

## ECRAC 2018-2019 Biennial Plan

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### *Biennial Plan*

### ***East Central Regional Arts Council***

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# FollowUp Form

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## Question Group

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Your final report for fiscal year 2018 will be due on **September 30, 2018**.

Specifically, each council must provide a final written report describing the activities relating to expenditures and management of its regional arts council block allocation for the fiscal year ending June 30, 2018. The report must include a description of the relationship between the biennial plan and the actual grants and other forms of assistance provided during the year; a summary of grants awarded, services provided, and programs disseminated; and a description of the council's distinct goals and measurable outcomes for the arts and cultural heritage fund programs and services.

This language is taken directly from our fiscal agent agreement with MSAB.

### Project Name\*

Example:

NWMAC 2018-2019 Biennial Plan

ECRAC 2018-2019 Biennial Plan

### Grants\*

Provide a narrative summary reflecting on the grants that you awarded, include your observations related to number of applications, successful marketing, training you provided, and other interesting activities related to awarding grants this year across all your funding sources.

ECRAC FINAL REPORT FY 2018 – REGION 7E GRANTS

Carrying out the responsibilities of a regional arts council, the ECRAC was involved in various work activities. The East Central Regional Arts Council accomplished their mission through the implementation of grant programs and services as proposed in the approved biennial plan.

This would have been the 38th anniversary of the East Central Arts Council (ECAC). However, ECAC was only an advisory committee to the East Central Regional Development Commission (ECRDC). In FY 2012 ECAC, now known as the East Central Regional Arts Council (ECRAC), became an independent 501(c)3 non-profit.

In FY 2018 ECRAC completed its 8th year as a newly independent organization. ECRAC successfully undertook many accomplishments this year: they operated the 9th year of Region 7E Arts and Cultural Heritage Legacy Fund; they supported the annual IMAGE Art Show at the office space and adjacent warehouse in rural Braham and also hosted two other art shows. This is in addition to providing all the previously supported RAC grant programs and services.

ECRAC Mission, Vision, and Values

Mission:

To support the arts and bring the life enhancing values they afford to Region 7E residents.

Vision:

All Region 7E residents have the opportunity to participate, appreciate, create, and invest in the arts.

## Values:

### Arts in Action

We are motivated by our love of the arts, to serve artists and organizations with resources, education, and commitment. We welcome all artists and organizations as partners in our common goal of developing a vibrant arts community.

### Integrity

We recognize all art forms and act with consistency, support, and respect in all of our relationships and in our stewardship of the resources entrusted to us.

### Artistic Merit

We uphold a high standard of artistic quality that promotes growth and development of creative knowledge, skills, and understanding.

### Legacy

We understand and appreciate that the arts are an essential part of our heritage and daily lives. We uphold the creative spirit from the past, in the present, and into the future.

ECRAC accomplishes its mission through programs and special initiatives for artists and arts organizations. ECRAC's mission, vision and values are at the heart of the programs and grantees funded. ECRAC's grantee partners are at the forefront of the work to enhance the arts environment in Region 7E. It is the artist's and arts organization's daily work and commitment that expands arts opportunities, increases the quality of life, and enhances the community/economic development in the region.

### ECRAC Grant Highlights and Activities included the following:

- execution of the East Central Regional Arts Council arts and cultural heritage fund grants for organizations and individuals;
- revising and implementation of the General Operating Support Grant for arts organizations;
- Art in Our Schools grants;
- Small/Art Project Grants,
- K-12 Scholarships for Kids;
- ECRAC Individual Artist and Essential Artist (formerly known as the Fellowship) Grant Programs, funded by The McKnight Foundation;
- Updating grant guidelines and providing grant management and final report training was by hosting various workshops, providing technical assistance and arts resource information. ECRAC also continued the use of the online grant system (Foundant) in FY 2018 and also started an online final report system for grantees. Previous to this final reports were submitted on paper.
- ECRAC prepared YouTube videos of the grant workshops and had them available on the website for grantees unable to attend workshops in person.

In FY 2018, ECRAC sponsored a series of art grant information sessions. Many potential applicants attended these sessions where they learned more about ECRAC arts funding sources and services. ECRAC staff worked extensively with grant applicants during this year and provided grant management and final report writing training to grantees so they would more clearly understand their responsibilities as grant recipients and also the new online final reporting. ECRAC continued to host a grant writing workshop for IMAGE Art Show artists. This has resulted in a significant increase in grant proposals from individual artists.

ECRAC used social media in addition to traditional media and newsletters pages to highlight all grant opportunities and grant information sessions. ECRAC continued the Twitter and Facebook pages. It is felt that social media is an important way to get the word out about ECRAC. In FY 2018 it was again proven that by using Facebook advertisements ECRAC could geographically target Region 7E residents that have key interests in various art mediums. This has been a very successful way to get the word out about ECRAC programs and services. ECRAC expects to continue these ads because it expands outreach directly to those

interested in the arts in Region 7E. ECRAC is also anticipating initiated an Instagram account as the use and popularity of Facebook wanes.

**Individual Artist Grants & Essential Artist Awards** – ECRAC Individual Artist grants are designed for artists in the region wanting to expand their artistry with a specific arts project. The Essential Artist Award Program (formerly known a Fellowship) is designed to recognize, reward, and encourage outstanding professional artists. Funding for these programs is supported by The McKnight Foundation.

**Arts and Cultural Heritage Legacy Fund** - The arts and cultural heritage fund, popularly known as the Legacy Fund, started in FY 2010. It is intended to create a strong arts legacy in Minnesota. It will exist for a period of twenty-five years. The East Central Regional Arts Council (ECRAC) in FY 2018, as one of Minnesota's designated Regional Arts Councils, was entrusted with stewardship of the 9th year of funding through the State of Minnesota's arts and cultural heritage (ACHF) Legacy Fund in Region 7E. Proceeds from the fund may be spent on arts and arts access, arts education and arts and cultural heritage.

The awarding of the FY 2018 ECRAC ACHF grants, the eighth year of the Region 7E arts and cultural heritage fund grants, continued to be successful. Non-profit organizations, community groups, units of government, public schools and individual artists were all eligible to apply. Only the top ranked projects were funded.

ECRAC board members continue to feel it is very important to be able to offer support for worthwhile art projects that were found to be of a very high artistic caliber and which also supported the regional economy and community development. This East Central Regional Arts Council arts and cultural heritage programming was made possible by the Minnesota arts and cultural heritage fund as appropriated by the Minnesota State Legislature with money from the vote of the people of Minnesota on November 4, 2008.

**Art in Our Schools Grants** - Schools may apply to the East Central Regional Arts Council to help fund special art projects related to the curriculum. The funds can support artist residencies, art field trips, or any special school art focused project.

**Small/Art Project Grants** – This program was initiated in FY 2014 and combined two previous funding programs in order to streamline the granting processes. Grants were awarded for local or regional arts and cultural projects sponsored/coordinated by organizations, schools, units of government, or non-profits. Funds were available for a variety of arts projects that developed or enhanced local arts organizations, artists, or art audiences. Grant proposals from \$500 to \$5,000 were considered. The grants were awarded with a required one-to-one financial match. Art in Our Schools Grants and Small/Art Project Grants utilized the State of Minnesota General Fund allocation.

#### Evaluation/Monitoring of Grants

The East Central Regional Arts Council follows a multi-step process regarding competitive grant reviews and grant evaluations. As requested, ECRAC staff initially works with applicants on their draft grant applications especially new applicants, those grant applications needing revisions, and those that need further direction on the grant guidelines. Applications are then submitted to the Arts Council and are reviewed individually during the grant rounds at either a grant panel meeting or at the Regional Arts Council board meeting. This is a competitive grant process. Applications are ranked/prioritized according to grant review criteria published in the grant program information. Funding is allocated based on the ranking and program information. All grants have final approval by the East Central Regional Arts Council board of directors.

ECRAC grantees are required to attend a grant management session once per fiscal year. This was a new requirement in FY 2014 and the education has cleared up some ECRAC final reporting requirement confusion. As of FY 2018 organization grantees submit an online final report within 60 days of the completed project and individual artists within 30 days. The ECRAC Grant Program Officer and Executive Director then conduct substantive and financial reviews of the final reports. Any issues found are reported to grantee and to the full ECRAC board. The ECRAC Board of Directors reviews summaries of all grantee final reports when submitted and then again when reviewing a new application from the group as part of the organizational ability criteria. ECRAC reserves the right to audit any grant project for 3 years after the ending date of the grant.

In FY 2018 ECRAC updated the Misuse of Funds policy for use with grantees that may inadvertently; or in the rare event, purposefully, misuse these grant funds.

The East Central Regional Arts Council organizational audit for FY 2018 is scheduled for November. ECRAC's grant file documentation will be included in this audit.

## Describe Grants

The title and brief descriptions that were in your biennial plan.

Arts and Cultural Heritage Fund for Organizations  
Funded through ACHF Appropriations (AAA, AE, and ACH)

The Minnesota State Arts Board and Minnesota's designated regional arts councils are entrusted with stewardship of funding through the State of Minnesota's Arts and Cultural Heritage Fund (ACHF.) Proceeds from the fund may be spent only on arts and arts access, arts education and arts and cultural heritage. The fund is intended to create a strong arts legacy in Minnesota.

The East Central Regional Arts Council has Arts and Cultural Heritage Fund (also known as Legacy) grants available for arts projects sponsored by groups, organizations, nonprofits, and units of government located within the Region 7E service area. This category provides support to organizations for a wide variety of larger arts projects involving the creation, sponsorship, publication, performance, and/or exhibition of art. Arts producing activities should result from the project. An Outcome Evaluation Plan is required for this funding program.

The ECRAC funds ACHF requests from \$5,000 up to \$15,000 for organizations, nonprofits, schools, and units of government. Schools are also eligible for funding but please see the guidelines for limitations. There are three application deadlines per year for this program.

Grant Review criteria are: merit and artistic quality of the project or program; ability of the organization to accomplish the project or program goals as presented; and the demand/need for the grant project or program in the community served.

Arts and Cultural Heritage Fund for Individuals  
Funded through ACHF Appropriations (AAA, AE, and ACH)

The East Central Regional Arts Council has Arts and Cultural Heritage Fund (also known as Legacy) grants available for arts projects by individuals residing in Region 7E. This category provides support to individuals for a wide variety of arts projects involving the creation, sponsorship, performance, and/or exhibition of art. Arts producing activities and an arts activity which is open to the public should result from the project. An Outcome Evaluation Plan is required for this funding program.

The ECRAC funds ACHF requests from individual artists of up to \$2,500. There are three application deadlines per year for this program. The grant review criteria are: merit and artistic quality of the project or program; ability of the applicant to accomplish the project or program goals as presented; and applicants must demonstrate a demand/need for the grant project or program.

Art In Our Schools

Funded through General Fund Appropriations and supplemented by ACHF Appropriations (AE)

The purpose of this East Central Regional Arts Council (ECRAC) grant is to enhance the existing arts curriculum in educational facilities throughout Region 7E (Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties in Minnesota.) The standard for the program is artistic excellence. This program will supplement the existing school arts curriculum with such programs as artistic residencies, arts related field trips, or special arts events or projects. Grants of up to \$3,000 are available. No match is required. Grants could be used to support all K-12 students and/or student groups. There are three application deadlines per year for this program. An open to the public, community component, is required. Grant review criteria are: artistic quality

and merit; ability of the school to accomplish the project; and artistic need for the project and enhancement to the school's current arts curriculum.

#### Small/Art Project Grant for Organizations

Funded through General Fund Appropriations and supplemented by ACHF Appropriations (AAA, AE, or ACH)

The East Central Regional Arts Council (ECRAC) has grants available for local or regional arts projects sponsored or organized by groups, organizations, nonprofits, and units of government. 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.

ECRAC funds requests from \$500 to \$5,000 (with an equal match provided by the applicant) in this category. There are three application deadlines per year for this program. Grant review criteria are: merit and artistic quality of the project or program; ability of the applicant or organization to accomplish the project as presented; demonstrate a demand/need for the grant project or program in the community served.

#### K-12 Student Scholarship

Funded through General Fund Appropriations

Scholarships of up to \$500 are available for K-12 students in order to enhance their artistic talents or for a special art project or training. Criteria are artistic quality and merit of the proposed project, and the student artist's goals and (age appropriate) artistic background.

Grant guidelines and applications are being updated.

## Grant Listing\*

Copy and paste a list of all the grants that you awarded this past year.

LNAM TTL GRA fields

ECRAC GRANTS FUNDED - FY 2018

TTL: ECRAC Arts and Cultural Heritage Fund Organization Grant Program

Pine City Arts Council \$6600  
Art in Concert 2018 - Shaun Johnson Big Band Experience

City of North Branch \$5022  
North Branch Movie Nights-classic films, plus the locally filmed "House of Tomorrow".

Tusen Tack/Braham Event Center \$5650  
Spring Concert - "Scarborough Fair"

Cambridge-Isanti Community Education \$15000  
2018 Cambridge Community Read "The Things They Carried" event with author Tim O'Brien

Chisago Lakes Community Education \$15000  
Find Your Artistic Voice-after school and evening art classes to students taught by local artists

Franconia Sculpture Park \$15000  
2018 Music at Franconia Concert Series and Guided Tours

City of Mora \$7133

Mora's Music in the Park- a weekly evening summer concert series in Library Park

One Heartland Camp, Sandstone, MN

\$15000

Expression Therapy Project for summer camp attendees- artwork produced will then be exhibited at the Sandstone Library

Wyoming Area Creative Arts Community \$7500

3rd annual juried "In. Art Show" at the Hallberg Center for the Arts in Wyoming, MN

City of Sandstone \$7000

Mural in Train Park- painted with community participation.

City of Hinckley \$12900

Sweet Summer Sounds 2018- musical concert events at the West Side Park in Hinckley

Franconia Sculpture Park \$15000

2018 Community Collaboration Hot Metal Pour Program

Chisago Lakes Community Education \$15000

Art classes during the fall, winter, and spring of the 2018-19 school year for adults

Mille Lacs County Agricultural Society, Princeton, MN

\$11480

Arts Garden, I Saw it in Minnesota chainsaw sculpting program, and the Elk River German Band

Vasaloppet, Inc., Mora, MN

\$15000

Public art project.- using the lost wax casting process

Chisago Lakes Community Education, Lindstrom, MN

\$15000

Art classes to youth- after school and evening classes

Franconia Sculpture Park, Shafer, MN

\$15000

2018 Art and Artists Celebration

TTL: ECRAC Small/Arts Project Grant Program

East Central Minnesota Pride, Braham, MN

\$5000

East Central Minnesota Pride in the Park 2018 - in Pine City

Onamia Community Education, Onamia, MN

\$1049

Art is FUNdamental-community members will learn the fundamentals of art

Franconia Sculpture Park, Shafer, MN

\$5000

2018 Valentine's Day Hot Metal Pour

City of Cambridge, Cambridge, MN

\$2500

"Painting in the Park" at City Park

Pine City Heritage Players, Pine City, MN  
\$5000  
Community theatre production of "Shrek the Musical"

Franconia Sculpture Park, Shafer, MN  
\$5000  
2018 Kids Make Sculpture

Wyoming Area Creative Arts Community, Wyoming, MN  
\$4300  
6th annual "Kids Can Be Artists, Too" event

Franconia Sculpture Park, Shafer, MN  
\$5000  
Guided Exhibition Tour Program from August 15 to December 31, 2018.

TTL: ECRAC Operating Support Grant Program for Organizations  
Wyoming Area Creative Arts Community \$5000  
Brings art to the community through monthly art shows and other events

Old School Arts Center \$3000  
Builds and enriches community through arts education, exhibition, and performance opportunities

Paradise Community Theatre \$4360  
Provides low-cost cinematic and performing arts events to residents

Pine Center for the Arts \$5000  
A resource for artists, students and the community dedicated to providing artistic opportunities for all

TTL: ECRAC Art In Our Schools Grant Program  
Pine City Junior Senior High School \$705  
Field trip to visit MIA and the Russian Art Museum

Isle Community Education \$3000  
5th grade students work with local artists and the artwork will then be displayed

Princeton Public Schools \$1958  
Princeton School second grade students, and older adults(65 and older) field trip to Franconia Sculpture Park

Braham Area High School \$2050  
BAHS will host a New Orleans-style brass band

TTL: ECRAC Essential Artist Program  
Hager, Nathan \$7000  
Series of wildlife paintings

Spohn, David \$7000  
The Small Worlds: Life in the Saint Croix River Valley

Krousey, Matthew \$7000  
New experimental body of sculptural work

TTL: ECRAC Individual Artist Grant Program  
Zobel, Stanton \$1000  
Training and series of 2-dimensional paintings.

Willett, Tom \$1000  
Artistic skills enhancement project

White, Amber \$1000  
8th International Conference on Contemporary Cast Iron Art.

Raivo, Cyrus \$1000  
Stainless Steel Mosaic project.

Schelinder, Shawnda \$991  
Workshop by mentor Mark Hufford

Brown, Marie \$1000  
New body of functional pottery

Penshorn, Julie \$1000  
"Picture Books and All that Jazz" workshop

Meadows, Anthony \$1000  
Large scale sculpture of soil and stone

TTL: ECRAC K-12 Student Scholarship Program  
KS \$500  
Appalachian Mountain clogging lessons

KS \$500  
Appalachian Mountain clogging lessons.

AM \$461  
Piano lessons

CE \$441  
Vocal workshop and lessons

ML \$500  
Appalachian Mountain clogging lessons

BT \$500  
Intensive study in classical ballet

## Services\*

Provide a narrative summary reflecting on the services your region offered, include your observations related to number of people served, successful marketing, training you provided, and other interesting activities related to serving your region this year across all your funding sources.

## ECRAC FINAL REPORT FY 2018 – REGION 7E GRANTS

### ECRAC Services Highlights and Activities

As mentioned, carrying out the responsibilities of a regional arts council, ECRAC was involved in various work activities. The East Central Regional Arts Council also accomplished their mission through the implementation of technical services and programs as proposed in the approved biennial plan.

The FY 2018 services work program of the Regional Arts Council included the following:

- IMAGE Art Show which is the annual regional art show hosted in the spring of 2018.
- Grantee Art Show which opened on Braham Pie Day (the first Friday in August) and was open for 2 months.
- In addition, ECRAC staff gathered information to be used in the upcoming Creative Minnesota report which is an economic impact of the arts study.

The Arts Council also provided other important services for the region. The website [www.ecrac.org](http://www.ecrac.org) is one of these. This site continues to provide the region with information about the Arts Council's programs, and resources available to the arts community. The website also highlights individual artists and arts organizations in the region and contains a calendar full of ECRAC grant and grantee activities. ECRAC contracted with Moriarty Web Designs to design this resource 7 years ago. At the end of FY 2018 ECRAC started working with Electric Citizen on a new version of the site to be launched in FY 2019.

ECRAC staff continued the Essential Arts enewsletter. ECRAC has an enewsletter because of the distinct advantages over a printed newsletter: timeliness and cost. There are 1107 active addresses on the newsletter mailing list and ECRAC has an impressive email open rate of 44% in FY 2018.

ECRAC continued to maintain the arts resource library, advertised it's availability, and added new resources to the collection.

ECRAC also uses social media in addition to traditional media sources to advertise technical services and programs. This was continued in FY 2018 to highlight the ECRAC services and to notify constituents about various opportunities in Region 7E and beyond. This has been a very successful way to get the word out about ECRAC programs and services. ECRAC expects to continue these ads because it expands outreach directly to those interested in the arts in Region 7E and also plans to start using Instagram as the popularity of Facebook wanes or changes demographics.

ECRAC Staff and Board Members participated in Forum of Regional Arts Councils of Minnesota trainings and various meetings, including the Liaison Committee with the Minnesota State Arts Board.

## Describe Services

The titles and brief descriptions of your main service programs that were in your biennial plan.

Services provided by ECRAC include highlighting the work of regional artists. This includes sponsoring IMAGE, the annual regional art exhibition. It also includes the Grantee Art Show which opens on Braham Pie Day each year.

Services also include:

- technical assistance workshops for organizations and artists based on the needs.
- distributing arts resource information as needed and as requested.
- providing an arts information library area in the ECRAC offices.
- providing scholarships for opportunities such as the Rural Arts and Culture Summit.
- facilitating skill building workshops.

- expanding outreach to the arts community. Including, but not limited to, the enewsletter Essential Arts, updating the ECRAC website, advertising with regional media, and providing social networking services for ECRAC.
- supporting the arts in Region 7E by sponsoring regional radio segments.
- continuing Region 7E online arts calendar of grant funded events.
- participating in arts leadership activities including participating in meetings and activities of the Regional Arts Council Forum and the Minnesota State Arts Board.

## Overall Success and Evaluation

Use this space for additional comments that do not fit in another section but you have included in your final report.

Successes were: a high number of grant applications, especially for new applicants; revising of the Misuse of Funds Policy;

Areas that weren't as successful: artists applying for ECRAC/ACHF Individual Artist Grants; regional radio advertisements

MSAB also needs your region to submit the final fiscal year 2018 budget template, showing actual income and expenditures for the year. Please use the revised version of the form that shows surplus/deficit. If you notified us that you would have carry forward from FY 2018 to FY 2019, those funds should be recorded as a surplus for FY 2018.

## Budget Actual FY 2018\*

FY 2018 ECRAC final report\_financial report for MSAB 10-1-18.xls

## Board Members and Staff update list\*

See attached file for the FY 2018 Actual Budget. After FY 2017 audit adjustments ECRAC revised the FY 2017 Actual Budget. In addition, ECRAC submitted a revised budget in June 2018. These are available, if needed.

## Board members and staff file upload

10-18 FY 2019 ECRAC Board member list with affiliations and term limits.pdf

## Board Members and Staff update

Please provide your current board list and staff list with contact information. You can type in the box or upload a file.

See attached file.

## Priority 1

### Priority 1 Heading

Biennial plan answer.

Grant Programs and Services

### Measure Actual 1 (MEASUREACT1)\*

Look below, at your Priority 1 responses in your biennial plan. Evaluate what actually happened related to achieving your stated outcome and conducting the evaluation that your region stated.

East Central Regional Arts Council Staff met the objective of providing financial support to artists and organizations providing arts activities. In addition, extensive technical assistance was provided for those attending grant information sessions, calling or emailing with grant questions, grant management training for grantees, and calling or emailing those grantees with questions regarding grant management or grant final reports. Grant Final Reports for many grants are not yet submitted so the measurement evaluation is pending.

### Priority 1 Objectives

Biennial plan answer.

To offer grants that provide financial support to artists and organizations providing arts activities and, as part of that support, to offer technical assistance support to constituents preparing applications, working on a funded grant project, or preparing a grantee final report. Supports 25 Year Goal #2 Minnesotans believe the arts are vital to who we are and Goal #3 People of all ages, ethnicity, and abilities participate in the arts.

#### Activities and Inputs

- Announce guidelines for all grant categories
- Maintain an informative website
- Assist potential applicants to develop strong applications through workshops and one-on-one coaching
- Conduct grant rounds for organizations, Art in our Schools, individual artist projects, K-12 scholarships, and fellowships
- Track all inquiries, applications, and grants accurately
- Respond to requests for information in a timely manner
- Update the online grant application system
- Continue to sponsor frequent grant information sessions.

### Goals addressed in Priority 1

Biennial plan answer. 25 Year shared goals with MSAB.

2  
3

### Outcome for Priority 1 (MEASUREPROP 1)

Biennial plan answer.

As a result of these grant programs, Region 7E constituents will have reasonable access to quality arts projects.

## Indicators for Priority 1 (MEASURESUCCESS 1)

Biennial plan answer.

Success will be measured by the number of arts activities supported through the grant programs, the number of participants involved with each activity, and the satisfaction levels of participants.

## Evaluation Methods for Priority 1 (MEASUREEVAL 1)

Biennial plan answer.

Evaluation will occur through grant final reports and the quadrennial ECRAC Needs Assessment.

## Priority 2

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### Priority 2 Heading

Biennial plan answer

Non-Grant Programs and Services

### Measure Actual 2 (MEASUREACT2)\*

Look below, at your Priority 2 responses in your biennial plan. Evaluate what actually happened related to achieving your stated outcome and conducting the evaluation that your region stated.

East Central Regional Arts Council Staff met the objectives of providing art display opportunities, resources, and information in support of organizations and artists. In addition, extensive technical assistance was provided by staff during workshops. Participant surveys during the Art Shows show that the mailing list is very effective (3.7 out of 4 possible). The Art Show experiences were excellent (3.4 out of 4). Surveys also show that the workshops were useful (3.6 out of 4) and have helped advance their learning objectives (3.7 out of 4).

### Priority 2 Objectives

Biennial plan answer.

Non-Grant Programs and Services include workshops, training, art display opportunities, resources, and information in support of organizations and artists. This primarily addresses Goal #5 - The arts thrive in Minnesota.

#### Activities and Inputs

- Provide for the needs of organizations for capacity-building training
- Provide for the needs of artists for career development training
- Develop workshops or other training opportunities as needed from the above, utilizing outside expertise as appropriate
  - Sponsor the IMAGE and Grantee Art Shows
  - Update the ECRAC website

### Goals addressed in Priority 2

Biennial plan answer

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## Outcome for Priority 2 (MEASUREPROP 2)

Biennial plan answer

As a result of this program, organization representatives and artists will make connections to ideas, other organizations, or one another, which will improve their capacity to provide arts in Region 7E.

## Indicators for Priority 2 (MEASURE SUCCESS 2)

Biennial plan answer

Success will be measured by a majority of organizational representatives and artists assessing workshops, and other opportunities, as useful to their work or to them.

## Evaluation methods for Priority 2 (MEASUREEVAL 2)

Biennial plan answer

Evaluation will occur through participant surveys and the quadrennial ECRAC Needs Assessment.

## Priority 3

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### Priority 3 Heading

Stewardship: Staff, Board, Admin, Office

### Measure Actual 3

Look below, at your Priority 3 responses in your biennial plan. Evaluate what actually happened related to achieving your stated outcome and conducting the evaluation that your region stated. If you did not do a Priority 3, then you will not complete this section(s).

The East Central Regional Arts Council provided stewardship on the funds granted. It was determined that an Office Manager was needed, one was hired. The Risk Assessment was still on hold because instead, the focus was on revising the Misuse of Funds Policy. The board has not yet made a final decision regarding the office space but talks about the concerns and needs at every board meeting. Board evaluations were completed at the end of each board meeting. Staff evaluations also provided input.

### Priority 3 Objectives

Biennial plan answer

Stewardship: Staff, Board, Administration and Office ensures adequate infrastructure and staff for the effective functioning of the East Central Arts Council as an independent 501(c)(3) organization and as a designated Minnesota Regional Arts Council. This primarily addresses Goal #4 - People trust Minnesota's stewardship of public arts funding.

#### Activities and Inputs

- Staff needs are researched, recommendations made to the board, new hires made, if necessary
- Continue risk assessment project started in FY 2017
- With board, make decisions regarding office space per the established process

## Goals addressed in Priority 3

Biennial plan answer

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## Outcome for Priority 3 (MEASUREPROP3)

Region 7E constituents trust ECRAC's stewardship of public arts funding.

## Indicators for Priority 3 (MEASURESUCCESS3)

Staffing is adequate, a suitable, well-equipped office and/or space is maintained, and an effective governance structure and policies are in place.

## Evaluation methods for Priority 3 (MEASUREEVAL3)

Board evaluations, staff assessments, and quadrennial needs assessment.

## Priority 4

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### Priority 4 Heading

### Measure Actual 4 (MEASUREACT4)

Look below, at your Priority 4 responses in your biennial plan. Evaluate what actually happened related to achieving your stated outcome and conducting the evaluation that your region stated, if you completed a Priority 4.

### Priority 4 Objectives

Biennial plan answer

### Goals addressed in Priority 4

Biennial plan answer

### Outcome for Priority 4 (MEASUREPROP4)

### Indicators for Priority 4 (MEASURESUCCESS4)

### Evaluation Methods for Priority 4 (MEASUREEVAL4)

## Priority 5

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### Priority 5 Heading

### Measure Actual 5 (MEASUREACT5)

Look below, at your Priority 5 responses in your biennial plan. Evaluate what actually happened related to achieving your stated outcome and conducting the evaluation that your region stated, if you completed Priority 5.

## **Priority 5 Objectives**

Biennial plan answer

## **Goals addressed in Priority 5**

Biennial plan answer

## **Outcome for Priority 5 (MEASUREPROP 5)**

## **Indicators for Priority 5 (MEASURESUCCESS5)**

## **Evaluation methods for Priority 5 (MEASUREEVAL5)**

## File Attachment Summary

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### ***Applicant File Uploads***

- FY 2018 ECRAC final report\_financial report for MSAB 10-1-18.xls
- 10-18 FY 2019 ECRAC Board member list with affiliations and term limits.pdf

**EAST CENTRAL REGION ARTS COUNCIL**  
**FINAL FINANCIAL REPORT: Fiscal year 2018**

		General Fund 2018 State	Arts & Arts Access 2018 State	Arts Education 2018 State	Arts & Cult Heritage 2018 State	McKnight Foundation	Other Funds	2018 Total
<b>REVENUE</b>								
1	State of Minnesota: Appropriations for 2018	100,882.00	291,498.00	57,713.00	20,029.00			470,122.00
1a	State of Minnesota: FY 2017 set-aside restored in FY 2018		10,480.00	1,849.00	616.00			12,945.00
2	State of Minnesota: Carryforward from 2017	1,429.00	146,445.00	143.00	117.00			148,134.00
3	McKnight Foundation					42,000.00		42,000.00
4	Other Income						1,660.02	1,660.02
5	Interest	623.49	958.82			137.22		1,719.53
6	<b>TOTAL REVENUE</b>	<b>\$102,934</b>	<b>\$449,382</b>	<b>\$59,705</b>	<b>\$20,762</b>	<b>\$42,137</b>	<b>\$1,660</b>	<b>\$676,581</b>
<b>EXPENSES</b>								
<b>Programs and Services</b>								
7	Grant Programs and Services							
a	Art In Our Schools	7,713.00						7,713.00
b	Small/Art Project Grants	32,849.00						32,849.00
c	ECRAC ACHF Grants		172,045.00	36,600.00	7,000.00			215,645.00
d	Artist Grant & Essential Artist Award					28,991.00		28,991.00
e	K-12 Scholarships	2,902.00						2,902.00
f	Grants Returned to State of Minnesota	53.00	7,173.10					7,226.10
8	Grant Programs and Services, Operations and Support	13,141.76	52,434.73			6,179.28		71,755.77
9	<b>Subtotal Grant Programs and Services</b>	<b>\$56,659</b>	<b>\$231,653</b>	<b>\$36,600</b>	<b>\$7,000</b>	<b>\$35,170</b>	<b>\$0</b>	<b>\$367,082</b>
10	Nongrant Programs and Services							
a	Regional gallery exhibits	524.10	61,183.41	1,206.70		31.97		62,946.18
a1-	FY 2017 set-aside restored in FY 2018		10,480.00	1,849.00	616.00			12,945.00
b	Workshops and training (included in Support)							\$0
c	Arts promotion	382.48	1,576.05			85.24		2,043.77
11	Nongrant Programs and Services, Operations and Support	8,242.73	11,554.02			594.49		20,391.24
12	<b>Subtotal Nongrant Programs and Services</b>	<b>\$9,149</b>	<b>\$84,793</b>	<b>\$3,056</b>	<b>\$616</b>	<b>\$712</b>	<b>\$0</b>	<b>\$98,326</b>
13	<b>Total Programs and Services</b>	<b>\$65,808</b>	<b>\$316,446</b>	<b>\$39,656</b>	<b>\$7,616</b>	<b>\$35,882</b>	<b>\$0</b>	<b>\$465,408</b>
14	<b>Fundraising</b>					146.60		146.60
15	<b>General administration</b>	<b>\$37,126</b>	<b>\$67,152</b>			<b>\$6,109</b>	<b>\$1,303</b>	<b>\$111,690</b>
16	<b>TOTAL EXPENSES</b>	<b>\$102,934</b>	<b>\$383,598</b>	<b>\$39,656</b>	<b>\$7,616</b>	<b>\$42,137</b>	<b>\$1,303</b>	<b>\$577,245</b>

17	<b>SURPLUS/CARRYFORWARD or DEFICIT</b>	<b>\$0</b>	<b>\$65,783</b>	<b>\$20,049</b>	<b>\$13,146</b>	<b>(\$0)</b>	<b>\$357</b>	<b>\$99,336</b>
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10/1/2018

Line 6 Is the sum of lines 1 through 5

Line 7 Add as many subitems as necessary to clearly indicate all grant programs and services costs

Line 9 Total of all lines under line 7, plus line 8

Line 10 Change the subitem names, and/or add as many subitems as necessary to clearly indicate all nongrant programs and services costs

Line 12 Total of all lines under line 10, plus line 11

Line 13 Add line 9 and line 12

Line 16 Add lines 13, 14, and 15

Line 17 Line 6 minus line 16

## **ARTS AND CULTURAL HERITAGE FUND FUNDAMENTAL ISSUES BUDGET and ADMINISTRATIVE COSTS**

The 2017 arts and cultural heritage fund appropriations bill states that, "Money appropriated in this article may not be spent on activities unless they are directly related to and necessary for a specific appropriation. Money appropriated...must not be spent on indirect costs or other institutional overhead charges that are not directly related to and necessary for a specific appropriation." Regional arts councils may determine which costs are "directly related to and necessary for" delivering their arts and cultural heritage supported programs and services, keeping in mind that it is vital to use the funds as effectively as possible and minimize administrative costs.

The nonprofit standard is to keep administrative costs to 15 to 20 percent of overall expenses. In our sector, keeping to this same standard is important to be viewed as good stewards of the funds. Public reporting should be similar across all regions to provide consistency during planning periods.

Diverse program development is very important so that the grassroots arts needs of each region can be addressed. Regional arts councils are service providers as well as funding resources. Therefore, the decision to allocate funds to direct programs and services versus grants needs to remain at the regional level.

In October 2003, the Forum of Regional Arts Councils of Minnesota's finance committee developed a universal budget format and definitions to be used by the regions. This was in order to add consistency to our budgets, especially when legislative committees are reviewing our budgets. These definitions and guidelines follow the categories of the IRS 990 form, so are still applicable. They can be followed by all the regional arts councils as they submit biennial plans.

The attached definitions and examples are meant to provide guidance to regional arts councils in accurately assigning costs.

### Working group

Mara Wittman

Maxine Adams

Kim Bemis

Bob DeArmond

Mary Minnick-Daniels

Robin Pearson

## **DEFINITIONS AND GUIDELINES**

The budget template includes 17 main lines. These lines are referenced below for clarification.

Although we use the word "line," in some sections the word line is a series of rows.

### **Line 1 State of Minnesota (current year appropriations)**

Actual amounts that your region is expected to receive from the general fund appropriation and the arts and cultural heritage fund appropriation.

### **Line 1a State of Minnesota, FY 2017 set-aside funds restored in FY 2018**

Actual amounts that your region received from the arts and cultural heritage fund that was set-aside in FY 2017.

### **Line 2 State of Minnesota carryforward**

Actual amount(s) of funds you expect to have left, unexpended, at the end of one fiscal year, that you intend to carryforward to the following year. These amounts should equal the amount in the Surplus/Carryforward or Deficit line in the previous fiscal year's budget template. These amount(s) must be reported to the Arts Board by June 1 of the fiscal year for which the funds were appropriated, in order to be carried forward to the next fiscal year.

**ARTS AND CULTURAL HERITAGE FUND FUNDAMENTAL ISSUES  
BUDGET and ADMINISTRATIVE COSTS**

**Line 3 McKnight Foundation**

Actual amount that your region receives from The McKnight Foundation, or are proposing to receive.

**Line 4 Other Income**

List funds received from other sources.

**Line 5 Interest**

Indicate any interest revenue.

**Line 6 Total Revenue**

This line is the total of lines 1 through 5.

**Line 7 Grant Programs and Services**

List all grant programs that your region will offer. List the actual amounts that will be available to regrant. Do not include staff time and direct expense items here.

**Line 8 Grant Programs and Services, Operations and Support**

This line is the portion of each RAC's budget which includes all expenses related to grant programs and services offered by the Council besides the actual grant awards regranting by your Council; as they are listed by grant program in Line 7 area. This line should include the percentage of salaries, benefits (insurance and pension plan contributions), and payroll taxes for the time you and your staff members spend working on your grant programs and includes time spent administering the grant programs as well as technical assistance related to the grant programs. This line should also include the percentage of equipment and operating costs that support the administrative duties related to your grant programs. If this kind of assistance represents X% of you and your employees' time, include X% of equipment repair costs or purchases as well as X% of the rent, electricity, phone, internet connection, website expenses, general supplies, etc. You will also want to include any related travel expenses and the actual printing and postage costs of producing and distributing your grant guidelines. This line should NOT include the actual amount of grant money that was awarded or paid out during the fiscal year.

Grant programs and services, operations and support activities might include (this list is for illustration only and not all-inclusive):

- . bookkeeping related to grants
- . filing federal and state reports related to grants: 1099s for individual artists,
- . data collection list to MSAB, MCA grant list for advocacy day
- . paying grants
- . grant rounds
- . grant related committee meetings for the review of grants
- . planning committee meetings related to grant programs
- . reading and following up on grant final reports
- . grant workshops and training
- . printing applications, guidelines, and grant books
- . development of grant programs and writing the guidelines
- . working with individuals on grant related issues (phone calls, meetings, etc.)
- . and anything else that is directly related to getting applications in and grants out the door.

**Line 9 Subtotal Grant Programs and Services**

This line is the total of all lines under 7 (Grant Programs and Services) and line 8 (Grant Programs and Services, Operations and Support).

**Line 10 Nongrant Programs and Services**

## **ARTS AND CULTURAL HERITAGE FUND FUNDAMENTAL ISSUES BUDGET and ADMINISTRATIVE COSTS**

The Nongrant Programs and Services line is the percentage of each RAC's budget which is related to the programs and services offered by the Council but are not related to its granting programs.

Headings that can be included in this area might include:

- . Regional Exhibits and Showcase: actual costs for travel, printing, postage, and awards related to holding a regional art exhibit; costs associated with having a gallery space
  - . Workshops and Trainings and Technical Assistance: nongrant related workshops and trainings, actual costs for travel, printing workshop materials, presenter costs, consultants, advertising workshops or trainings; direct costs associated with travel for advocacy work within your region, direct expenses related to MCA, MSAB, and Forum
  - . Arts Promotion: newsletter printing and postage, marketing booklet printing and distribution costs, Web site costs, e-newsletter service costs; brochures and other printed promotional items
- This line should NOT include personnel or administrative costs related to nongrant programs and services.

### **Line 11 Nongrant Programs and Services, Operations and Support**

This section mainly relates to personnel time do certain activities. Activities might include time related to (this list is for illustration only and not all-inclusive):

- . plan and conduct nongrant related workshops and training
- . advocacy work
- . work with the Regional Arts Council Forum (label as technical assistance)
- . work with the Minnesota State Arts Board
- . needs assessment, public forums, and focus groups related to needs assessment
- . plan the gallery exhibitions for the year or regional art shows if not under Line 10
- . plan the workshop and support the activity
- . plan professional development activities
- . work with private foundations, etc. (unless for fund raising)
- . public speaking
- . community involvement related to the arts
- . newsletter if not in Line 10 area
- . brochures (unless specifically for fundraising – if used for both, costs can be split)
- . juried art shows (for those who do them) if not in Line 10 area
- . library materials – books made available to constituents
- . anything else that is considered service to the state, regions, or your region.

When you include personnel costs, this line should also include the percentage of equipment and operating costs that support nongrant related technical assistance and other programs. If this kind of assistance represents X% of you and your employees' time, include X% of equipment repair costs or purchases as well as X% of the rent, electricity, phone, postage, printing, internet connection, general supplies, etc., expenses.

### **Line 12 Subtotal Nongrant Programs and Services**

This line is the total of all lines under 10 (Nongrant Programs and Services) and line 11 (Nongrant Programs and Services, Operations and Support)

### **Line 13 Total Programs and Services**

Add line 9 (Subtotal, Grant Programs and Services) and line 12 (Subtotal, Nongrant Programs and Services)

### **Line 14 Fundraising**

Fundraising expenses should include all expenses related to raising and receiving funds. Fundraising costs do not appear in the columns related to state funds, these costs are general administrative costs for being designated a regional arts council.

## **ARTS AND CULTURAL HERITAGE FUND FUNDAMENTAL ISSUES BUDGET and ADMINISTRATIVE COSTS**

Every good organization must also raise funds to support its mission. This means someone (usually a paid staff person or an outside professional fundraiser) must write the grant proposals and talk with foundation representatives, someone must conduct direct mail and/or telephone solicitations, and someone must write thank you letters to donors who offer their support.

– excerpted from Charities Review Council Web site: <http://www.crcmn.org/donorinfo/faq.htm#6>

Fundraising expenses might include (this is an illustrative, not all-inclusive, list):

- . writing McKnight plans
- . membership fundraising, if applicable, should be under the Other column

### **Line 15 General Administration**

The general administration line is the portion of each RAC's budget which is related to general operation of running the Council. This line should include the percentage of salaries, benefits (insurance and pension plan contributions), and payroll taxes for the time you and your staff members spend working on straight administrative duties. This line should also include the percentage of appropriate equipment and operating costs that support administrative duties. If administrative duties represent X% of your and your employees' time, include X% of equipment repair costs or purchases as well as X% of the rent, electricity, phone, postage, printing, internet connection, general supplies, etc., expenses. If an expense is completely for administrative purposes, you should include the full amount of the expense.

General administration activities might include (this list is for illustration only and not all inclusive):

- . attending workshops or conferences which focus on administrative issues (i.e. a workshop on personnel issues, QuickBooks, etc. – unless you would be sharing this information with your constituents as part of technical assistance, in which case it could go under nongrant programs & services)
- . working with your auditor to prepare for and conduct audit
- . federal and state reporting – 990, Annual registration renewals
- . paying bills (minus grants) and payroll
- . working with the board, committees, and staff on nongrant and nonservice issues
- . bookkeeping
- . preparing budgets
- . preparing board financial statements
- . time spent dealing with nonprogram related facility costs
- . biennial plan writing and participating in advisory committee review of plans
- . writing annual reports for State Legislative funding

### **Line 16 Total Expenses**

This number should match your revenue totals in Line 6.

### **Line 17 Surplus/Carryforward or Deficit**

Actual difference between revenue and expenses, per column. Funds may not be moved from one state column to another (i.e., surplus in arts education column cannot be moved to arts and arts access column to cover a deficit in the latter column). Carryforward funds must be reported the Arts Board by June 1 of the fiscal year for which the funds were appropriated. State general fund or arts and cultural heritage fund amounts carried forward from one fiscal year must be recorded as revenue in line 2 in the following fiscal year budget.

## FY 2019 East Central Regional Arts Council Board/Staff Directory



### Chisago County

Nancy Hoffman  
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Term Ended: 6/16  
2<sup>nd</sup> Term Ended: 6/18  
3<sup>rd</sup> Term Ends: 6/20

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### Isanti County

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2<sup>nd</sup> Term Ends: 6/20

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1<sup>st</sup> Term Ended: 6/18  
2<sup>nd</sup> Term Ends: 6/20

### Kanabec County

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Vacancy

### Mille Lacs County

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2<sup>nd</sup> Term Ends: 6/19

Vacancy

### Pine County

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2<sup>nd</sup> Term Ends: 6/19

Vacancy

### ECRAC Staff

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