

APPLICATION INSTRUCTIONS

FY 2010 ECAC Arts and Cultural Heritage (ACH) Fund Grants

WHAT IS ART?

Art can describe several things: a study of 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 Minnesota State Arts Board and Regional Arts Councils define "arts" as activities resulting in the artistic creation or artistic performance of works of the imagination. These activities include the disciplines listed at the top of the 2nd page of the Regional Arts Council (RAC) Data Collection Form. This is per the *SUGGESTIONS FOR THE LEGISLATIVE GUIDE*, 10/1/09, submitted collectively by: Minnesota Citizens for the Arts, The Minnesota State Arts Board, and the Forum of Regional Arts Councils of Minnesota

The list of disciplines (in the RAC Data Collection Form) 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 Minnesota State Arts Board and Regional Arts Councils use these disciplines to define and report the arts activities they support.

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 Minnesota State Arts Board and the Regional Arts Councils of Minnesota believe that arts education programs should:

1. identify a specific learning goal, or the process by which that goal 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.

WHAT IS PRESERVATION OF OUR CULTURAL HERITAGE?

According to UNESCO, (*United Nations Educational Scientific and Cultural Organization*) the term "cultural heritage" encompasses several main categories of heritage, including:

1. Tangible Cultural Heritage, including:
 - Movable Cultural Heritage (paintings, sculptures, coins, manuscripts, etc.)
 - Immovable Cultural Heritage (monuments, archaeological sites, and so on)
 - Underwater Cultural Heritage (shipwrecks, underwater ruins and cities and so on)

2. Intangible Cultural Heritage (oral traditions, performing arts, rituals, and so on) referring in particular to traditions transmitted from generation to generation, mainly concerning the following vast domains:
 - languages and dialects
 - performing arts, music, dance and all forms of theatre;
 - social practices, rituals and festive events;
 - traditional craftsmanship including techniques and skills
 - knowledge and practices concerning nature and the universe;

The interaction of these elements with the physical and social environment leads to the development of local identities.

The Minnesota State Arts Board and Regional Arts Council system funds 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. The MSAB and RACs also fund *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.

It is also noted that the Minnesota Historical Society and local historical societies protect some parts of Minnesota's *movable cultural heritage* such as manuscripts and other historical artifacts, as well as *immovable cultural heritage* such as historical and archeological sites in collaboration with other entities.

BEFORE YOU BEGIN

Please read the entire application packet of information (guidelines, instructions, application form and RAC Data Collection Form) before completing the application forms. You will need to familiarize yourself with the basic information about ACH funding through the East Central Arts Council. The application form is designed to answer specific questions, which will assist the Regional Arts Council in determining artistic quality & merit, ability of the organization, and artistic need for the project.

Staff assistance (technical assistance) is available for applicants who need advice in developing a grant proposal. The Arts Council also conducts grant workshops that enable the applicant to 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

1. Contact the ECAC Office to determine the availability of funding and which of the ACH key areas your proposal is.
2. Make sure you have the current and the correct grant application form for the fiscal year. The ECAC fiscal year is from July 1 to June 30.
3. Read over the form to be sure you understand all of the questions. Call the ECAC office (320-679-4065x30) or e-mail ecac@ecrdc.org if you are unclear about the application questions or grant review criteria.
4. **Copy** the hard-copy application to use as a “draft” or print the pdf file. Save the original to send in to the ECAC. Or use the Word or RTF files via disk or the internet and “save as.”
5. Type **or keyboard** all the information. Use the format provided by ECAC. In generating your own form or in using the rtf version you must duplicate the ECAC grant application format and the amount of space given for answers. The ECAC staff will provide you with the application on cd or by e-mail, if requested. The application is also on the ECAC website.
6. Should you need more room than the application form specifies additional pages may not be reviewed by the Council.
7. Mail (**postmark deadline**) or bring in the entire application packet by **4:30 p.m.** on the deadline date. Remember that the deadline is also a postmark deadline. **DO NOT** fax or e-mail the application. Applications received after this time are ineligible and will NOT be reviewed until the next grant deadline.
8. **To be eligible, your application must include ALL required materials.** See the checklist (the final page of the application) for a complete summary of the materials you are required to submit.
9. **Submit the original proposal (one sided, not stapled) and keep a copy of your entire application for your grant files. Give all grant project personnel (director/artists/fiscal agent) a copy of your proposal.**

STEP BY STEP INSTRUCTIONS - ORGANIZATIONS

Cover Page (this corresponds to the application format supplied by ECAC)

Complete the Cover Page. This will be the first page of your application. Type (keyboard) on the rtf file format provided by ECAC and reference the hard copy or pdf to ensure that the formatting is correct. The cover page is one page.

1. The **Applicant Organization** is the group or organization actually doing the project.
2. 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.
3. If you do not know your **Legislative District**, contact the State of Minnesota website or the ECAC office for that information.
4. **Tax Exempt Number:** This **MUST** be completed if you are in an incorporated, non-profit group.
5. **Fiscal Agent.** If your organization is a unit of government, 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 are encouraged to use the head of the school's budget and finance department in the fiscal agent section.
6. 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.
7. A sample copy of a **fiscal agent agreement** is included here for your convenience. The fiscal agent is legally responsible for the proper completion of the project and finances.
8. The grant guidelines contain the **earliest starting date** for applications under a particular deadline. ECAC cannot fund projects which start before this deadline. In most cases, applicants will use the date(s) of the actual production of the art for which funds are sought. Organizations are required to complete a funded activity within 24 months.

REQUIRED FORMAT INFORMATION

Follow these directions in preparing the narrative and all other required written attachments.

- *The proposal project description and attachments must be typed on 8 ½ " x 11" white paper, single-sided copy only. Handwritten pages will not be accepted. Do not staple any of the grant proposal or attachments.*
- *Leave at least a 1" margin at the top, bottom, and sides of each sheet.*
- *Type your organization name on the top of each page.*
- *Use black, 12-point type or a larger type size.*
- *Do not photo reduce or exceed margins.*

Narrative

The narrative (sections A – D) are the proposal Project Description. If you do not answer all of the questions asked in the various Project Description sections your project will be considered to have deficiencies or it could be considered incomplete and thus ineligible for funding. You are required to use the section headlines shown in boldface type and to explain your project as requested and in the space stipulated.

Outcome Evaluation

Section E is the Outcome Evaluation Plan for your proposal. It is important for grantees to understand that funding for this ECAC/ACH program comes in whole or part 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 even more intentional about arts grant project evaluation: the goals, impacts, results, and the community benefits. Therefore outcome evaluation is an even more important part of a funding proposal and is a Legislatively mandated requirement. You will need to include outcome evaluation in your budget expenses.

The following questions will be used to set your projected evaluation goals and outcomes.

When you answer the questions please be sure your answers are SMART:

- S = Specific
- M = Measurable
- A = Achievable
- R = Realistic
- T = Time-bound

Your evaluation plan should address the 5 investment evaluation questions:

- What are the goals of the project?
- Who will be the target populations of your project?
- How will they be affected by the project?
- How will you know?
- How will the larger community benefit?

Here is a SMART example provided by the Forum of Regional Arts Councils of Minnesota.

The River Gallery is going to mount an exhibit, "Golden Years," which features art by and about older adults. Specifically, the exhibit "Golden Years," will attract at least 150 people over the age of 65 by June 30, 2010, and will be judged positively by 50% or more of those who attend, as measured by an exit survey.

- What are the goals of the project?
 - To feature work done by mature artists in our area
 - To emphasize to viewers the diverse lifestyles of older people
 - To demonstrate through art the contributions older people make to our community
 - To encourage attendance of people over 65 at the River Gallery.
- Who will be affected?
 - People 65 and older are the primary target.

- How will these populations be affected?
Viewing the exhibit will result in:
 1. Having a positive experience overall
 2. Awareness of the roles seniors play in our community
 3. At least 150 people over the age of 65 will view the exhibit

- How will you know?
 1. An exit survey at the gallery: specifically 50% or more of those completing the survey will agree that they had a positive experience, and will express their attitudes about aging and place of older adults in the community. The survey will include an item about the respondent's age.
 2. Additional information about impact will be summarized from comments in the exhibit guest book.
 3. Personal stories will be collected from participants.

- How will the larger community benefit?
Mounting an exhibit focused on older adults will widen the gallery's audience, raise public awareness of the place of older people in the community, and encourage the view that the arts are for everyone. Capturing the contact information of exhibit attendees will allow the gallery to mount additional activities.

Budget

Round off all amounts to the nearest dollar. Applications should present the total project cost. **DO NOT** inflate your figures. An inflated budget reflects poorly on the organizational ability of the project. ECAC ACH grants can provide up to 100% of the project cost, however, a local match is encouraged.

Project Budget/Expenses Use the ECAC format for the budget. Be as specific as possible, all costs of the project are to be identified in these section. Dollar values should be given to inkind and cash match and identified in this section.

Please remember that there are 3 separate expense budgets. You need to reference your Narrative Section C and use the correct expense section/s. Each grant proposal activity must be assigned to one or more of the ACH key areas defined on page 3 of the guidelines.

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. The personnel résumé(s) must be included in the application.
2. **Artist Fees** - This will include artist fees for service, artist contracts, and/or honoraria and the total 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 amount of mileage (if applicable.)
3. **Publicity** - List the costs of all advertising; radio, newspaper, posters, flyers, etc.
4. **Rental Fees/Equipment**- this can include the costs for renting performance space, costumes, audio equipment, etc. If performance or other space is inkind, the applicant must document, with a letter, to verify the amount. This section can also include the purchase

amount for equipment and if it does you also need to include three separate quotes to document the expense.

5. **Expendable 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, but do not ask ECAC to pay for food costs.
6. **Printing and Postage** - List all printing and postage costs here.
7. **Other**- Costs in this category could include telephone, royalties, and other costs.
8. **Outcome Evaluation**- all costs related to the outcome evaluation plan should be included here.

Sub-Total each key area budget and then **Total** all costs to get the **Total Expenses**.

Project Budget/Income

1. **Earned Income**- Project income based on your group's experience. Estimate the earned income you will receive during this project.
2. **Grants and Contributions**- other grants, anticipated grants, and expected contributions should be listed here. These funds should be already secured.
3. **Cash**- Cash support is cash on hand that is budgeted for the proposed project.
4. **Inkind** - Inkind is donated materials, labor, or space which can be given a dollar value and are committed to the project. Inkind should be significant items. Documentation must be available for inkind.

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

The Total Income must be equal to the Total Expenses. If the income is more than expense it is not a non-profit project.

Enter the total project cost and amount requested on the cover page of the application.

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 if it is funded. Two signatures are required; one signer must be a board officer. One signature is the project director. Complete the certification form and submit it to ECAC with original signatures. If your organization does not have a board of directors you will be using a fiscal agent and in that case they and the project director should sign the form.

Checklist

To ensure that your application is complete, fill out the checklist as you assemble your application materials. The original of the completed checklist must be submitted with your application.

OTHER REQUIRED INFORMATION

Board of Directors Information

Attach a list of your board members, indicating their profession, organizational affiliation or area of expertise. This will be used to determine organizational ability. If you are using a fiscal agent do not include the board members of the fiscal agent include the members of your organization.

Résumé's

Include résumés or biographies of the project director, key project personnel, and artists. These are used to determine organizational ability and artistic merit. Any staffperson or artist to be paid for with ECAC ACH funds MUST have a résumé included with the proposal.

Tax Exempt/Non-Profit Status

Eligible applicants are units of government, public schools, or Minnesota private, non-profit organizations which have obtained a 501(c)(3) tax-exempt status under the Internal Revenue Code and which are registered with the Minnesota Secretary of State and Department of Revenue. You are required to furnish proof of your group's IRS tax-exempt status letter which shows MN non-profit status OR furnish a letter of agreement with your fiscal agent AND proof of your fiscal agent's MN non-profit status (this is called a "letter of determination" from the IRS.) If the Minnesota non-profit status is in question you may be asked to provide additional information such as proof of registration with the MN Secretary of State, MN Department of Revenue tax exemption, and/or documentation of registration with the Charities Division of the MN Attorney General's Office. If you are with a unit of government or school you do not have to provide the non-profit status information unless there is a question regarding the determination and you are requested to do so by ECAC staff.

RAC Data Collection Form

Complete and submit the RAC Data Collection Form. All information on this form is required. Without it, your application will be incomplete. This information is not provided to the review panel/s and is for staff use only. This form can be legibly handwritten, however, the FY 2010 RAC Data Collection form is a fill-in PDF form and uses the features provided with Adobe Acrobat products.

PDF Software Requirements- To view, complete, print and save this fill-in PDF form you'll need the freely available [Adobe Reader](http://get.adobe.com/reader/) (<http://get.adobe.com/reader/>) software installed on your computer. Version 7.1 or later of Adobe Reader is required. Fill-in forms with the ability to save locally will generate a dialog/message box when opened within Adobe Reader. If you are using Adobe Reader 7.1 or later, the dialog box will indicate that **document rights** have been applied to the PDF file and you can save the completed fill-in form. If you are using a version of Adobe Reader prior to Version 7.05, the dialog box will indicate that some features of the document will not operate and you will be prompted to obtain a newer version of Adobe Reader. The current recommendation is to use the Adobe Reader 8.13. For additional help with fill-in forms, see the Adobe Reader's online help information.

ADDITIONAL COMMENTS

- **Review and re-read your application for accuracy and completeness. Check your math on the budget pages! Ensure that your budgets and narrative tell the same story!**
- **Please submit one complete one-sided application, in the order specified on the checklist, with original signatures, to ECAC (or the post office) on or before the deadline date. This is a postmark deadline.**
- **Please do not staple any part of your application or submit information not requested by ECAC.**
- **Do NOT submit information with private personal information such as social security numbers or other non-public information. These applications are public documents.**
- **When utilizing the rtf form please reference the pdf or a hard-copy of the grant application to ensure that all check boxes and formatting are appropriate and correct. Applicants are responsible for ensuring that the application is submitted correctly and is legible. However, ECAC staff can provide technical assistance in this regard.**

SAMPLE

FISCAL AGENT AGREEMENT

The _____ agrees to serve as fiscal agent for
(Fiscal Agent Organization)

The _____ under the following stipulations:
(Arts Organization)

1. The fiscal agent status is for one project grant only.
2. The arts group is responsible for completing the art project per the grant application and the subsequent final financial report and for providing copies of these to the organization serving as fiscal agent. The fiscal agent is responsible for reviewing and signing the final report form.
3. The arts group will keep the organization serving as fiscal agent informed about the progress of the project and deviations from the grant will be brought to the attention of the fiscal agent.
4. The arts group will write no contracts or accept no other contributions from anyone or any group without prior approval of the organization serving as fiscal agent.
5. The organization serving as fiscal agent will keep all funds in its account and will write checks when furnished with appropriate bills or proof of expenses by the arts group.
6. Any unused funds, or interest will be spent as stipulated by mutual agreement before any checks are issued for the grant.
7. The fiscal agent and arts organization are bound to the terms of the notification of grant agreement.

Signature (Fiscal Agent Organization)

Position

Date

Signature (Arts Organization)

Position

Date

Note: Any one of the above stipulations may be changed as appropriate to the needs of the applicant and fiscal agent.