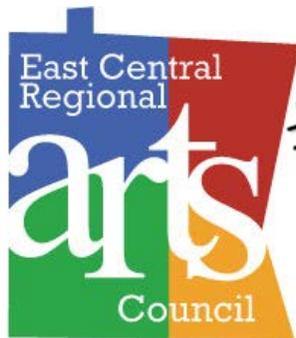
STAY UP-TO-DATE!

Make sure you are on the ECRAC e-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 project needs to include the following logo, funding credit line, and hashtags (for social media use):



#ecrac

#ArtsLegacy



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

These guidelines can be made available in the following formats:

Braille, large print, and audio.

To accommodate your request ECRAC will need at least 5 working days.