

EAST CENTRAL ARTS COUNCIL

FY 2009
ECAC – McKNIGHT
INDIVIDUAL ARTIST GRANT PROGRAM

GUIDELINES/INSTRUCTIONS

**Please call to determine funding availability
before you complete this application!*

NEW FY 2009 GRANT APPLICATION DEADLINE DATES:

OCTOBER 1, 2008

FEBRUARY 1, 2009

APRIL 1, 2009

EARLIEST PROJECT START DATE:

2 MONTHS AFTER APPLICATION DEADLINE

APPLICANTS MUST USE THE ECAC GRANT FORMAT!

EAST CENTRAL ARTS COUNCIL
EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION
100 PARK STREET SOUTH
MORA, MINNESOTA 55051
(320) 679-4065 extension 30
or e-mail: ecac@ecrdc.org
www.region7erdc.org

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EAST CENTRAL ARTS COUNCIL / McKNIGHT INDIVIDUAL ARTIST GRANT PROGRAM

GUIDELINES

The East Central Arts Council (ECAC) / East Central Regional Development Commission (ECRDC) developed the Individual Artists Program with McKnight Foundation funding to provide financial support to artists committed to personal artistic growth. Applications are encouraged from artists in all disciplines. Applications should be made for a specific art project designed to enhance the artistic skills and artwork of the individual artist.

Who is an Eligible Applicant

The applicant may be any individual artist who is a permanent resident (for at least 6 months) in one of the five Minnesota counties of: Chisago, Isanti, Kanabec, Mille Lacs, or Pine. The applicant must be at least 18 years of age. The applicant must be either a U.S. citizen, or have attained permanent resident alien status. The applicant must not have any outstanding final reports due to the ECAC. To be eligible you must use the ECAC grant application format. The individual artist applicant must not have received ECAC funding for two years.

Timeline

The project should start at least 2 months after the grant application deadline. The project must be able to be completed within 14 months of the grant review date.

What Can Be Funded

The following are examples of individual artist projects and are not meant to be limiting or all inclusive.

1. Money to Produce Artwork. Those materials and/or services necessary for the completion of new work of art. The applicant must solicit and document more than one quote for purchase of capital equipment. The low bid need not be accepted but the applicant must state why it was not.
2. Money to Present. Costs involved in the arrangement of a visual arts exhibit, portfolio production, composer or musician demo tape production, or film/video.
3. Money to Learn. Costs involved in training or mentoring with a renowned professional artist *excluding college or university courses*.

These guidelines and the application form 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 10 working days.

It is also available on the ECAC website at www.region7erdc.org – follow the ECAC links.

Funding Guidelines

1. Each grant is limited to a maximum of \$1,000. (You may ask for less.) Partial funding may be awarded.
2. An artist is limited to one ECAC artist award (Individual Artist Grant or Fellowship) every two years.
3. No part of the grant may be used to cover expenses incurred before the start date or after the end of the project. The entire project must be completed within 14 months of the grant review date.
4. The ECAC will use a ranking system to determine funding allocations. A low ranking may mean either a partial grant or no grant award. You will be invited (but not required to attend) the grant review meeting for a 10 minute presentation on the grant proposal submitted and to highlight your original artwork.

Funding Restrictions

The Individual Artist program will not fund:

1. Time to work (i.e., an applicant's time in the project).
2. In school work by any level of students.
3. Projects which have or will receive funding from the Minnesota State Arts Board or from another funding source.
4. Applicants who intend to use the funding to move from Region 7E.

Grant Process

1. Your application must be postmarked or received at the ECRDC office on or before the deadline date and must be complete in all respects in order to be considered for funding. If the deadline date falls on a holiday or weekend the deadline will be the next working day. ECAC staff shall have the responsibility of assuring that applications are received by the specified time. Those applications determined to be late or incomplete shall be returned to the applicant with an explanation. The completeness of any given application shall be assumed, unless challenged by ECAC members, and all challenges shall be resolved by a simple majority vote of the ECAC.
2. Applicants are encouraged to contact the ECAC office early in the grant application process for assistance or to attend a grant workshop or individual assistance. The granting of such assistance in no way implies that funding will be approved. (More applications are not funded for being incomplete or poorly prepared than for any other reason). Also, this contact with the staff person will help you to determine if grant funding is still available.
3. The content, accuracy and completeness of the application are solely the responsibility of the grant applicant.
4. Once your application has been submitted, ECAC staff and board members are prohibited from discussing your application with you prior to the funding decision. (If you are not funded, you are encouraged to contact the ECAC staff person to find out why, in order to increase your chances of being funded in the future.)

5. The East Central Arts Council reviews all applications received by the deadline date for completeness and eligibility. Those applications found to be complete and eligible are then reviewed according to the following **grant review criteria**:
 - **Quality of the artist's work.**
 - **Quality of the proposed project.**
 - **The artistic résumé.**
6. 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 staff grant application completeness review, and to take minutes. The decisions of the ECAC are then reported to the ECRDC board.
7. Applicants should be aware that even though an application may be recommended for funding, it's rank may fall below the line of available funds or it may receive only partial funding.
8. Grants to individuals are subject to state and federal income tax. Please contact your tax preparer for further information. You can also get advice and referrals from Springboard (formerly known as Resources and Counseling for the Arts) at (651) 292-4381.
9. Applicants are notified of funding decisions in writing about two weeks after the grant review. If you like, you may contact the ECAC office for an earlier answer.

Conflict of Interest

Any member of the Arts Council with a direct financial or employment interest relating to any grant applicant to be reviewed will inform the Council of such affiliation prior to review of the 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 who declared conflicts of interest. A conflict of interest exists if an Arts Council member: receives direct financial benefit from the applicant being reviewed; serves as an employee for the applicant; serves with or without pay as a consultant to an applicant on the application being reviewed; has familial relationship with an applicant; receives free artwork or other benefits from the application being reviewed.

Grantee Responsibilities

If a grant is received, the grantee must:

1. Sign and submit to the ECAC within 45 days of receiving the grant award letter, the "Notification of Grant Award" (NGA) and the "Request for Payment" (RFP) forms.
2. Agree that the project will be completed within 14 months of the grant review and as described in the grant application and budget. Any changes in the project must be requested and approved in writing and in advance to the ECAC.
3. **Include the following credit line in all publicity, advertising, and promotional materials: "This activity is funded by a grant from The McKnight Foundation through the East Central Arts Council / East Central Regional Development Commission."**

4. Ensure that access to participation in the project, if any, will not be limited on the basis of national origin, race, religion, age, or gender.
5. Be legally responsible for the completion of the project and for the proper management of the grant funds. This includes keeping copies of project related receipts for inclusion with the final report.
6. A formal (final) written report must be submitted by the applicant within 30 days after the project completion along with supporting materials and documentation of expenses. Use must use the ECAC Individual Artist Final Report Form. This final report form will be sent to you with the grant payment it is also available on the ECAC website. A financial/compliance audit of the project and/or the applicant may be performed if timely or necessary. Applicants who fail to submit the final report within the prescribed time without good cause, subject to Board approval, will automatically be considered ineligible for future funding.

Grant Payment

1. A check for the amount of the grant will be sent with a final report form to the grantee within 45 days after the signed grant contracts (NGA and RFP) are received at the ECAC office.

Grant Termination

1. A grant contract may be terminated at any time upon the written request of the grantee, but such termination does not necessarily relieve the grant recipient of the responsibilities stipulated in the contract.
2. The ECAC may terminate a grant contract at any time upon the failure of the grantee to comply with one or more of the contract conditions, if the grantee moves from the region and has yet to expend the project funds, or a grant may be terminated at any time by mutual agreement.
3. If grant termination occurs after funds have been distributed, the entire amount of the distributed grant award must be returned to the ECAC.

Appeals Policy and Procedure

Grant applicants may appeal the decisions of the ECAC only on the basis of procedure used during the review of the grant applicants. The appeals procedure is as follows:

1. Applicants must notify the ECAC office, in writing, of their wish to have an appeals hearing and the basis for the appeal. The applicant has 10 days from the date of receipt of the ECAC funding decision letter.

2. The appeals committee reviews the request for an appeals hearing and recommends to the chair, whether or not there is a basis for an appeal. This recommendation is sent to the chair within 10 days of receipt of the request for an appeals hearing.
3. The chair then authorizes an appeals hearing or denies the request based on the committee report. If it is determined that there is no basis for an appeal, the applicant is so informed. The chair must take one of these actions within 10 days or receipt of the appeals committee recommendation.
5. When an appeals hearing is authorized, it is scheduled by the appeals committee chair with the applicant. Following the hearing, the appeals committee makes a recommendation to the ECAC at its next regularly scheduled meeting.
6. The ECAC then reviews the committee recommendations and makes a final decision on the appeal. The applicant is then notified of the ECAC's decision within 10 days of the ECAC meeting.

ECAC/McKNIGHT INDIVIDUAL ARTIST GRANTS INSTRUCTIONS

Use the ECAC grant application form for sections 1 through 3 and do not handwrite your application. For the other sections please reference the following.

WORK SAMPLES

Preparation and Marking of Work Samples:

As you select a work sample for submission, remember that artistic excellence is the primary criterion. It is important that the samples you submit represent your work to its best advantage. Put your strongest work samples first. If you have questions about your work samples or your work sample description list, after reading the following, contact the ECAC staff person. During your 10 minute grant review at the ECAC meeting you will present these work samples as part of highlighting your proposed arts project.

In most cases, work samples should be from within the last four years and support the intentions stated in your project description. In general, the Council is not looking for a range in abilities. Rather, they look for a cohesive vision.

Do not submit your original works. In order for the Arts Council to return work samples you must provide adequate postage for return and an appropriate mailing container/envelope. If not, your work sample will be discarded. Postage meter stamps and personal checks are NOT accepted for postage. If you do not want the samples returned, write "DO NOT RETURN" on the Work Sample Description.

Protect your work samples. Reasonable care is taken with work samples; however the East Central Arts Council is not responsible for loss or damage of

submitted materials. Because all application materials are public information, for your own protection you may wish to copyright any work samples you submit. Adding the language "Copyright © 2009, Jane Doe" to your work sample is usually adequate protection under copyright laws. The works and rights to these works resulting from grants given to artists by the East Central Arts Council/East Central Regional Development Commission are the sole property of the grantee/applicant.

Mark your work samples with a permanent marker or pen. Print your name and daytime phone number on each work sample: every slide or photograph, every CD/DVD and all CD/DVD boxes, and every tape and all tape boxes.

Visual artists - There is a maximum of 10 visual artwork samples allowed. You can use standard 2" x 2" slides, submitted in a clear plastic sheet. Mark your slides with your name and daytime phone number, a dot to indicate the lower left corner of each slide, number the slides in the order you want them presented, list the title of the work, the year it was completed, and its dimensions.

Visual artists can also submit 10 jpg files on a cd (just jpg files and not inserted into a program file such as word or powerpoint). Contact ECAC staff to confirm that your files fit ECAC technical requirements. Remember to name these jpg files in the order you have them on your work sample description list so that they are shown to ECAC in the correct order (eg 1,2,3 or a,b,c).

Performance and Installation Artists; Actors and Directors; Dance, Film and Video Artists- Videotape or DVD with 6 minutes maximum combined running time for all selections. Please indicate the length of each sample (example 2 min. 30 sec.) List the title and recording date of each work.

Musicians- Audiotape or cd 6 minutes maximum combined running time for all selections. Only standard cassettes or cds will be accepted. Do not submit scores. Please indicate the length of each selection (example 2 min. 30 sec.) List the title and recording date of each work.

Playwrights, Screenwriters, Prose Writers and Poets- 2 samples of 5 pages or less, double-spaced, stapled. Scholarly manuscripts, standard journalism and translations are not accepted.

Work Sample Description List:

You are required to submit a work sample description list. It should be brief. Do not include a narrative to describe each work. Add the following information: Name of artist; the title of the artwork or artform; a brief description of each work sample submitted, including title, materials used in construction (if appropriate),

dimensions and completion dates for each work; also indicated any technical instructions for presentation.

RÉSUMÉ

All grant applications require an artistic résumé. The résumé should not exceed two one-sided pages in length. Do NOT submit a narrative resume. Please contact staff for more information on how to prepare an artistic résumé, if needed.

PROJECT PLAN/BUDGET

As an applicant it is your responsibility to submit a DETAILED PROJECT PLAN in your own words as Section 5 of your grant application. Describe the artistic project for which you are requesting grant funds and how you anticipate it will help forward your artistic career and artwork. Remember that the focus of these ECAC Individual Artists Grants is to enhance the applicant's artistic skills or artwork. The proposed plan should help further your personal artistic growth. Explain in this section how your proposed project will do so. This section should not be longer than two pages plus a one page budget.

Include descriptions of all activities involved in completing the project, dates, artwork to be produced, number of performances (if applicable), information on your proposed artistic mentor or workshop and how you feel this training will impact your artistic skills, and any other information that will help the Arts Council understand your project. Explain here how you will advertise for the project if you have a public component.

Keep in mind the following examples, of separate projects from the grant guidelines, each of which could be developed into a project plan. These are not meant to be limiting or all inclusive.

1. Money to Produce Artwork. Those materials and/or services necessary for the completion of new work of art.
2. Money to Present. Costs involved in the arrangement of a visual arts exhibit, portfolio production, composer or musician demo tape production, or film/video.
3. Money to Learn. Costs involved in training or mentoring with a renowned professional artist *excluding college or university courses*.

You must also explain here what, exactly, the requested ECAC grant monies will provide for your project. Please see the following budget example in preparing the budget for Section 5. Round off figures to the nearest whole dollar. Itemize ALL project expenses. If the budget is larger than the grant request identify where the additional funds will come from and whether they are anticipated or committed. Attach all price quotes. More than one price quote is necessary for capital (over \$500) expenditures. The lowest bid need not be elected but the applicant should state the reason why it wasn't selected.

SAMPLE BUDGET FOR SECTION 5

1. Production
 - materials
 - tools
 - attach all price quotes
 - more than one price quote is required for capital (over \$500) expenses

1. Publicity
 - advertising
 - postage
 - other

2. Transportation
 - mileage (# of miles x federal per mile rate)
 - lodging (explain number of nights, etc.)

3. Mentor or Workshop Costs
 - in school work by students (such as a class for college credit) is not eligible

4. Rental of Space

5. Other

Total Cost of Project:

Total Amount Requested of ECAC:

The East Central Arts Council does have examples of previously funded (successful) grant applications. Please set up an appointment at 320-679-4065 extension 30 or e-mail ecac@ecrdc.org if you would like to review them in the ECAC office.