Artist Development Grant

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

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

PLRAC Online Grants:

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 Categories</th>
<th>Grant Amounts</th>
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<tr>
<td>June 1 Artist Development Grant</td>
<td>$1,500</td>
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<tr>
<td>July 1–May 1 Small Arts Project Grant</td>
<td>$500--$1,000</td>
</tr>
<tr>
<td>August 1 Arts and Cultural Heritage Grant</td>
<td>$300--$2,000</td>
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<tr>
<td>October 1 Youth Scholarship, grades 7–12</td>
<td>$300</td>
</tr>
<tr>
<td>November 1 Youth Scholarship, grades 6–8</td>
<td>$200</td>
</tr>
<tr>
<td>February 1 Arts and Cultural Heritage Grant</td>
<td>$500</td>
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**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. If you forgot your password, click on the “Forgot your Password?” link to reset it.
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.
Account Information:

Artists 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 artists will always utilize their home address and can use the copy feature.

Once an account is created, your information is saved for future applications.
Account Information:
Executive Officer Information

Individual artists always answer “Yes”.

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

Click here to continue.
CREATING AN ACCOUNT

Account Information:
Password

Enter and confirm your desired password.

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

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@granteelface.com), look in your junk or spam folder. To remove Administrator (administrator@granteelface.com) from your spam filter, use the link below.

Click here for a tutorial about removing email addresses from spam filters.

I have received the email
I have not received the email

Select an option so you can continue.

Click here to continue to your grants dashboard.
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 info, contact PLRAC.

Your current application will be visible.

Click this tab to view your past grants.
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 application.

Apply Page

Choose the Artist Grant to apply for.
A printer-friendly question list (editable Word document) is available on the PLRAC website.

Follow the instructions for an “individual artist”.

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.
Fill out the provided Budget form with your project expenses.

After you select your file, it will be uploaded when you save your application. If you want to change the file just upload the new one. The old document will be replaced for you.

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

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

Fill out the provided Budget form with your project expenses.

After you select your file, it will be uploaded when you save your application. If you want to change the file just upload the new one. The old document will be replaced for you.

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

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

Uploading a one page document with descriptions of the work samples.

Attaching Resume and Work Samples

All artists need to upload an artistic resume and a Work Sample Description Page explaining your work samples.

There are five upload fields for visual art work sample images. Each image can be up to 2MB in size.

Writers can upload their work sample into upload #1.

If you need help uploading your work samples, email the PLRAC staff.
WORK SAMPLES

YouTube or website links for work samples that are larger than 2 MB.

Work Samples

Video and audio work sample files for musicians, dancers, theater, etc. are usually larger than 2MB and cannot be uploaded. These artists should use the three fields provided for YouTube and other website links.

Local presentation

In FY 2021 artists are not required to have a public presentation in the nine counties that PLRAC serves, due the COVID-19 health situation.
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.
- If a required question is not answered, you will not be able to submit the application.
- Once you submit your application, you can no longer edit it.

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

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

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 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. Email: plrac@hickorytech.net. Brenda Byron, Executive Director, office: 105 22nd Avenue NE, Waseca, MN 56093.
Your dashboard lists all of the applications you have worked on.

To view the applications, click on View Organization History or the Historical Requests tab.

View all applications you have in the online system.

The status of your application.

Click here to edit your application.
Subject: FY 2021 Artist Application Submission Verification

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

Sent: Friday, May 22, 2020 9:33 AM
To: ABCarts@hickorytech.net

Dear Applicant,

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

Artist Development Grants will be reviewed at the PLRAC Board Meeting on June 25, 2020. In the days following the meeting, you will be contacted about whether or not you were awarded a grant.

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

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

Application Submission Verification

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

If you have problems email the PLRAC office at 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.
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.
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 Artist Contract Submission Verification

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

Sent: Wednesday, July 8, 2020 9:33 AM
To: ABCarts@hickorytech.net

Dear Grantee,

Thank you for submitting your Artist Grant Contract to Prairie Lakes Regional Arts Council. It was successfully received, and we will process your 80% payment.

When your grant project is complete, log back into the online system to complete your Final Report. You can access the online portal from our website, www.plrac.org, and click on the "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

Submit Your Contract

Once you have submitted your Contract, you will receive this email from our online grant system.
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 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.

Some information from your original application will automatically be imported into your Final Report, such as project description, career development, and presentation, etc.
FOLLOW UP FORM – FINAL REPORT

Uploads for your Final Report

Link to download the Final Report Budget form.

Budget Form:

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

- Input your “Estimated” expenses and income from the original application budget.

- Then, input your “Actual” expenses and income in the appropriate column.
Uploads for your Final Report

**Receipts:**
- Upload copies of all receipts for any classes, supplies, or other items you purchase with grant funds.

**New Work Samples:**
- Upload images of the new work you created or supply a link to a new video or audio clip.

**Publicity Examples:**
- Upload scans of any publicity including the proper Credit Line.
Dear Grantee,

Thank you for submitting your Artist Grant Final Report to Prairie Lakes Regional Arts Council. It was successfully received. Allow four weeks for your final 20% payment. You will be contacted if any additional information is needed. 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
We would be happy to assist you if you have questions about the online application process or Follow-up Forms at plrac@hickorytech.net.

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