

A. INTRODUCTION

The PLRAC/McKnight Fellowship Grant provides professional mid-career artists with financial support that enables them to further their work and their contribution to their communities. It is intended to recognize, reward, and encourage outstanding individual artists in the region. Applicants for the PLRAC/McKnight Fellowship are expected to demonstrate professional achievement in their disciplines. Professional mid-career artist defined: professional achievement includes, but is not limited to: juried exhibitions, performances, and publications. Eligible artists are beyond the “emerging” or “beginning” stage in their careers. They have proved to be deeply engaged in their art form and may be ready to take a “leap” in their career. They are committed to being artists and to creating a body of work.

A Fellowship can support a broad range of study or activities, including exploration of new directions, continuation of work already in progress, or accomplishment of work not financially feasible otherwise. A Fellow may choose to take time for solitary work or reflection, engage in collaborative or community projects, embark on travel or research, or pursue other activity that contributes to their life as an artist.

This program is made possible by funds provided by the McKnight Foundation under a program designed and administered by the PLRAC, which serves Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, and Watonwan counties.

B. GRANT AMOUNT AND DEADLINE

The Fellowship Grant is for \$3,000 and there is \$30,000 available; the deadline is **October 1, 2010**. The application will be reviewed at the November 18, 2010 board meeting. Fellowship candidates should propose a fellowship plan in only one art discipline; this may include but is not limited to dance, literature, music, theater and visual art. The fellowship period is one year. Grant applications must be postmarked by the deadline date. Applications postmarked after the deadline will not be accepted. The earliest starting date is approximately December 1, 2010 to December 1, 2011.

C. APPLICATION ASSISTANCE

All applicants must notify the Prairie Lakes office of their intent to apply by September 15, 2010 using the form provided in these guidelines. The Prairie Lakes staff is available to assist applicants in project development and answer questions about the grant application process. Applicants are encouraged to contact the staff early in the planning process. Staff assistance does not guarantee or imply that a grant request will be funded. The content and accuracy of an application are solely the responsibility of the applicant. A grant writing workshop for artists will be held Tuesday, June 15, 2010, 6:00-8:00 p.m. in Room 104, Ylvisaker Fine Arts Center, Bethany Lutheran College, 700 Luther Drive, Mankato.

D. HOW TO APPLY

All proposals must be submitted on the official application form and signed by the artist. Applications can be requested as an email attachment, or downloaded from our website www.plrac.org. The document is Microsoft Word, with .5 margins on all sides. All responses must be typed or computer generated. Do not reduce print to less than 12 point characters. (Keep a copy for your records)

E. ELIGIBILITY AND RESTRICTIONS

The Fellowship candidate must be 25 years of age, a U.S. citizen or have permanent resident alien status and must currently reside in and have been a resident of the nine county PLRAC region for a minimum of twelve months prior to application; and do not intend to relocate outside the 9-county region during the year of the grant project. Residency is determined by: voting location, payment of state income taxes or a valid Minnesota driver's license listing a town in our region.

Fellowship candidates are not eligible if:

- a. They have received within the last 3 years a Fellowship Grant directly from the National Endowment for the Arts, or major foundation (like Bush, Jerome or McKnight); or an Artist Initiative Grant from the Minnesota State Arts Board
- b. They are a student enrolled full or part-time in a degree granting program during the period of application or completion of the Fellowship.
- c. They are the recipient of a PLRAC/McKnight Emerging Artist project grant of \$1,000 during the same time period. A Fellowship candidate must not have any outstanding reports due to Prairie Lakes Regional Arts Council.
- d. The fellowship plan is not eligible if it includes any of the following activities or uses of funds:
 1. payment of debts incurred before the grant is approved by the PLRAC board;
 2. living or travel costs which are intended solely to provide experiences and not artistic growth;
 3. activities involving any organization at which I am employed;
 4. tuition, fees or work toward any degree;
 5. development of curriculum plans, teaching materials, or teaching programs which are intended to be used in the regular course of my employment;
 6. establishing any type of arts organization;
 7. self publishing with vanity press, or other agencies, etc. ;
 8. strictly commercial activities, such as those intended for retail or mass-market distribution (i.e. limited edition prints, note cards, CD or DVD for musicians and performers, etc.);
 9. activities that are essentially for the religious socialization of the participants or audience;
 10. activities in primary or secondary level parochial schools; and
 11. activities that attempt to influence any state or federal legislation or appropriation.

F. ELIGIBLE FELLOWSHIP PLANS OR PROJECTS

Fellowship Plans or Projects should have a clear beginning, middle and end. This may be a project that has been on the "back burner" and the artist has not yet had the resources to complete it. It may be a second or third project that will continue the artist's path to success. The PLRAC/McKnight Fellowship Grant MUST include a public component. This may be a reading, a performance, an open house exhibition, etc. The artist should be able to explain the project's unique artistic or cultural impact on the larger community.

1. Production and Presentation - Costs involved in visual art show preparations, portfolio production, studio time for producing a demonstration CD for a composer or musician, a DVD for a choreographer, editorial assistance for a writer, etc.
2. Workshop, Training, Research or Mentorship – Registration fee, travel and other costs involved in advanced training or apprenticeship with a professional artist.
3. Supplies and Equipment - Purchase of supplies, materials or equipment necessary for the completion or production of new work. (i.e. visual art: paint, brushes, canvas, matting and framing, etc.)

G. REVIEW CRITERIA

The applicant's work samples should demonstrate artistic quality and should be created within the past five years. All applications will be reviewed by the PLRAC board of Directors, who will consider the artist's past endeavors and current work, the impact the Fellowship may have on the applicant's career and future directions, and the difference the artist may make in the region as a result of the Fellowship.

H. PAYMENT PROCESS

Upon notification of the Fellowship grant being awarded, the fellowship recipient must sign and return the Grant Contract within 30 days. After the contract has been returned to the Prairie Lakes office, a check for 80% of the grant award is sent to the grantee one month prior to the project starting date. The grantee may claim the remaining 20% by submitting a Final Report within 60 days of the project's completion.

The Final Report is an extremely important document. If the fellowship plan has been carefully managed, there should be little difference between the final plan & budget and the initial fellowship application description & budget. The PLRAC realizes that as projects develop, some minor differences may arise, but applicants should take every precaution to insure implementation, operation, and evaluation of the project as promised. Fellowship recipients that fail to submit a required Final Report and receipts of their expenses within the prescribed time with good cause, and subject to Council approval, will automatically be considered ineligible for future funding.

I. FELLOWSHIP RESPONSIBILITIES

The fellowship recipient must:

1. Use grant funds only for the expenses listed in their application. Any significant revisions in the fellowship plan must be requested and cleared, in advance and in writing, with the Executive Director of Prairie Lakes Regional Arts Council.
2. Be responsible for completion of the fellowship and for proper management of grant funds. Documentation and receipts for expenses must be submitted with the Final Report. The Final Report must be submitted within 60 days after the completion of the project.
3. Include the following credit line in all programs, postcards and publicity related to the project: **"This activity is made possible by a fellowship grant from the Prairie Lakes Regional Arts Council with funds provided by the McKnight Foundation."**

Prairie Lakes Regional Arts Council
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(507) 833-8721 or (800) 298-1254
plrac@hickorytech.net * www.plrac.org

PLRAC/McKnight FELLOWSHIP GRANT
Fiscal Year 2011 (July 1, 2010 to June 30, 2011)

Fellowship Letter of Intent
Letter of Intent due: September 15, 2010
Full Application Due: October 1, 2010

Note: Artists must submit this form by 9/15/2010 to be eligible.

Applicants for the PLRAC/McKnight Fellowship are expected to demonstrate professional achievement in their disciplines. Professional mid-career artist defined: professional achievement includes, but is not limited to: juried exhibitions, performances, and publications. Eligible artists are beyond the “emerging” or “beginning” stage in their careers. They have proved to be deeply engaged in their art form and may be ready to take a “leap” in their career. They are committed to being artists and to creating a body of work. Artists must personally contact the Prairie Lakes staff to inform them of their intent to apply; utilizing this form. Staff will determine the eligibility of the Artist for the grant by the information submitted in the Letter of Intent. The Letter of Intent is used as a screening method to ensure that artists are prepared to submit all the needed materials for the application; most importantly the work samples. Artists will be contacted if it is determined that they do not qualify. The Artist Applications will be reviewed at the November 18, 2010 board meeting. Grant applications must be postmarked by the deadline date. Applications postmarked after the deadline will not be accepted. The earliest starting date is approximately December 1, 2010.

Applicant's Name _____
Street _____
City _____ State _____ Zip _____
Day Phone # _____ Evening Phone # _____
E-mail Address _____

Type of Media (state which area): **dance, literature, multi-media, music, theater or visual art.**

Explain type of work, with more specifics. (i.e. Visual art, 10 jpg images in watercolor, primarily landscapes; or Literature: non-fiction, 15 pages from a novel, focus on _____; Musician, 8 minutes on DVD of me performing two different piano selections, etc.)

What type of work sample will you be submitting (circle one): **CD, DVD, or written document?** _____

Note: Work samples should be fairly recent (within the last four years) and should support the intentions stated in your application.

Four sentence description of fellowship proposal and use of funds. _____

Two sentence description of how you are a mid-career professional Artist.

FY 2011 FELLOWSHIP ELIGIBILITY RESTRICTIONS:

I understand that as a Fellowship applicant I am not eligible if any the following conditions exist:

a. I have received within the last 3 years a Fellowship Grant directly from the National Endowment for the Arts, or major foundation (like Bush, Jerome or McKnight); or an Artist Initiative Grant from the Minnesota State Arts Board; b. I am a student enrolled full or part-time in a degree granting program during the period of application or completion of the Fellowship; c. I am the recipient of a PLRAC/McKnight Emerging Artist project grant of \$1,000 during the same time period; d. I have an outstanding Final Report due to Prairie Lakes Regional Arts Council.

Furthermore, the fellowship plan is not eligible if it includes any of the following activities or uses of funds: 1. payment of debts incurred before the grant is approved by the PLRAC board; 2. living or travel costs which are intended solely to provide experiences and not artistic growth; 3. activities involving any organization at which I am employed; 4. tuition, fees or work toward any degree; 5. development of curriculum plans, teaching materials, or teaching programs which are intended to be used in the regular course of my employment; 6. establishing any type of arts organization; 7. self publishing with vanity press, or other agencies, etc. ; 8. strictly commercial activities, such as those intended for retail or mass-market distribution (i.e. limited edition prints, note cards, CD or DVD for musicians and performers, etc.); 9. activities that are essentially for the religious socialization of the participants or audience; 10. activities in primary or secondary level parochial schools; and 11. activities that attempt to influence any state or federal legislation or appropriation.

I have read the list of Eligibility Requirements for the Fellowship grant of \$3,000 and I fit all of the criteria. Yes _____ No _____

Fellowship Eligibility Requirements and restrictions of this grant.

- _____ 1. I am a mid-career practicing artist, applying as an individual.
- _____ 2. I have been a resident of the 9-county area served by Prairie Lakes Regional Arts Council, for a minimum of 12 months.
- _____ 3. I am at least 25 years of age.
- _____ 4. I am a United States citizen or I have permanent resident alien status.
- _____ 5. I do not intend to relocate my legal residence outside the 9-county PLRAC region during the year of the grant project. **Note: If grantee leaves the PLRAC region before completion of the Fellowship grant, the grant funds must be returned.**
- _____ 6. I am submitting a complete and accurate application on a current year's PLRAC application form, with all information requested.
- _____ 7. I have not received a PLRAC Emerging Grant within the past twelve months.
- _____ 8. I do not have an outstanding Final Report due to the PLRAC.
- _____ 9. I will make any events related to this project open to the general public.

CERTIFICATION

I certify that the information contained in this application is true and accurate to the best of my knowledge. I have kept a copy of this Fellowship Letter of Intent form for my records.

Applicant Signature

Date

- C. For applications related to a mentorship or advanced study, include resumes for the artist with whom applicant wishes to study or receive professional services from.
- D. Work Sample Description Page and Artistic Work Sample. (Information on page 7)
- E. Certification Page. (Information on page 8)
- F. RAC Grant Data Collection Form

PLRAC/McKnight Fellowship Application

WORK SAMPLE DESCRIPTION

The Work Sample Description is a one-page list providing specific details about your work samples.

- a. **Put your name and daytime phone number at the top of the sheet.**
- b. If you are a **Visual Artist** submitting a CD of JPEG images, list the artwork in numerical order 1 through 10 in viewing order with title, dimensions, medium, and completion date for each work listed;
- c. If you are submitting **Literary Samples** (fiction, non-fiction, prose, poetry, plays, etc.): list the title, page numbers, and the completion date of each work;
- d. If you are submitting **Audio, CD or DVD**: list titles of works and recording date of each work
 - 1. If the production represented by a CD or DVD involved others, explain your role in the work (for example, a choreographer may or may not appear in submitted videotape);
 - 2. If you are performing on a CD or DVD, give a description to help the panel identify you (for example, "I'm the dancer in the green tights");
 - 3. Indicate any technical instructions for presentation.
- e. You may also include a brief explanation of the work on your Work Sample Description.

SUBMIT WORK SAMPLES

Remember that artistic merit is one of the primary criteria for the selection of grantees. Your work sample should represent your work to its best advantage. Work samples should be fairly recent (within the last four years), and should support the intentions stated in your application. Do not submit original works. When submitting JPEG images, make sure the objects pictured are well lit and in focus. With a little care, good quality video and sound recordings can be made on home equipment. In all cases, make sure the work sample adequately reflects the quality of your work.

Visual Artists: Submit maximum of 10 JPEG images, minimum of 300 dpi on CD; label CD with your name.

Literary Arts: (fiction, non-fiction, prose, poetry, play, etc.) - 15 pages maximum. Must be typed or computer generated and double-spaced, except poetry which can be single-spaced. Include cover sheet with title, writer's name and a brief synopsis of the contents.

Performing Arts: Submit visual or audible record of your work, maximum of 8 minutes. CD or DVD should be cued to the starting point; or only include 8 minutes total of work sample. On case of CD, clearly label with name, title of work(s), and length. Submit a written score (printed or computer generated) or a condensed score.

Note: To receive your work samples back, please submit a self-addressed, stamped (9" x 12") large envelope.

PLRAC/McKnight Fellowship Application

CERTIFICATION PAGE

The following check list is to help assure that your application is complete. Please check all that are true.

- 1. I am a professional artist, applying as an individual.
- 2. I am a U.S. citizen and am at least 25 years of age.
- 3. I am now and have been a legal resident for a minimum of twelve months, of the nine county area which Prairie Lakes Regional Arts Council serves.
- 4. I do not intend to relocate my legal residence outside the 9-county PLRAC region during the year of the grant project. *Note: if grantee leaves the PLRAC region before completion of the grant project, the grant funds must be returned.*
- 5. I have **not received** a Fellowship Grant from the NEA, MSAB or major foundation in last 3 years.
- 6. I am not and will not be a student enrolled full or part-time in a degree granting program during the period of this application or completion of the Fellowship.
- 7. If any events result from this fellowship, I will make such events open to the general public, and whenever feasible, will establish admission charges.
- 8. I do not have an outstanding Final Report due to the PLRAC.
- 9. My fellowship plan does not include or propose any of the following activities or uses of funds:
 - a. This is the same as the restriction list on page 2.
 - 1. payment of debts incurred before the grant is approved by the PLRAC board;
 - 2. living / travel costs which are intended solely to provide experiences and not artistic growth;
 - 3. activities involving any organization at which I am employed;
 - 4. tuition, fees or work toward any degree;
 - 5. development of curriculum plans, teaching materials, or teaching programs which are intended to be used in the regular course of my employment;
 - 6. establishing any type of arts organization;
 - 7. self publishing with vanity press, or other agencies, etc.;
 - 8. strictly commercial activities, such as those intended for retail or mass-market distribution (i.e. limited edition prints, note cards, CD or DVD for musicians and performers, etc.);
 - 9. activities that are essentially for the religious socialization of the participants or audience;
 - 10. activities in primary or secondary level parochial schools; and
 - 11. activities that attempt to influence any state or federal legislation or appropriation

CERTIFICATION

I certify that all the information contained in this application is true and accurate to the best of my knowledge. I have kept a copy of this application for my records.

Applicant signature

Date

RAC GRANT DATA COLLECTION FORM

TO THE APPLICANT: This form is used to gather information about grant applicants to the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data. *Note: If you are using a fiscal agent, please fill out this first page as it pertains to the arts organization conducting the activity, not the fiscal agent.*

1. APPLICANT INFORMATION

Date _____

Legal name of organization or individual _____

Professional or other name NA

Address _____

City _____ State _____ Zipcode _____

Day phone _____

E-mail address _____

Contact person name and title NA

County _____ MN House district _____ U.S. Congressional district _____

Fiscal agent name (if applicable) NA

2. SPECIAL CHARACTERISTICS:

For individuals applying (optional)

Select any combination that applies describing your racial/ ethnic characteristics. This information is not made public.

- American Indian/Alaska Native (N)
- Asian (A)
- Native Hawaiian/Pacific Islander (P)
- Black/African American (B)
- Hispanic/Latino (H)
- White (W)
- Other _____

For individuals, mark these items if they apply (optional)

- Disability (I)
- Older Adult - 60+ (S)
- Veteran (V)

For organizations applying

Select the one code that best represents 50% or more of your staff or board or membership

3. STATUS:

Select the one code which best describe the applicant's legal status

- | | | |
|---------------------------|---|-------------------------|
| 01 Individual | 04 Government-Federal | 07 Government-County |
| 02 Organization-Nonprofit | 05 Government-State (includes public schools) | 08 Government-Municipal |
| 03 Organization-Profit | 06 Government-Regional | 09 Government-Tribal |
| | | 99 None of the Above |

01

4. INSTITUTION:

Select the one code which best describe the applicant

01

- | | | |
|--|-------------------------------------|---------------------------------|
| 01 Individual artist | 18 Union/Professional Association | 36 Seniors Center |
| 02 Individual non-artist | 19 School-District | 37 Parks & Recreation |
| 03 Performing Group | 20 School-Parent/Teacher Assn | 38 Government-Executive |
| 04 Performing Group-College/University | 21 School-Elementary | 39 Government-Judicial |
| 05 Performing Group-Community | 22 School-Middle | 40 Government-Legis (House) |
| 06 Performing Group-Youth | 23 School-Secondary | 41 Government-Legis (Senate) |
| 07 Performance Facility | 24 School-Vocational or Technical | 42 Media-Periodical |
| 08 Museum (Art) | 25 School-Other (incl Community Ed) | 43 Media-Daily Newspaper |
| 09 Museum (Other) | 26 College/University | 44 Media-Weekly Newspaper |
| 10 Gallery/Exhibition space | 27 Library | 45 Media-Radio |
| 11 Cinema | 28 Historical Society/ Commission | 46 Media-Television |
| 12 Independent Press | 29 Humanities Council/Agency | 47 Cultural Series Organization |
| 13 Literary Magazine | 30 Foundation | 48 School of the Arts |
| 14 Fair/Festival | 31 Corporation/ Business | 49 Arts Camp/ Institute |
| 15 Arts Center | 32 Community Service Organization | 50 Social Service Organization |
| 16 Arts Council/Agency | 33 Correctional Facility | 51 Child Care Provider |
| 17 Arts Service Organization | 34 Health Care Facility | 99 None of the Above |
| | 35 Religious Organization | |

Legal name of organization or individual _____

5. DISCIPLINE:

Select one code which best describes the applicant's primary area of interest in the art (e.g. ballet 01A)

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- 01 Dance—general
 - 01A ballet
 - 01B ethnic/jazz/folk-inspired
 - 01C modern
- 02 Music—general
 - 02A band
 - 02B chamber
 - 02C choral
 - 02D new-experimental, electronic
 - 02E ethnic/folk-inspired
 - 02F jazz
 - 02G popular
 - 02H solo/recital
 - 02I orchestral
- 03 Opera/Musical Theater—general
 - 03A opera
 - 03B musical theater
- 04 Theater—general
 - 04A theater, in general
 - 04B mime
 - 04C puppetry
 - 04D theater for young people
 - 04E storytelling
 - 04F playwriting/scriptwriting
- 05 Visual Arts —general
 - 05A experimental
 - 05B graphics (include drawing, cartooning, printmaking, book arts)
 - 05D painting
 - 05F sculpture
- 06 Design Arts —general
 - 06A architecture
 - 06B fashion
 - 06D industrial
 - 06E interior
 - 06F landscape architecture
 - 06G urban/ metropolitan
- 07 Crafts—general
 - 07A clay (includes ceramics)
 - 07B fiber (includes basketry)
 - 07C glass
 - 07D leather
 - 07E metal
 - 07F paper
 - 07G plastic
 - 07H wood
 - 07I mixed media
- 08 Photography (include holography)
- 09 Media Arts —general
 - 09A film
 - 09B audio
 - 09C video
 - 09D technology/experimental
 - 09E screenwriting
- 10 Literature—general
 - 10A fiction
 - 10B non-fiction
 - 10C playwriting/scriptwriting
 - 10D poetry
- 11 Interdisciplinary (include collaborations & performance art)
- 12 Folklife/Traditional Arts, in general
 - 12A Dance
 - 12B Music
 - 12C Crafts and visual arts
 - 12D Oral traditions
- 13 Humanities
- 14 Multi-disciplinary
- 15 Non-arts/non-humanities

PROJECT ACTIVITY

6. _____ **Adult Artists Participating** Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
7. _____ **Adult Audience Benefiting** Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees.
8. _____ **Children/Youth Benefiting** Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (excluding broadcast figures). Do not double-count repeat attendees.
9. **Project Discipline** Using the same discipline coding listed above, select one category which best describes the grant activity.

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10. For organizations applying, **total organization expenses** for most recently completed fiscal year: \$ _____ FY _____

TO BE COMPLETED BY REGIONAL ARTS COUNCIL STAFF ONLY

Total Project Revenue (cash only-include grant request) Total Project Cost (cash only) In-Kind Contributions
 \$ _____ \$ _____ \$ _____

FISCAL YEAR 2011 GRANT REQUEST \$ _____ SOURCE OF FUNDS

RAC 9 RECOMMENDED \$ _____ State General Fund \$ _____ ACHF Arts & Arts Access \$ _____

APPLICATION # _____ AWARDED \$ _____ Federal \$ _____ ACHF Arts Education \$ _____

Other \$ _____ ACHF Arts & Cultural Herit \$ _____

- GRANT PROGRAM
- Production Assistance
 - Sponsorship Activity
 - Other
 - General Operating Support
 - Organization Arts Project
 - Organizational Management Support
 - Arts in Education School Residency
 - Arts Scholarship
 - Individual Artist

APPLICATION WITHDRAWN APPLICATION INELIGIBLE

Reason for ineligibility or withdrawn application _____

Comments _____

ALL INFORMATION ON THIS FORM HAS BEEN REVIEWED AND IS COMPLETE AND CORRECT.