Arts Organizations, Community Groups and Schools

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

- Go to the Prairie Lakes Regional Arts Council (PLRAC) website: [www.plrac.org](http://www.plrac.org)

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

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PLRAC Online Grants:

The Prairie Lakes Regional Arts Council offers several grant programs with funding from the MN State Legislature’s general fund and 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. Applicants can only receive one grant per year:

### GRANT DEADLINES

- June 1
- July 1–May 1
- August 1 and September 1
- October 1
- November 1
- February 1

### GRANT

- Artist Development Grant, $1,500
- Small Arts Project Community Grant & School Arts Project Grant
- Monthly deadlines or until funds are exhausted
- Arts and Cultural Heritage Grant
- Youth Scholarship, grades 7–12, $300
- Youth Scholarship, grades 3–6, $200
- Arts and Cultural Heritage Grant
Create an Account

- First-time users must create an account.
- If you already have an account, log on with your email and password.
CREATING AN ACCOUNT

New Account Information:
- Organization Name
- Tax ID Number
- Telephone Number
- Mailing Address, etc.
  - Questions with an asterisk (*) are required.

Click here to continue.
Click here to copy the organization address.

**Account Information:**
**Grant Writer or Project Director**

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

Click here to continue.
Account Information:
Executive Officer Information

Individuals always answer “Yes”.

If you are working with a group you can enter the Board President or someone who has a leadership role as the Executive Officer. You can also answer “Yes” and be the Executive Officer.
**CREATING AN ACCOUNT**

### Account Information:

**Password**

Enter and confirm your desired password.

- **Password**
  - Password must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#$%^&*()_.
  - Password: [Enter]
  - Confirm Password: [Enter]

### Verification

Check your email for confirmation of your account.

- **Email Confirmation**
  - You will be receiving emails from this system about your request.
  - To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from 'Administrator (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'Administrator (administrator@grantinterface.com)' from your spam filter, use the link below.
  - Click here for a tutorial about removing email addresses from spam filters.
  - Click Here: [Continue]

Select an option so you can continue.

- I have received the email
  - Click here to continue to your grants dashboard.
- I have not received the email
  - Send Email Again

- Continue without checking
Click here from any screen to return to your Dashboard.

Click here to start an Application.

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

Current applications for your organization will be visible.

Click this tab to view past grants for your organization.
CHOOSING YOUR GRANT PROGRAM

PLRAC Grant Programs

- All grant programs currently available are listed on this page with their deadlines and a short description.

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

Choose the grant program you are applying for.
A printer-friendly question list (editable Word document) is available on the PLRAC website.

Questions with an asterisk are required.

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.
APPLICATION

As you type, this number changes to tell you the remaining number of characters that will fit into the text box.

After you select your file, it will be uploaded when you save your application. If you want to change the file, upload the new one on top of the old one.

Fill out the provided budget form.

Click and drag the text box corner to resize. Then you can see your entire answer on the screen.

Project Budget Form*
Download, save, and fill out the Excel budget form for your project: Art Project Budget Form. You must list the specific organization and ACH funds Expenses and Income items, plus amounts on this form. When the form is complete, upload it into your application.

Upload a file [1 MiB allowed]

Cash Expenses*
Which cash expenses on the budget will equal your grant request. Be specific about how you would use these funds and prioritize what will be spent first.

10,000 characters left of 10,000
WORK SAMPLES

Use this area to provide a detailed description of the samples attached above.

For video or audio work samples, enter a link to YouTube, or use this space for another relevant web address.

Attaching Resumes and Work Samples

Attach resumes of staff paid for with grant, artist resumes or work samples in the three work sample upload fields, which allow a total of 14 MB.

Combine samples as needed into documents/files in order to upload.

If you need help uploading your work samples, call the PLRAC staff.
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.
- 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.

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

Click here to submit your application.
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 be necessary for your application even though they are not marked required, such as questions about your fiscal agent. 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.
Your dashboard lists all of the applications you have worked on.

To view all of the applications for your organization, including those by other users, click on View Organization History or the Historical Requests tab.
Application Submission Verification

Once you have submitted your Application, you will receive an email from our online grant system.

If you do not see the email verification, please check your junk mail for a message from this address.

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Subject: FY 2021 Arts and Cultural Heritage Application Submission Verification

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

Sent: Friday, August 16, 2020 9:33 AM
To: ABCartsorganization@hickorytech.net

Dear Applicant,

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

Applications for the Large Arts Organization Stability Grant will be reviewed at the PLRAC Board Meeting on Thursday, August 27, 2020. Applications for the Arts Project Grant and Festival Grant will be reviewed at the Board Meeting on September 24, 2020. An email with more details will be sent to you prior to the meeting. 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
GRANTEES HOW TO FIND FORMS

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 your organization.

If you have problems, contact the PLRAC office at 1-800-298-1254 or email plrac@hickorytech.net for assistance. We’d be happy to help you.
Submit Your Contract

- After your grant 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

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.
FOLLOW UP FORM – CONTRACT

Request for 80% Payment is included within the Contract

Enter where the payment should be sent to.

Typed, electronic signatures are required on the Contract.

Click to submit your Contract.
Subject: FY 2021 Arts and Cultural Heritage Contract Submission Verification

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

Sent: Friday, September 4, 2020 9:33 AM
To: ABCartsorganization@hickorytech.net

Dear Grantee,

Thank you for submitting your Arts and Cultural Heritage Grant Contract to Prairie Lakes Regional Arts Council. It was successfully received.

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

If you do not see the email verification, please check your junk mail for a message from this address.

Submit Your Contract

Once you have submitted your Contract, you will receive this email from our online grant system.
Follow Up Form – Final Report

Submit Your Final Report

After your project is completed, log back into the online system from the PLRAC website www.plrac.org. Click on the teal Applicant Login button, enter your email and password, and complete the Final Report.

Click on “Edit” next to the Final Report to open the form.

Complete the Questions on Your Final Report.

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.

Below you will see the answers you wrote on your ACH Grant. Review them and answer all the questions following them.

Project Description

1. Describe the project you will carry out with the grant funds. Provide as much detail as possible, including what, where and when.
2. Detail the timeline associated with the project.
3. Please explain your planning process during this challenging time of COVID-19. How will you be doing things differently?
4. How will you implement “social distancing”, having participants and audiences wear masks and addressing the capacity restrictions for in-door and out-door arts activities? Please provide details.
5. Other: If you plan to present music groups, you must list the music genre per group, and cost. Later in the application you will be asked to upload the artist(s) resume. If you plan to sponsor a group, you must list the name of the group, contact name, address, email, cost of the group and type of group, i.e. music, theater, dance, visual artist, etc.

We will sponsor live musical entertainment and art classes during the festival, September 11-12, 2020. Musical groups include: ABC band, EFG chorus, and HJ quartet. We are planning painting classes for youth and adults, drop in “make and take” classes, beading classes for adults, and collage classes for youth.

Some information from your original application will automatically be imported into your Final Report, such as project description, community involvement, and publicity, etc.
Uploads for your Final Report

Publicity Examples:

- Upload scans of your Publicity including the proper Credit Line.

Thank You Letters:

- Upload both copies of the Thank You Letters you sent to your State Representative and State Senator.
- Find out who your legislators are at www.leg.state.mn.us. Click on the “Who Represents Me” link and enter your address.
**FOLLOW UP FORM – FINAL REPORT**

**Uploads for your Final Report**
- Download and complete the Final Report Budget form. Upload the completed Budget into your Final Report.

**Budget Form:**
- Input your “Estimated” expenses and income from the original application budget.
- Then, input your “Actual” expenses and income in the appropriate column.

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**Final Report Budget Form: ABC Arts Organization**

<table>
<thead>
<tr>
<th>Project Expenses</th>
<th>Estimated Expenses (from original application budget)</th>
<th>Actual Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Artist(s) fees (list):</td>
<td>$4,000 Organization</td>
<td>$4,000 ACH Funds</td>
</tr>
<tr>
<td>2. Artist(s) travel and transportation</td>
<td>$300 Organization</td>
<td>$400 ACH Funds</td>
</tr>
<tr>
<td>3. Publicity expenses</td>
<td>$100 Organization</td>
<td>$200 ACH Funds</td>
</tr>
<tr>
<td>4. Rental fees (list):</td>
<td>$1,000 Organization</td>
<td>$1,000 ACH Funds</td>
</tr>
<tr>
<td>5. Salaries or wages</td>
<td>$1,000 Organization</td>
<td>$1,000 ACH Funds</td>
</tr>
<tr>
<td>6. Expendable supplies</td>
<td>$600 Organization</td>
<td>$400 ACH Funds</td>
</tr>
<tr>
<td>7. Miscellaneous (list):</td>
<td>$0 Organization</td>
<td>$0 ACH Funds</td>
</tr>
<tr>
<td>8. Equipment (list):</td>
<td>$0 Organization</td>
<td>$0 ACH Funds</td>
</tr>
<tr>
<td>9. Evaluation (5% of project costs):</td>
<td>$0 Organization</td>
<td>$0 ACH Funds</td>
</tr>
<tr>
<td><strong>Total Project Expenses</strong></td>
<td><strong>$9,600</strong></td>
<td><strong>$12,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Income (Round numbers to the nearest $10)</th>
<th>Estimated Income</th>
<th>Actual Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Organizational funds budgeted for the project:</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>b. Other grants (list source):</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>c. Earned Income:</td>
<td>$4,000</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Total Project Income</strong></td>
<td><strong>$6,000</strong></td>
<td><strong>$6,000</strong></td>
</tr>
</tbody>
</table>

**Actual Expenses and Income is entered into these columns by you.**
Uploads for your Final Report

Financial Statements:

- You must attach the Financial Statements which document Actual Cash Expenses and Actual Cash Income for the period of this grant project. These Financials should correspond to the Budget.

- If you use an accounting program like Quick Books, submit the Profit & Loss Statement and Balance Sheet.

- Otherwise, you can create an Excel or Word document to list the Income and Expenses.

- Be Specific about names of music groups or artists paid with grant funds.

Example of a Financial Document created in Microsoft Word or Excel.

ABC Community Arts Group, Mankato

Income Statement
June 30, 2020

Income:
- Local Foundation $500
- Prairie Lakes RAC $2,000
- Wells Fargo Bank $500
- Donations $500

Total $3,500

Expenses:
- Bands (4 @ $500) $2,000
- Dan’s Bluegrass Band
- John Doe Orchestra
- Mary Smith Band
- XYZ Band
- Advertising $400
- Radio station $100
- Mankato Newspaper $300
- Rental of Sound $600
- Speakers & Microphones
- Supplies $500
- Music $300
- Postage and paper $200

Total $3,500
Subject: FY 2021 Arts and Cultural Heritage Final Report Submission Verification

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

Sent: Monday, October 19, 2020 9:33 AM
To: ABCartsorganization@hickorytech.net

Dear Grantee,

Thank you for submitting your Arts and Cultural Heritage Final Report to Prairie Lakes Regional Arts Council. It was successfully received. Allow four weeks for your final payment of 20% of the grant. You will be contacted if any additional information is needed.

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, Suite A, Waseca, MN 56093.