

EAST CENTRAL ARTS COUNCIL

Fiscal Year 2010
July 1, 2009 – June 30, 2010

ORGANIZATION ARTS PROGRAM INFORMATION- **Guidelines and Instructions** *for Arts Project Grants and Small Grants*

East Central Regional Arts Council
A Program of the East Central Regional Development Commission
100 Park Street South
Mora, Minnesota 55051
e-mail: ecac@ecrdc.org
www.ecrdc.org
320-679-4065 extension 30

These guidelines and the application form can be made available in the following alternative formats:
computer floppy or cd-r disk (in Word or rtf), Braille, large print, and audio tape.
To accommodate your special request the ECAC will need at least 10 working days.
Or for ECAC grant applications on the Internet go to www.ecrdc.org and follow the ECAC links.

INTRODUCTION

The East Central Arts Council (ECAC) serves as an advisory committee to the East Central Regional Development Commission (ECRDC) which is the designated regional arts council for Region 7E. The ECRDC acts on recommendations from the ECAC.

The ECRDC receives funding through an appropriation of the Minnesota State Legislature and through The McKnight Foundation. These funding sources enable the ECRDC / ECAC to provide grant funds for local or regional arts projects in the following counties: Chisago, Isanti, Kanabec, Pine, and Mille Lacs.

All grants are contingent upon the availability of funds. Funds are offered to organizations for a variety of arts projects that develop or enhance local arts organizations, artists, or art audiences. It is best to contact staff of the ECAC prior to submission of a grant application to determine funding availability. The ECAC has a maximum grant award of \$5,000 per grant for Arts Project Grants and \$500 for Small Grants.

WHO IS ELIGIBLE

The ECAC serves the non-profit arts community. Agencies, organizations, or groups meeting 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, school, or public library.
- b. 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.
- c. A local group/organization which does not meet the above requirements but applies through a fiscal agent which does qualify.

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 application, and if funds are received, sign the grant contract and Request for Payment. The fiscal agent is legally responsible for the project and proper management of grant funds. The fiscal agent should enter into a formal written agreement with the 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 as the final page of instructions.

Please note that this is NOT an application for individuals to use (such as booking agents or artists looking for contract work.)

WHAT IS NOT FUNDED

The ECAC does **NOT** fund:

- Activities of a for-profit project, organization, or business.
- Projects where funds are requested to account for deficits in projects or programs begun prior to the project earliest start date.
- Organizations with a past due ECAC final report.
- Applications where funds are to be used to match other ECAC grant applications.
- Requests for construction or capital improvements, purchase of real property or endowment funds.
- Projects in which total state funding (eg. MSAB) is more than 50% of the project costs.
- Fundraising events.
- Activities which are not open to the public.
- In-school projects by students or projects carried out exclusively by/for student organizations.
- Programs by schools that are limited in access to the public or serve only schools or staff.
- Projects which are for the religious socialization of the participants.
- Activities that engage in political lobbying.
- Projects where artists are required to pay entry or exhibition fees in order to exhibit or perform in the project for which funds are sought.
- Projects that will not take responsibility for their publicity, media coverage, and public relations and that won't provide timely promotion of the project throughout Region 7E.

TYPES OF ARTS GRANTS AVAILABLE

The intent of the ECAC grant programs for organizations is to increase the quantity and to stimulate and maintain high quality arts experiences in the region. Grants are made to eligible organizations that are engaged in the creation or production of art, art services, or sponsorship of art activities. Arts in all disciplines are supported by the Council including, but not limited to: theatre, visual arts, folk arts, music, literature, dance, film/video, and artistic development.

Grant Categories to apply under:

Art Projects Grants

Small Grants

Art In Our Schools program - for schools only (this is a separate application/guidelines)

ECAC also has funding for artists under separate application and guidelines.

Contact the ECAC staff at either 320-679-4065 extension 30, or via e-mail at ecac@ecrdc.org, if you need assistance in determining which category to apply for your particular project.

The Arts Council funds art projects which are high in quality and merit, projects which are well planned, include qualified artists, have a strong community impact, and are clearly needed and valued by the community they serve.

Arts Project Grants

This category provides support to organizations for a wide variety of arts projects involving the creation, sponsorship, publication, performance, and/or exhibition of art. Arts producing activities or services for artists or arts organizations should result from the project. There are two application deadlines per year for this program (See page 6 for details.)

The ECAC funds requests of \$5,000 or less (with an equal match provided by the applicant) in this category. Average grants are about \$3,000. There are two grant deadlines a year (see page 6.) Examples of eligible projects:

- Performances by touring artists/companies
- Exhibitions such as visual art shows
- Local theatre productions
- Residencies involving a professional artist.
- Workshops, classes, publications, films, and presentations that promote artists or participation in the arts.
- Other projects providing access to the arts for community audiences.

Small Grants Program

The East Central Arts Council also has grants available for local or regional arts projects sponsored/organized by organizations. This program is intended to provide an easier access to a limited amount of funds on shorter notice for arts projects. There are currently four deadlines per fiscal year for this program. Please call before applying to determine funding availability.

These grants provide funds for arts and cultural projects and are awarded on a matching funds basis. Small Grants of up to \$500 will be considered. Schools are eligible for funding.

In order to encourage new organizations/small communities to become involved in arts programming, the application has been simplified. However, all applicants must meet the eligibility and program standards for Art Projects Grants. The following criteria apply to the Small Grants program:

- The deadline is four times a year (see page 6 for details)
- There is a limit of funds of up to \$500 per organization per fiscal year
- Applicants need 50% matching funds for project.
- Requests for funding are reviewed and approved by the Arts Council.

Art In Our Schools

There is an ECAC Art In Our Schools program that has a separate application/guidelines. However, schools can apply for art organization funds, as well. ECAC does not completely fund in-school student projects with art project funds. Schools may apply if their program or activity is clearly open and accessible to and intended for the broader community. Schools of higher education may apply for funds if their project or program is for the creation and production of arts programs clearly intended for the enhancement/benefit of the entire community. Please contact ECAC staff if you have any questions about funding for schools.

Project Matching Funds

For Arts Project Grants and Small Grants projects, the applicant must show evidence of match of at least 50% of the total costs of the project. Matching funds may consist of cash, inkind contributions, earned income, or other grants. Cash (not inkind) support of at least 10% is required.

Inkind are items such as materials, labor, and space which can be given a dollar value and are a significant part of the project. Applicants must be able to prove that inkind is committed (i.e., letter).

WHERE AND HOW TO APPLY

Applications should be made to the East Central Arts Council. This is a competitive grant program. There are different application forms for the funding categories (Art Project Grants, Small Grants, and Art In Our Schools.) If in doubt which to use, contact the Arts Council staff. Applicants must use the ECAC application form for the category of funds requested. Applications must be typed or an identical form can be generated on the applicant's computer. Applicant's computer generated applications will be accepted only if the submitted application is an identical to the ECAC form. The application forms and guidelines can be made available in the following alternative formats: computer disk, Braille, large print, and audio tape. To accommodate your request the ECAC will need at least 15 working days. **Or reference the website for the application in an rtf format online at www.ecrdc.org and follow the ECAC links.**

Be sure to include all attachments with the completed application not doing so may make your application incomplete and thus ineligible. This includes artist and project director résumé, board member information, fiscal agent agreements, documentation from the IRS of tax-exempt status, and the current data collection form.

A reasonable amount of planning time should be allowed to develop an application. Grant writing technical assistance is provided by ECAC staff on a limited basis. The staff person can best be of help to you if you contact them well in advance of the application deadline. Assistance from the staff person does not, however, imply that your organization will receive grant funding.

Completed applications must be postmarked or personally delivered to the ECRDC offices (during normal business hours) on or before the deadline date. Late applications and applications submitted by fax or e-mail are **NOT** be accepted for review. If the grant deadline falls on a weekend or holiday the deadline becomes the next working day.

DEADLINES

The Arts Council currently holds a number of grant rounds each fiscal year. FY 2010 is July 1, 2009, to June 30, 2010. This does not mean your project has to be completed by June 30, 2010. Organizations are required to complete an ECAC funded activity within 24 months of grant review and must keep all project documentation for 3 years following project completion.

The scheduled grant deadline dates for FY 2010 are:

<u>Category</u>	<u>Deadline</u>	<u>Earliest Project Starting Date</u>
Art Project Grants	JULY 15, 2009	SEPTEMBER 15, 2009
Art Project Grants	JANUARY 15, 2010	MARCH 15, 2010
Small Grants	2009: AUGUST 1 and OCTOBER 1	at least 45 days after deadline
	2010: FEBRUARY 1 and APRIL 1	at least 45 days after deadline

note- please contact ECAC staff before application to determine funding availability for each deadline. Also, if a deadline date falls on a weekend or holiday the deadline will be the 4:30 p.m. on the next working day. This is a postmark deadline. Earliest allowable starting dates are also listed above.

REVIEW PROCEDURE

A staff person will review all applications for accuracy and completeness. Applicants will be notified by mail of the receipt of their application. Applicants are responsible for the completeness and content of their application and must use the grant forms/format provided by the Arts Council. The accuracy, completeness, and merits of the application are solely the responsibility of the applicant. All applicants will be notified when the Council will be reviewing grant applications. If interested, applicants may attend these meetings, but will not be permitted to provide additional information at that time. The ECAC, by majority vote, makes funding decisions. The ECAC staff person does not participate in this grant review and funding process other than to introduce applications, describe the status of the grant application completeness review, and to take minutes.

REVIEW CRITERIA

In reviewing the applications a sub-committee and/or the Council will use the following criteria listed in order of priority. These factors constitute the Grant Review Standards:

- **The merit and artistic quality of the project or program.** In the case of arts service programs and projects, the merit and quality of the service being provided will be reviewed. **In the case of repeat projects/applicants a heightened consideration of artistic merit and quality is required.**

If the application is determined to be of sufficient merit and artistic quality to indicate further review, and if repeat projects have a heightened sense of artistic merit, the following standards will be applied:

- **The ability of the organization to accomplish the project or program goals as presented.** This is demonstrated by providing evidence of a planning process, qualifications of artistic and/or administrative personnel, publicity efforts and previous successful efforts.
- **Applicants must demonstrate demand/need for the project or program for the community it serves.**

Based on the Review Standards, the Arts Council shall make one of the following decisions: full funding of the amount requested; partial funding of the amount requested; no funding; or to table the request, pending receipt of additional information or modification of the application.

The Arts Council will present its decisions for Arts Project Grant funding in writing to the East Central Regional Development Commission. The ECRDC relies heavily on the recommendations of the Arts Council. The ECRDC will determine if the review procedures have been properly followed and will approve, disapprove, or table (asking the Arts Council to provide additional information) the Council's decisions based only on its adherence to the procedures herein described. All applicants will receive a grant allocation notification letter within 30 days after final review of the grant application, except when a revised budget is necessary.

The Arts Council will consider each application on its own merit. The Council uses a rating and ranking system to determine funding priorities for allocation of grants.

CONFLICT OF INTEREST

Any member of the 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 will report annually on those members with affiliations who declared conflicts of interest.

A conflict of interest exists if an Arts Council member:

- receives direct financial benefit from the applicant 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 to an applicant 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.

If an ECAC member feels unduly biased or has a personal affiliation with an applicant, s/he should declare an apparent conflict of interest. A member should declare conflicts that have occurred within two years prior to the grant review and the conflict will last for two years once declared. Appearances of conflict include significant adversarial or advocate relationships in which a member's impartial judgment may be impaired.

The ECAC board chair and program officer shall 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 written notification regarding the ECAC grant funding decision. If funded, with the grant award letter will be a Notification of Grant Award (NGA) with a final approved budget, and a Request for Payment (RFP) form. In cases where the grant is less than the full amount requested, the applicant will be contacted. A revised budget must be agreed upon within 30 days before the NGA and RFP can be sent. If the grantee agrees with the approved budget and other terms of the contract, the grantee must sign both copies of the NGA and return one, and sign the RFP and submit them to Arts Council staff. No funds will be authorized until the signed NGA and RFP are on file at the ECRDC offices. Within 45 days of receipt of the NGA, funds will be approved and forwarded to the grantee with a copy of the final (financial) report. This Final Financial Report is also online for your convenience.

TERMS OF GRANT CONTRACT and GRANTEE RESPONSIBILITIES

The Grant Contract (Notification of Grant Award or NGA) is a legally binding document signed by the authorizing official of the organization that has received an arts grant (the fiscal agent.) The grantee agrees with these terms:

- The project will be carried out in compliance with the project description, budget, dates as indicated in the approved application and/or NGA.
- The grantee must notify the Arts Council staff in writing if at any point the project needs to be changed from the description in the application. The Arts Council must approve significant changes in the project (such as changes in dates, project personnel, and/or budget changes).
- Accurate documentation/records will be kept regarding the project costs. This includes supporting receipts, vouchers for in-kind contributions, etc. Copies of these must be submitted with the final financial report.
- All project records will be made available to the ECRDC upon request and such records will be kept for at least three years following project completion.
- Access to participation in the project will **NOT** be limited on the basis of ethnicity, race, religion, age, sex, sexual orientation, or disability.
- Note about Americans With Disabilities Act (ADA): It is the responsibility of each organization receiving these public funds to comply with ADA regulations. The ECAC has information available about ADA compliance. If you have questions about this you may contact the Arts Council staff.
- The appropriate funding line will be included in all publicity related to the project including press releases, programs, and posters:
“This activity is made possible in part by grant funds from the East Central Regional Development Commission and the East Central Arts Council as appropriated by the Minnesota State Legislature.”
- Grant funds will not be released if any ECAC final reports are past due.
- Grant payments are contingent upon availability of funds.

REPORTS/GRANT EVALUATION

Grant recipients must submit a final report to the ECRDC within 60 days of the date stated on the NGA as the end of the project. This final report form is included with the grant payment but a blank form can also be found on the ECAC website. The final report must be the ECAC format and include a financial report including copies of receipts; project narrative; copies of press releases, project publicity, and news articles. The final report should show how grant funds were used and provide documentation of income and expenses pertaining to the project. The Arts Council does **NOT** provide grant funds to organizations that have past due final reports.

GRANT TERMINATION

A grant contract may be terminated at any time upon written request of the grantee, but such termination does not necessarily relieve the grantee of its responsibilities as set forth in the grant contract. The ECRDC 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 the ECRDC and recipient.

The ECRDC may rescind its grant commitment if:

- ◆ a grantee does not return the signed NGA and RFP within 45 days, or
- ◆ if requested, the recipient does not return a revised budget and/or project description within 30 days.

APPEALS

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 Arts Council with respect to artistic merit.

To file an appeal the applicant must notify the Arts Council staff or Chair in writing within 10 days of the written notification of the ECAC/ECRDC's action and describe the points of issue. If the issue cannot be resolved at the next Arts Council meeting, it will be forwarded to the ECRDC for further action. The ECRDC will approve, disapprove, or table the council's decision based only on adherence to its grant review procedures.

OTHER

The ECAC reserves the right to adopt other policies related to grants. For example, the current allowable mileage rate is the established Federal (United States Internal Revenue Service) rate. If in doubt, please check with the ECAC staff for current policies.

The ECAC provides services to the arts community in the region. These include:

- Resource Information
- Grant Workshops
- Grant Writing Technical Assistance
- Art Show Display Equipment Rental

ECAC Structure

The ECAC is made up of two representatives from each of the five counties in the region plus one member of the ECRDC. Members serve staggered two-year terms renewable three times. Those interested in serving on the Arts Council should contact staff for further information.

APPLICATION INSTRUCTIONS

ARTS PROJECT GRANTS & SMALL GRANTS

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 be able to familiarize yourself with the basic information about regional arts funding through the East Central Arts Council.

The application form is designed to answer specific questions, which will assist the Council in determining artistic quality, merit, ability of the organization, and artistic need for the project.

Staff assistance or technical assistance is available for applicants who need help 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 of a particular application. The accuracy, completeness, and merits of the application are solely the responsibility of the applicant.**

TIPS ON COMPLETING THE APPLICATION

1. Contact the ECAC Office to determine the availability of funding.
2. Make sure you have a current and the correct grant application forms.
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 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 on the form. The ECAC will make every effort to provide you with a typewriter if you have no access to one elsewhere. Or you can generate your own identical form by computer. 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 disk or by e-mail, if requested. The application is also on the ECAC website.**
6. Should you need more room than the space on the application form, you are allowed a **maximum** of one page for all additional information (**this one page maximum does not include résumé pages, or other needed supporting documentation.**)
7. Mail 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.
8. To be eligible, your application must include ALL required materials. See the checklist (the final page of the application) for a summary of the materials you must submit.

Reminder: Keep a copy of your entire application for your files

STEP BY STEP INSTRUCTIONS - ARTS PROJECT GRANTS & SMALL GRANTS

Cover Page (this corresponds to the Application Form)

Complete the Cover Page. This will be the first page of your application. Type on the form provided or generate your own identical form by computer.

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 or correspondence. Please include your mailing and your street address if applicable and your e-mail and web information.
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 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. You must provide proof of your non-profit, tax-exempt status with your application.
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 letter of 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.
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 as well as finances.
8. The Program Information contains the **earliest starting date** for applications under a particular deadline. We 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.

Narrative (pages 2-5 or page 2 for Small Grants)

If you do not answer all of the questions asked in the various Project Description sections your project will be considered to have deficiencies. You can submit one additional page for Project Description information but you are required to use the section headlines shown in boldface type.

Detailed Project Description- refers to the actual project you are planning. The Council asks for details of the project, so be concise and specific. You must identify which items of the project you intend to use grant funds for. In their deliberations, the review panel uses the following criteria to evaluate your application: artistic merit and quality; organizational ability; and demand/need for the project in the community served. The narrative (project description) portion of the application is designed to help you address these criteria.

Artistic Quality- these questions refer to the artistic quality of this project. If this is a repeat project you must highlight how this grant project has a heightened sense of artistic merit from the previous grant funded project. Contact ECAC staff with any questions on the repeat project criteria.

Applicant Ability-Résumés of paid artists or staff must be submitted.

Need or Demand for the Project-This section refers to the need or demand for the project.

Board of Directors Information

Attach a list of your board members, indicating their profession, organizational affiliation or area of expertise.

Résumé's

Include résumés or biographies of the project director, key project personnel, and artists.

Budget (pages 6 & 7 or pages 3 & 4 in the Small Grant)

Please round off figures 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 grants can provide up to 50% of the project cost. Eligible grant applications will show at least 10% cash support (i.e. not inkind) for the project.

Project Budget/Expenses Be as specific as possible, all costs of the project are to be identified in this section. Dollar values should be given to inkind and identified in this section. Please remember that these expenses are for an arts project and that ECAC does NOT fund operating expenses at this time.

Identify in the Explanatory Notes column which expenses are an ECAC grant request and which expenses are an inkind contribution.

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. **Transportation** - 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**- 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.
5. **Expendable Supplies and Materials** - List consumable supplies for the project such as playbooks, music, etc. Durable 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.

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. Indicate whether these funds are secured.
3. **Other includes both Cash and Inkind** - Cash support is budgeted for the project. 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.

Total-Total all Project Income (subtotals 1,2, & 3). Identify your request to ECAC. The sum of the project costs and ECAC request is the Total Income. **The Total Income must be equal to the Total Expenses on the expense sheet.** Enter the total project cost and amount requested on the front page of the application.

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 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.

Certification (page 8 or page 5 in the Small Grant)

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 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 should sign the form.

Checklist (page 9 or page 6 in the Small Grant)

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.

RAC Data Collection Form

Complete and submit the original for all information on this form is required. Without it, your application will be incomplete. This information is not provided to the review panel and is for staff use only. This form can be legibly handwritten.

The FY 2010 RAC Data Collection form is a fill-in PDF form and uses the features provided with Adobe Acrobat products.

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. IRS recommends using Adobe Reader 8.13. For additional help with fill-in forms, see the Adobe Reader's online help information.

ADDITIONAL COMMENTS

- **Review and reread your application for accuracy and completeness. Check your math on the budget page! Ensure that your budget 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.**
- **Do NOT submit information with private personal information such as social security numbers or other non-public information. These applications are public documents.**
- **If you are utilizing the rtf form please reference the pdf or 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.