

ECAC/McKnight Fellowship

East Central Arts Council- Supporting Artistic Excellence
A program of the East Central Regional Development Commission

Fellowship Guidelines & Instructions

Deadline: March 1, 2009

ECAC/McKnight Fellowship

Guidelines

Funding for this program is provided by The McKnight Foundation.

About the Program: The East Central Arts Council (ECAC)/McKnight Fellowship program is designed to recognize, reward, and encourage outstanding professional artists. The Council will fund artists at various stages in their professional careers. These Fellowships will allow artists to set aside time to work, purchase supplies and materials, undertake advanced study (not related to a degree) or to pursue other career goals.

Eligible Artistic Categories: The Fellowship program is open to artists in all artistic mediums: visual (2 or 3 dimensional and photography), film/video screenwriting, dance/choreography, music, theater arts/playwriting, prose and poetry. This is not a program for college credits.

Grant Amount: All Fellowships are \$3,000. The program provides at least one Fellowship annually. The award amount is based on a review of the application by the East Central Arts Council with final approval of the ECAC recommendation by the East Central Regional Development Commission.

Who May Apply: East Central Minnesota permanent residents (of Chisago, Isanti, Kanabec, Mille Lacs or Pine Counties), at least eighteen years of age, who are professional artists. The ECAC definition of professional artist is someone who considers the creation of art to be a primary endeavor or career. An artist may only receive ECAC funding every other year. An artist obtaining funds from the Minnesota State Arts Board, for the same project, is ineligible for ECAC funding.

How to Apply: Guidelines are available in January of each year. Artists complete application forms, submit samples of their work and a Fellowship plan and résumé, and the RAC Data Collection Form.

Deadlines: Annual deadline of March 1 (unless the first is a weekend or holiday in which case the deadline will be the next working day.) This is a postmark deadline and all information must be received by this deadline.

Review Criteria: Artistic quality of the work samples submitted, and merit and feasibility of the Fellowship plan. The artistic quality of the work is demonstrated by your work samples. If the artistic activity meets high standards of excellence, the Arts Council will then review your Fellowship plan. Merit and feasibility of the proposed Fellowship plan is as measured by its anticipated impact on your career, and by its relevance to your work. The plan should include information about what you will do with the time and money afforded by a Fellowship and a description of the artistic direction of your work. Finally, the Council will assess your ability to accomplish the proposed Fellowship activity. Artistic quality is the primary criteria; merit and feasibility of the proposed Fellowship plan are secondary.

Disbursement of Fellowships: Artists recommended for funding by the East Central Arts Council will receive a Notification of Grant Award by May 15. After the Notification of Grant Award and Request for Payment forms are returned ECAC/ECRDC has 45 days to disburse the Fellowship funds. ECAC Fellowship grantees have one year in which to complete all Fellowship activities. Under the terms of the contract, grantees must submit a final report at the conclusion of grant activities. This final report form is sent with the check for the Fellowship, it is also available online. Fellowships are subject to state and federal income tax. Please contact your tax preparer for further information.

ECAC/McKNIGHT FELLOWSHIP APPLICATION REQUIREMENTS/INSTRUCTIONS:

SECTION 1-

Section 1 includes a checklist of required information and the Application Certification.

SECTION 2-

Section 2 includes the personal grantee information required to determine eligibility and for granting purposes. Fill in the blanks with a typewriter or print your answers neatly on the form in blue or black ink. Please note that handwriting this section is not recommended.

SECTION 3-

This is the funding amount request for your Fellowship, it is \$3,000.

SECTION 4, Work Samples and Work Samples Description List -

Section 4 of the application includes both your work samples and the descriptions of your work samples. You are required to submit both. The work sample description list should be brief. Do not include a narrative to describe each work. Include 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 during the grant review.

Preparation and Marking of Work Samples:

As you select a work sample for submission, remember that artistic excellence is the primary criteria. It is important that the samples you submit represent your work to its best advantage. Put your strongest work samples first. If you have questions about your work samples or your work sample description list, after reading the following, contact the ECAC staff person.

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

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 Fellowships given to artists by the East Central Arts Council/East Central Regional Development Commission are the sole property of the Fellowship recipient.

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 work samples allowed. You can still 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 complete, and its dimensions. You can also submit jpg files on a cd. Contact staff for technical requirements.

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 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.

SECTION 5-

Fellowship Plan:

Single-spaced, on one side of a single sheet, describe what you will accomplish during the Fellowship period. This plan should include what you would do with the time and money afforded by a Fellowship, and a good description of the artistic direction of your work. This is also the section where you should include budget information for the proposed Fellowship. You can find a sample budget form at the end of these instructions.

SECTION 6-

Artistic Résumé:

Submit no more than two, single-spaced, single-sided pages describing your artistic experience. This attachment should be a formal résumé not an informal narrative profile; it should describe your training and experience in the arts and any special achievements. Contact ECAC staff for information on how to prepare a professional artistic résumé, if needed.

Written Confirmation of Opportunity-

Submit a letter or other written material confirming your participation in the opportunity for which you are requesting funds, if applicable. There may be a letter of invitation, a letter of acceptance, etc.

Follow these directions in preparing ANY written attachments:

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

ECAC Granting 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. Staff shall have the responsibility of assuring that applications are received by the specified time. Those applications determined to be late shall be returned to the applicant with an explanation. The completeness of any given application shall be assumed, unless challenged, 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 process for grant writing 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 will help you to determine if funding is still available. The East Central Arts Council does have examples of previously funded (successful) 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 at the ECAC office.
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 members/staff 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). You will be invited to attend the ECAC grant review. Applicants are not required to attend but are encouraged to do so. At this time you cannot provide additional information but you will have 10 minutes to discuss your proposal, answer questions, and to bring in original artwork. During these 10 minutes your artwork samples will be presented to the Arts Council.
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 criteria: artistic quality is the primary criterion; merit and feasibility of the proposed Fellowship plan are secondary. As mentioned, artists are invited to the grant review and are allowed 10 minutes to discuss their Fellowship Plan and work samples. You may bring some original artwork samples to the review.
6. The ECAC, by majority vote, makes funding decisions. The decisions of the ECAC are then forwarded to the ECRDC board for final approval.
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. Applicants are officially notified of funding decisions by May 15. If you like, you may contact the ECAC office for an immediate answer regarding ECAC's funding recommendations the day after the grant review. Artists recommended for funding by the East Central Arts Council will receive a Notification of Grant Award with the funding decision letter via U.S. mail by May 15.

Grantee Responsibilities

If a Fellowship is received, the grantee must:

1. Sign and submit to the ECAC within 45 days of receiving the funding notice, the "Notification of Grant Award" contract and a "Request for Payment" form.
2. Agree that: the project will be completed within 12 months of the grant award and as described in the Fellowship application; you will return the entire grant award to ECAC in the event the project cannot be completed as stated; any Fellowship plan/proposal revision requests will be made in writing and prior approval will be received before implementation.
3. Include the following credit line in all publicity, advertising, and promotional materials: : **"This activity is made possible by a grant from the East Central Arts Council (ECAC) and the East Central Regional Development Commission with funds appropriated by the McKnight Foundation."**
4. Ensure that, if you have a public presentation, that access to participation in the project will not be limited on the basis of national origin, race, religion, age, disability, or gender.
5. Be legally responsible for the completion of the project and for the proper management of the grant funds.
6. A formal written report must be submitted by the applicant within 30 days after the project completion along with supporting materials and documentation of expenses within 30 days of the project completion. This final report is included with the disbursement of Fellowship funds it is also available online. 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.

Fellowship Payment

A check for the amount of the Fellowship will be sent with a final report form to the grantee within 45 days after the signed grant contract and request for payment are received in the ECAC office.

Fellowship Termination

A grant contract may be terminated at any time upon the written request of the grantee, but such termination does not necessarily relieve the Fellowship recipient of the responsibilities stipulated in the contract. 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 or a Fellowship may be terminated at any time by mutual agreement. If 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

Fellowship applicants may appeal the decisions of the ECAC only on the basis of procedure used during the review of the Fellowship 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 to submit this letter of appeal in writing.
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 of receipt of the appeals committee recommendation.
4. 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.
5. 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.

Questions?

For additional copies of this application or guidelines, or for more information contact:

East Central Arts Council
100 South Park Street
Mora, MN 55051

320-679-4065 extension 30

Web: www.region7erdc.org (follow the ECAC links)

e-mail: ecac@ecrdc.org

These guidelines and the application form can be made available in the following alternative formats: computer disk (cd), Braille, large print, and audio tape.
To accommodate your request the ECAC will need at least 15 working days.

SAMPLE BUDGET for ECAC/McKnight Fellowships
To be used in Section 5 – The Fellowship Plan

FELLOWSHIP PLAN BUDGET SAMPLE

1. Production
 - materials
 - tools
 - attach all price quotes
 - more than one price quote is required for capital (over \$500) expenses
2. Publicity
 - advertising
 - postage
 - other
3. Transportation
 - mileage (# of miles x federal per mile rate)
 - lodging (explain number of nights, submit price quote, etc.)
4. Mentor Costs
 - in school work by students (such as a class for college credit) is not eligible
5. Rental of Space
6. Other

Total Cost of Fellowship:

Total Amount Requested of ECAC: \$3,000 Fellowship

Other Costs Will Be Paid by: applicant or other sources of funding (MSAB excluded).