Youth Scholarship
Grades 7-12 & Grades 3-6

Written Description of the Online Process, Setting Up an Account, Grant Applications, and Follow Up Forms
PLRAC ONLINE GRANTS

PLRAC Online Grants:

• Go to the Prairie Lakes Regional Arts Council (PLRAC) website: www.plrac.org

• Click on the Grant Programs page on the left side, and then click on the teal button “Applicant Login”.

The Prairie Lakes Regional Arts Council offers several granting programs with funding from the MN State Legislature, general fund, Arts and Cultural Heritage Fund and the McKnight Foundation.

FISCAL YEAR GRANT INFORMATION
Timeline for Fiscal Year: July 1–June 30

ONLINE APPLICATION
Prairie Lakes is using an online grant process for all grant applications, contracts and final reports. First time users will be asked to register and create a grant account. Details are listed below.

Applications for the following Grant Categories will be available throughout the year with specific deadlines for each.

<table>
<thead>
<tr>
<th>GRANT DEADLINES</th>
<th>GRANT</th>
</tr>
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<tbody>
<tr>
<td>July 1–May 1</td>
<td>Small Arts Project Grant &amp; Arts-In-Education Grant</td>
</tr>
<tr>
<td>August 1</td>
<td>Monthly deadlines or until funds are exhausted</td>
</tr>
<tr>
<td>October 1</td>
<td>Arts and Cultural Heritage Grant</td>
</tr>
<tr>
<td>November 1</td>
<td>Youth Scholarship, grades 7–12, $300</td>
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<tr>
<td>September 15</td>
<td>Youth Scholarship, grades 3–6, $200</td>
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<tr>
<td>January 15</td>
<td>Professional Mid-Career Artist Grant, $3,000</td>
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<tr>
<td>February 1</td>
<td>Artist Career Development Grant, $1,000</td>
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<tr>
<td></td>
<td>Arts and Cultural Heritage Grant</td>
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</tbody>
</table>

ONLINE GRANT APPLICANT LOGIN
For instructions on how to create an account and how to use the online grant system:

Watch the Applicant Tutorial.

To view a written description of the Online Login Process for Grant Applications and How to Set Up an Account:
CREATING AN ACCOUNT

Create an Account

- First-time users must create an account.

- If you already have an account, log on with your email and password.

Click here to create a new account.
CREATING AN ACCOUNT

New Account Information:

Follow the instructions for an “individual artist”.

Enter your last name for the “Organization Name”.

For the “Tax ID Number”, enter N/A.

Questions with an asterisk (*) are required.

Click here to continue.
CREATING AN ACCOUNT

Account Information:

Students can always click the “Copy Address from Organization” button.

The online system is also used by groups and organizations that may have different addresses for the group and the contact person. However students will always utilize their home address and can use the copy feature.

Once an account is created, your information is saved for future applications.
CREATING AN ACCOUNT

Students always answer “Yes”.

Organizations may enter a Board President or someone who has a leadership role.
CREATING AN ACCOUNT

Account Information:
Password

Enter and confirm your desired password.

We suggest your first and last name all “lower case”.

Verification
Check your email for confirmation of your account.

Select an option so you can continue.

Click here to finish creating your account.

Click here to continue to your grants dashboard.
YOUR DASHBOARD

Click here from any screen to return to your Dashboard.

Click here to start an Application.

Your current application will be visible.

Click this tab to view your past scholarships.

Edit your account & contact info.
To edit your organization info, contact PLRAC.

Check here to see if your instructor has completed the online forms assigned to them.
CHOOSING YOUR GRANT PROGRAM

PLRAC Grant Programs

• All grant programs currently available are listed on this page. Choose the Artist Grant.

• Before starting an application, you can visit PLRAC’s website to learn more about eligibility and about the questions and documents required for the scholarship.

Choose the Youth Scholarship to apply for.
APPLICATION

A printer-friendly question list (editable Word document) is available on the PLRAC website.

Follow the instructions for your age group; grades 7-12 or grades 3-6.

Print your in-progress or completed application or save it as a PDF. This option will appear after you have saved your application for the first time.

Questions with an asterisk are required.
The application is used for both ages groups applying for Youth Scholarships.

There are some sections that only grades 7-12 complete and some sections that only grades 3-6 complete.

Follow the instructions for your age group.
An online Letter of Recommendation from your instructor is required.

Enter the email address for your instructor in the field for the appropriate age group.

Your instructor will receive a link to an online form to complete and submit.

Enter your instructor’s email address in the appropriate age group’s field and click the Compose Email Button.

Write your instructor a note and click the Send Button.
SUBMITTING YOUR APPLICATION

Submit Your Application

- You can save and return to your application as many times as you want.
- If you try to submit your application before it is finished, any incomplete required questions will be marked in red.
- Check to see if your instructor has completed the online Letter of Recommendation before you submit your application.
- Once you submit your application, you can no longer edit it.

If a required question is not answered, you will not be able to submit the application.

Click here to submit your application.

Scroll to the bottom of the application to save your draft.

Check the status of your Recommendation Letter from your dashboard. If your instructor has submitted it, you will see “1/1”. If they have not, you will see “0/1”.
HELPFUL TIPS

- Make sure to read all the instructions found throughout the application.

- If you want to work on your application offline, save a copy of the question list on your computer from the PLRAC website. You can type your answers into the Word document, save it again, and then copy and paste them into your online application.

- Try to be as clear and concise as possible, while still answering the questions fully.

- Some questions may need to be completed for your application even though they are not marked with an asterisk (*) as required. Please carefully complete all questions that apply to you.

- Prepare in advance the documents that you are going to upload.

- Save your draft often. If you remain on a page with inactivity for longer than 90 minutes, you will be logged off for security reasons.

- Contact PLRAC if you have questions or need help at (800) 298-1254 or 507-833-8721. **Brenda Byron, Executive Director, office: 105 22nd Avenue NE, Waseca, MN 56093.** Email: plrac@hickorytech.net.
Dear Applicant,

Thank you for submitting your Youth Scholarship application to Prairie Lakes Regional Arts Council. It was successfully received. You will be contacted if any additional information is needed.

Applications for grades 7-12 will be reviewed at the Prairie Lakes Board Meeting October 24, 2019 and grades 3-6 at the Board Meeting on November 21, 2019. After your application is reviewed, you will be contacted with the next steps in the application process.

Sincerely,

Brenda Byron, Executive Director

Prairie Lakes Regional Arts Council
105 22nd Avenue NE, Suite A
Waseca, MN 56093
www.plrac.org, plrac@hickorytech.net
1-800-298-1254, (507) 833-8721
HOW TO FIND FORMS

Youth Scholarship Applicants

You don’t have to find the automatic email to complete your Contract or Final Report. You can just log into the system from the PLRAC website www.plrac.org. Click on the teal Applicant Login button on the left side of the home page and enter your email address and password.

You’ll be able to see your dashboard and the forms assigned to you.

If you have problems call the PLRAC office at 1-800-298-1254 for assistance. We’d be happy to help you.
FOLLOW UP FORM – CONTRACT

Students

Submit Your Contract

• After your scholarship is approved, you will be assigned two follow up forms: the Contract and the Final Report.

• Click on “Edit” next to the Contract to open the form.

You will only be allowed to view and edit the Contract first. Once you have submitted the Contract and PLRAC staff has approved it, the “Edit” button will appear next to the Final Report.
**FOLLOW UP FORM – CONTRACT**

**Grant Contract**

By and Between the Prairie Lakes Regional Arts Council (PLRAC) and the Youth Scholarship Recipient.

This Agreement is effective by and between the Prairie Lakes Regional Arts Council and Youth Scholarship Recipient.

Review and Submit this agreement by November 15, 2019.

Whereas, the PLRAC has received funds from the Minnesota Legislature for the sole purpose of implementing programs and activities that are consistent with the constitutional purpose and legislative intent of the Arts and Cultural Heritage fund.

Whereas, the Youth Scholarship Recipient has applied to the PLRAC Arts and Cultural Heritage Youth Scholarship Program; and

Whereas, the PLRAC has found the Youth Scholarship Recipient’s proposal to meet or exceed the established review criteria;

Whereas, the PLRAC desires to assist the Youth Scholarship Recipient by awarding a grant;

In addition, the student may not use the Youth Scholarship funds for the following purposes:

a. Payment of costs for projects that will take place outside the geographic boundaries of the nine-county PLRAC region.

b. Activities that are essentially for the religious socialization of the participants or audience.

c. Activities that attempt to influence any state or federal legislation or appropriating.

In addition, the grantee agrees to comply with all federal, state, and local laws, rules, regulations and ordinances in its use and expenditure of these funds. Failure to comply may result in termination or forfeiture of the grant.

In addition, the student agrees not to relocate legal residence outside the 9-county PLRAC region during the term of the grant project. Note: If the student leaves the PLRAC region before completion of the grant project, the school must be put on notice.

Therefore, Brenda Byron, the Executive Director of PLRAC authorizes this contract.

**Brenda Byron, Executive Director**

Signature

Now, Therefore Be It Resolved, that the PLRAC and the Youth Scholarship Recipient agree as follows:

I agree to the above terms:

- [ ] Yes
- [ ] No

**Students**

Select “Yes” or “No” for the check boxes throughout the contract.

Read each section and click your answer. Answers are required for each section. You will not be able to submit the contract unless all the sections are completed.
Dear Youth Scholarship Recipient,

Thank you for submitting your Youth Scholarship Contract to Prairie Lakes Regional Arts Council. It was successfully received. Payment will be sent to your instructor on January 15, 2020.

When your scholarship activities are complete, log back into the online system to complete your Final Report by August 31, 2020. You can access the online portal from our website, www.plrac.org, and click on the teal "Applicant Login" button. Thank you!

Sincerely,

Brenda Byron, Executive Director

Prairie Lakes Regional Arts Council
105 22nd Avenue NE, Suite A
Waseca, MN 56093
www.plrac.org, plrac@hickorytech.net
1-800-298-1254, (507) 833-8721
## Students

### Submit Your Final Report

- After your project is completed, log back into the online system from the PLRAC website [www.plrac.org](http://www.plrac.org).
- Click on the teal Applicant Login button and complete the Final Report.

### Instructions

1. **Enter your instructor’s email address and click the Compose Email Button.**

2. Write your instructor a note and click the Send Button.

3. Once you have submitted the Contract, and PLRAC staff has reviewed it and approved it, the “Edit” button will appear next to the Final Report. You will still be able to view your contract, however once a form is submitted you are no longer able to make changes.

### The Final Report includes the Student Account Form that is completed by your instructor.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Assigned To</th>
<th>Award / Installment</th>
<th>Due Date</th>
<th>Status</th>
<th>Edit/View</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2020 ACH Youth Scholarship Grades 7-12 Contract</td>
<td>John Smith</td>
<td>Overall Award</td>
<td>08/31/2020 12:00 AM CDT</td>
<td>Complete</td>
<td>View</td>
</tr>
<tr>
<td>FY 2020 ACH Youth Scholarship Grades 7-12 Final Report</td>
<td>John Smith</td>
<td>Overall Award</td>
<td>08/31/2020 12:00 AM CDT</td>
<td>Assigned</td>
<td>Edit</td>
</tr>
</tbody>
</table>
**FOLLOW UP FORM – FINAL REPORT**

**Project Start Date**
The start date for a Prairie Lakes Youth Scholarship is defined as the point at which the project is set in motion (e.g., lessons, classes, rehearsals, etc.). No expenses can be incurred prior to the project start date.

**Earliest start dates for FY 2020:**
- Grades 7-12: Deadline 10/1/19, Review 10/24/19, Earliest Start Date 11/1/19
- Grades 3-6: Deadline 11/1/19, Review 11/21/19, Earliest Start Date 1/1/20

**Project End Date**
Projects for students in grades 7-12 must be completed by August 1, 2020 and projects for grades 3-6 must be completed by September 1, 2020. Any changes must be requested and cleared in writing in advance with Prairie Lakes. A Final Report that is completed by the student, and a Student Account Form that is completed by the instructor, must be submitted at the end of the project. The reports for grades 7-12 are due by August 31, 2020 and the reports for grades 3-6 are due by September 15, 2020.

**Dates Youth Scholarship Funds were Used**
Above are the project start and end dates you submitted in your Youth Scholarship application. Are these the actual dates that the scholarship funds were utilized?
- Yes
- No

**Legislative Thank You Letters**
A requirement for your Final Report is to send thank you letters to both your State Senator and Representative.

- **Students:** Complete the Questions on Your Final Report.
  - Some information from your original application will automatically be imported into your Final Report.

- **Original Question**

- **New question within your Final Report**

- **Upload both copies of Legislator Thank You Letters**
Subject: FY 2020 Youth Scholarship Final Report Submission Verification

From: Administrator [mailto:administrator@grantinterface.com]

Sent: Friday, August 7, 2020 9:33 AM
To: def@hickorytech.net

Dear Youth Scholarship Recipient,

Thank you for submitting your Youth Scholarship Final Report, with the Student Account Form from your Instructor attached, to Prairie Lakes Regional Arts Council. It was successfully received. You will be contacted if any additional information is needed.

The next deadline to apply for a new Youth Scholarship for Grades 7-12 is October 1, 2020. Have a nice day!

Sincerely,

Brenda Byron, Executive Director

Prairie Lakes Regional Arts Council
105 22nd Avenue NE, Suite A
Waseca, MN 56093
www.plrac.org, plrac@hickorytech.net
1-800-298-1254, (507) 833-8721
We would be happy to assist you if you have questions about the online application process or Follow-up Forms at 507-833-8721, (800) 298-1254 or plrac@hickorytech.net.

Brenda Byron, Executive Director or Cindy Lewer, Program Manager
Office address: 105 22nd Avenue NE, Waseca, MN 56093.