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:

- 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”.

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.
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

Account Information:
Executive Officer Information

Students 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.

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.
- 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 scholarships.
- Check here to see if your instructor has completed the online forms assigned to them.

Applicant Dashboard

Applicant:
Mr. John Smith
def@hickorytech.net
555-555-5555
100 Main St 100 Main St
Mankato, MN 56001 USA

Organization:
Smith
N/A
555-555-5555
100 Main St 100 Main St
Mankato, MN 56001 USA

If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests 1
Historical Requests 4

Process: FY 2021 ACH Youth Scholarship
Application: Draft 05/18/2020
Decision: Undecided
Edit Application
Third Parties: 0/0
CHOOSING YOUR GRANT PROGRAM

PLRAC Grant Programs

- All grant programs currently available are listed on this page. Choose the Youth Scholarship.

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

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

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 age 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.

Sections are clearly identified for the two different age groups applying.
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.

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

Click here to submit your application.

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”.

If you want to save and return to your application, you can click here.

If you want to submit your application, you can click here.

You can also check the status of your recommendation letter from the dashboard.
HELPFUL TIPS

• Make sure to read all of 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.
Subject: FY 2021 Youth Scholarship Application Submission Verification

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

Sent: Friday, September 25, 2020 9:33 AM
To: def@hickorytech.net

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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 22, 2020 and grades 3-6 at the Board Meeting on November 19, 2020. 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

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

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.
Subject: FY 2021 Youth Scholarship Contract Submission Verification

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

Sent: Thursday, November 5, 2020 9:33 AM
To: def@hickorytech.net

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, 2021.

When your scholarship activities are complete, log back into the online system to complete your Final Report by August 31, 2021. 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

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Students

Submit Your Contract

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

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.

- 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.

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

Write your instructor a note and click the Send Button.
**FOLLOW UP FORM – FINAL REPORT**

**Students:** Complete the Questions on Your Final Report.

Some information from your original application will automatically be imported into your Final Report.

**Original Question**

A requirement for your Final Report is to send thank you letters to both your State Senator and Representative.

**New question within your Final Report**

Upload both copies of Legislator Thank You Letters.
EMAIL SENT TO YOU
FOR SUBMITTED FINAL REPORT

Subject: FY 2021 Youth Scholarship Final Report Submission Verification

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

Sent: Friday, August 6, 2021 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, 2021. 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

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Final Report Submission Verification

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