Professional Mid-Career Artist Grant and Artist Career Development Grant

Fiscal Year 2024 Program Guidelines
July 1, 2023 – June 30, 2024

A. Artist Programs, Amounts and Eligibility.
The Artist Grant Guidelines are combined for both Artist Programs in this one document. They are Professional Mid-Career Artist Grant - $3,000 and Artist Career Development Grant - $1,500. These programs are made possible by funds provided by the McKnight Foundation under a program designed and administered by the Prairie Lakes Regional Arts Council (PLRAC). **Artists can only apply and receive a grant every other year.** Artists must have resided in Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County for a minimum of six months prior to application. Applications are encouraged from artists in all art disciplines. This may include dance, literature, media arts, music, theater, visual art, etc.

Artists may expand their present work, advance in skill or technique, or move in a new direction. This grant is for a specific project that contributes directly to your growth and development as a professional. Culture bearers refers to individuals who have been trained by traditional elders or master artists and whose artistic practice is reflective of the cultural life of a community that shares a common ethnicity, geographic or regional identity, occupation, language, or tribal affiliation.

Prairie Lakes values an equitable, diverse, and inclusive community and this is reflected in our policies and programs. We are committed to countering systemic inequities that exclude individuals and communities from access to the arts based on race, gender, disability, national origin, sexual orientation, class, age, and geography. This may include historically marginalized and underserved groups such as: Black, Indigenous, and People of Color (BIPOC), People with Disabilities, LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, etc.), and Senior Citizens.

We encourage Artists that are BIPOC and LGBTQ+ to apply, as well as artists with disabilities.
If you need extra assistance in the application process, please contact the PLRAC office and we would be happy to assist you.

1. The Professional Mid-Career Artist Grant has a deadline of October 1 each year.
    This grant provides mid-career and beyond 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 are expected to demonstrate professional achievement in their disciplines. Professional mid-career and beyond artist defined: professional achievement includes, but is not limited to: juried exhibitions, performances, and publications. Eligible artists are beyond the "emerging" stage in their careers. They have proved to be deeply engaged in their art form and may be ready to take a new "leap" in their career. They are committed to being artists and to creating a body of work. This project grant 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. An artist 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.

2. The Artist Career Development Grant has a deadline of March 1 each year.
    This project grant provides financial support to developing artists committed to advancing their work and careers. Artists in their formative stages of development are eligible, as well as artists expanding their present

work, advancing in skill, technique and/or moving in a new direction. This program provides artists with small but critical grants for specific projects that contribute directly to their growth and development as professionals. These are art projects that produce work that involves personal creative expression.

3. Both Artist Grant Programs must follow these restrictions.
   a. Artist Grantee must present one free event in the nine-county area that PLRAC covers.

   b. Artists may not use the Artist Grant for the following purposes:
      1. Costs for relocating the applicant's legal address/residence outside the state of Minnesota.
      2. Activities that are essentially for the religious socialization of the participants or audience.
      3. Activities that attempt to influence any state or federal legislation or appropriating.

   c. The Artist is responsible for complying with all applicable federal, state, and local laws, rules, regulations, and ordinances in relation to the use of these funds. Failure to comply may result in termination or forfeiture of the grant.

B. Grant Deadlines and Earliest Starting Dates.
Grant applications must be received by the deadline date. The artist grant period is one year. However, artists can conclude their project earlier if they spend all funds and have their concluding event.

Professional Mid-Career - application deadline October 1, 2023. The application will be reviewed at the October 26, 2023 board meeting; and the Earliest Starting Date is November 1, 2023.

Career Development Grant - application deadline March 1, 2024. The application will be reviewed at the March 28, 2024 board meeting; and the Earliest Starting Date is April 1, 2024.

C. Application Assistance.
The Prairie Lakes staff is available to assist applicants in project development and answer questions about the grant application process. **Do not hesitate to contact us, we would be happy to assist you.** First time applicants are strongly encouraged to contact the staff to discuss the eligibility of their activity or project; and applicants in general are encouraged to contact the staff early in the planning process. The Prairie Lakes staff will review the application and identify any concerns, upon request submitted via email to our office, at least two weeks before the application deadline. *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.*

Helpful Hints for the Application:
1. Plan ahead. It takes time to write a good application.
2. Have a person not involved in your project read your application. It helps to have a fresh set of eyes look at your application.
3. Save a copy of the Application Questions and answer them first in a Word document. Then you can "cut and paste them" into the appropriate fields in the online application.
4. The board members of Prairie Lakes are more interested in artists being straight forward in their answers and specific rather than vague. *This will make your application seem more tangible and ready to implement to the Review Panel of Prairie Lakes Board Members.*

D. How to Apply: Online Grant Process.
1. Go to our website www.plrac.org and Click on **Applicant Login** button, on the homepage, or on the Artist Grant Program page. Also, on this page you will see a link to a document, which is a **Tutorial for Artists** explaining how to set up an account, apply for a grant, etc.; and an Artist Grantwriting Workshop Video and Workshop PowerPoint document (PDF).

2. If you have applied for a grant online in the past, log in with the same email address and password. Do not create a new account. If you forgot your password, you could reset it from the login page.

3. <u>New applicants need to register online</u>. If the artist is a first-time applicant, an online account will need to be created using an <u>email</u> address and a <u>password</u>.
   a. Follow all directions in the registration process for "individual artist". (Example: enter N/A in the EIN/Tax Identification Number field.)
   b. Artists will need to complete all *required fields, including a Salutation (Mr., Miss, or Ms.). In the Business Title field enter "Artist".
   c. After you choose "<u>yes</u>" as the Executive Officer you can click the "Next" button to skip the next screen requesting additional Executive Officer information. (Extra Executive Officer information is collected only from organizations that apply, not individuals.)
   d. When the registration process is completed, you will be directed to your own dashboard and the "Apply" page.
   e. <u>Important</u>: The email address you use to register with will be your user login to get back into the system. You will need this login and a password you create for any future applications or follow-up materials. All automated communication for your grant will also come to this email address, so be sure to add administrator@grantinterface.com to your safe sender's email list. Once the registration process is completed and an account has been established, the application process can begin.

4. After Registering, you will see the <u>Applicant Dashboard with a horizontal toolbar above the "Applicant Dashboard" title</u>. The horizontal toolbar includes brown words that will highlight in tan when you scroll across them. Click on **Apply**, on the horizontal toolbar. Several different Grant Programs will be listed, you will select "Artist Grant" and click on **Apply** under that section.

   <u>Tip: Clicking on the Home icon anytime on the toolbar will bring you back to the Applicant Dashboard.</u>

5. Start completing your application online by clicking into the appropriate Grant category "Artist Grant".
   a. **We recommend that you write your answers in a Word document first**; and then copy and paste them into the appropriate fields in the application. A Word document of application questions can be downloaded from within the online application or our website, www.plrac.org.
   b. Keep in mind that formatting such as bold, italics, bulleting, etc. do not transfer to the online application form. You cannot add any formatting to your answers. When working in Word, periodically do a character count to ensure your answer does not exceed the character limit for each question.
   c. Review the Grant Guidelines, Review Criteria and Application Questions that are on the Grants Program page of the Prairie Lakes website www.plrac.org or within the online application for your Artist Grant.
   d. The online application form allows you to save your work and come back to it later as many times as you need to. The "Save" button is located at the bottom of the page. It is recommended that you save your work often, even while continuing to work on it, so as not to lose any work. Always **save** before exiting the online grant system, as any work you have done or any files you have uploaded may not have automatically saved. You are required to use the Save button at the bottom of the application to finalize the uploading of the document into the application.
   e. We recommend that you create a separate file folder in your computer, labeled for each application. In this folder store your word draft, downloads of the Questions from the grant application process, budgets, support documents, etc.

6. <u>Submit the application online and include</u>: Supporting materials which are required for this grant (i.e., resume, work samples and work sample description page).
   a. Answer all required questions on the grant application. You will be able to see all the questions and go in and out of the application as you collect answers and complete it. If you are missing answers to required fields, you will not be able to submit.
   b. Download and complete your Budget in the Excel file and then upload it to your grant. Make sure it includes estimated expenses.

c. When you log back in to continue working, your draft application will be located at the bottom of your dashboard, under your contact information.

d. When your application is complete scroll to the bottom of the form and click on the "Submit Application" button. You will receive an automated submission verification email from the online system to the address that your account was created with. Once you have submitted your application you will no longer be able to edit your answers. You will, however, still be able to view your application online. If you would like to save a PDF version of your application on your own computer, scroll to the top of your application form and click on the "Application Packet" button located on the right side of the window, under your contact information. This can be done anytime throughout the application process.

7. Applicants are encouraged to email the Prairie Lakes office at plrac@hickorytech.net to discuss eligibility.
   a. Applications must be submitted by 11:59 p.m. on the deadline date.
   b. Applications received after the deadlines are ineligible. There are no exceptions to this policy.
   c. The application records the date of submission so make sure that you meet the deadline date for submission online.
   d. A pre-review of the application, budget, narrative, etc. is available prior to the deadline date; two or more weeks prior to our deadline is best. Contact our office if you would like staff to review your application in its draft form within the online grant system. We can view your application as you are completing it. 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.

E. Artist Copyright Statement and Policy.
"The Prairie Lakes actively supports artists as they create original works. Artists must be diligent when analyzing how much of their content is inspired by others and when they are committing plagiarism. The content or artworks funded by Prairie Lakes must be conceived and created by the funded artist(s). Appropriation of images, lyrics, or texts from historic or popular culture sources must be accurately cited. If sources are under copyright, documentation of permission must be given. Remember, all creative work is the intellectual property of the artist." Please feel free to contact the Prairie Lakes office if you have questions about this policy.

F. Eligibility and Restrictions: $3,000 Professional Mid-Career Artist Grant.
The Mid-Career Artist Applicant 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 Prairie Lakes region for a minimum of **six months** prior to application; and do not intend to relocate outside the 9-county region during the year of the Artist 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. You must upload your Minnesota driver's license or other document to verify residency. Each artist is limited to one grant per two-year period. Artists who receive a grant are ineligible to apply the following year. **The maximum number of Prairie Lakes' Mid-Career Artist Grants of $3,000 an artist can receive is four**.

Restriction. If the artist also submits a proposal to the Minnesota State Arts Board, McKnight Foundation or other foundation for essentially the same project and budget and it is funded by both, Prairie Lakes will contact the artist, and may request that the individual choose between the two grants. Two grants cannot be received for essentially the same project and budget within the same year; this is referred to as double-dipping.

Mid-Career Artists Are Not Eligible If:
a. They have received a Fellowship directly from the National Endowment for the Arts, or major foundation (like Bush, Jerome or McKnight) within the last two years.

b. They have received an Artist Initiative Grant from the Minnesota State Arts Board within the last two years.

c. They are a student enrolled full-time in a degree granting program during the period of application or completion of the Mid-Career Artist Grant.

d. They are the recipient of an Artist Career Development grant of $1,500 during the same time period. An artist recipient must not have any outstanding reports due to Prairie Lakes.

e. The Mid-Career Artist project 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 Prairie Lakes 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.

G. Eligibility and Restrictions: $1,500 Artist Career Development Grant.

The Artist Development Applicant must be 18 years of age and a U.S. citizen or an individual who has attained permanent resident status in the United States. **They must currently reside in and have been a resident of the nine county Prairie Lakes region for a minimum of six 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, Minnesota State ID or a valid Minnesota driver's license listing a town in our region. You must upload your Minnesota driver's license or other document to verify residency. If a grantee moves away from the state during the grant period, Prairie Lakes Regional Arts Council may recall the grant. *Contact us if you have questions.*

1. The Artist grant must support a specific career-developing project as opposed to unrestricted support.

2. Projects must be completed within twelve months of the starting date.

3. Artists are not eligible to apply for this FY 2024 grant if they received a FY 2023 MN State Arts Board Creative Support Grant for Individuals.

4. Grant money cannot be used for payment of supplies or expenses incurred before October 1st.

5. No Full-time students are eligible (enrolled in college, university, vocational school, high school, etc.); for the one-year period of this grant. **However, part-time students taking two or less classes per semester or grading period may be eligible**, and they need to upload their class schedule with their application. Part-time students also need to upload a copy of their driver's license showing Minnesota residency in our 9-county area to be eligible.

6. Projects are not eligible if they request grant money for:
    a. Costs for relocating the applicant's legal address/residence outside the state of Minnesota.
    b. Payment of costs for fulfillment of a degree or course requirements for students, teachers or professors.
    c. Activities that are essentially for the religious socialization of the participants or audience.
    d. Activities that attempt to influence any state or federal legislation or appropriation.

H. Eligible Projects.

Examples of projects that are likely to be funded are described in the following list. The list is not meant to be limiting or all-inclusive. Artists may use up to 100% of the grant for "creative time" if needed.

1. Production and Presentation - Costs involved in visual art show preparations, portfolio production, studio time for producing a CD/DVD for a composer or musician, a DVD for a choreographer, editorial assistance for a writer, etc.

2. <u>Workshops, Training, Research or Mentorship</u> – Registration fee, travel and other costs involved in attending a workshop in your field, advanced training, or apprenticeship with a professional artist. Mentorship with another artist requires that you also submit their resume (showing background and expertise) and state what you hope to learn from them.

3. <u>Supplies and Equipment</u> - 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.)

4. <u>Creative time and living expenses</u> – "Creative time" may include time working on your art and/or replacing income if you reduced other paid employment to create your artwork. Living expenses such as rent, or utilities may also be part of your budget. Up to 100% of the funds can be used for artistic creative time if needed.

I. Artist and Performers Free Event Policy.
Visual Artists and Writers must present a free event to the public at the conclusion of their grant. Performers that receive an Artist grant must make one of their performances free of charge to the public. If a performer schedules a venue to perform in that requires a ticket price, then they will have to find a secondary location to perform in that is free; to fulfill the requirements of the Prairie Lakes Artist Grant.

J. Budget Examples.
Describe the expenses for your project, with specific amounts for each category. (i.e. materials, supplies, equipment, registration fee, travel, etc.) Editing and studio time should list number of hours and hourly rate for time #__hrs. @ $__ per hour. Mileage may be reimbursed at $.65 per mile. "Creative time" may also be part of the budget, if needed, but no more than 50% of the grant.

Artist Career Development Grant $1,500		**Professional Mid-Career $3,000**	
Visual Art: Materials and Supplies		**Visual Art: Materials and Supplies**	
Supplies: paint $200, brushes $100, canvas $220	$ 520	Paint, brushes, etc. $1,000	
Matting and framing (8 pieces @ $60 each)	$ 480	Matting & framing $1,000	
Documentation: digital prints, CD, etc.	$ 50	Creative time $1,000	
	Total $1,500	Total $3,000	
Literature Workshop		**Literature Workshop**	
Registration and/or class fees	$ 700	Registration, 3 classes $1,200	
Hotel (2 nights) mileage and meals	$ 500	Hotel & mileage $ 800	
Editing (20 hrs. @ $15/hr.), paper & postage	$ 300	Creative time $1,000	
	Total $1,500	Total $3,000	
Literature Time and Living expense			
Writer's Retreat Location ($20 night x 20 days)	$ 400		
Loft classes (2 @ $300 each)	$ 500		
Creative time	$ 600		
	Total $1,500		
Musician Studio Time		**Musician Studio Time**	
Music Recording Studio: 12 hours at $100 per hour = $1,200		Music Recording Studio = $3,000	
Fee for two additional musicians @ $150 each =	$ 300		
	Total $1,500		

K. Review Criteria
The board will use the following criteria to evaluate each Artist grant application, for a total of 30 points. Applicants do not answer these questions; we are only providing them for your information.

$3,000 Professional Mid-Career Artist Grant Review Criteria Are:

1. <u>Contribution to the Artist's Growth</u>. (0-10 points)
   Are they a professional mid-career and beyond artist? Is the project described well? Have they described well how the project is important to their career at this time? Will the project serve as a catalyst for their artistic and professional growth? Are they seeking ways to connect their art to their community and/or region?

2. <u>Demonstration of Work and Exceptional Talent</u>. (0-10 points)
   Does the artist have strong vision, creative energy, and perseverance? Is there documentation of strong artistic achievement through their application and resume? Did they submit high-quality work samples?

3. <u>Artistic Commitment and Public Component</u>. (0-10 points)
   Is the budget realistic? Do they have the ability to accomplish the project within one year? Does their resume reflect a variety of experiences and a history of exhibits, performances, publications, classes, workshops taken, etc.? Do they have a high-quality public exhibit, lecture, performance, etc. planned in the region? <u>This is required</u>.

$1,500 Artist Career Development Grant Review Criteria Are:

1. <u>Contribution to the Artist's Growth</u>. (0-10 points)
   Is the project described well? Does the artist explain how this project will impact their growth, expand their knowledge and skill, or help them try something new?

2. <u>Demonstration of Work and Talent</u>. (0-10 points)
   Does the artist have an understanding of their art form? Did they submit good work samples?

3. <u>Artistic Commitment and Public Component</u>. (0-10 points)
   Does the artist have sufficient initiative, ability, and resume? Is the budget realistic? Do they have the ability to accomplish the project within one year? Do they have a feasible public exhibit, lecture, performance, etc. planned in the region? <u>This is required</u>.

L. Grant Review Process.
Staff analyzes the application for eligibility, budget accuracy, clarity, and completeness, and contacts the applicant if changes are required. Grant applications are reviewed and ranked by the board based on the stated criteria. However, applications that don't score at least half of the points possible will <u>not</u> be funded. Therefore, if an artist scores less than 15 points, out of 30 points possible, then the application cannot be funded. High scoring grant applications are then scored and ranked. Only the top ranked grants will receive funding.

M. Payment Process.
Upon notification of the grant award, the applicant must electronically sign and return the online Grant Contract within 10 days. After the contract has been submitted to the Prairie Lakes office, a check for 100% of the grant award is sent to the grantee. Within 60 days of completion of the project, the Final Report must be submitted online by the grantee.

<u>The Final Report is an Extremely Important Document</u>. If the project has been carefully managed, there should be little difference between the final project description and budget and the initial application project description and budget. Prairie Lakes realizes that as projects develop, some minor differences may arise, but grantees should take every precaution to ensure implementation, and follow-through of the project as promised. Grantees 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 funding for three years from the completion of the project.

N. Grantee Responsibilities.

The Grant Recipient Must:

1. Use grant funds only for the expenses listed in their application. Any significant revisions in the project must be requested and cleared, in advance and in writing, with the Prairie Lake's Executive Director.
2. Be responsible for completion of the project and for proper management of grant funds. <u>Documentation and receipts for expenses must be submitted with the Final Report</u>. 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 an Artist Grant from the Prairie Lakes Regional Arts Council with funds provided by the McKnight Foundation."**

O. Artist Statement.

<u>An Artist Statement is Required as part of this application.</u> An artist statement is text that accompanies and explains the artist's intentions of their body of work. A strong artist statement supplements the written information in the application so that the Prairie Lakes board member who is reading your grant can better understand your work. Your artist statement should stand on its own so that the reader can imagine what your work looks like even if they have not seen it.

<u>Things that should be mentioned in your Artist Statement.</u>

1. **How** - An explanation of the materials and media – What tools do you use? Be as specific as you can.
2. **What** - An explanation of the subject matter and concepts explored. What are you communicating? Again, be specific. What sets your work apart from other work?
3. **Why** - Why these two aspects reinforce one another.

P. Artist Resume.

<u>An Artistic Resume is Required as part of this application.</u> It must be uploaded in one of the following formats: computer generated Word document or PDF. The resume should not exceed two one-sided pages in length. <u>A resume should include your Name, Address, Phone, Email; and could include any or all of the following:</u> Education, Training and Experience in the art form, Work Experience, Volunteer or related arts experience, Public and private exposure of your artwork (i.e., exhibitions, collections, commissions, published literary work, participation in music groups or performances), Grant Awards, Professional Associations and Interests.

<u>Example Resume information is described below.</u>

1. Under **Education and Training**, mention your formal arts education (certificates or degrees from art schools or universities), workshops or classes taken, and mentorship opportunities with key artists or culturally significant individuals, if appropriate.

2. Under **Employment**, mention your arts-related job experiences. Do not list non-arts occupational details unless you feel this information might help the review panel better understand your art, or why there were gaps in the years you were producing art.

3. Title the next section based on your discipline: **Readings, Publications, Exhibitions, Performances**, etc. List selected activities by their date, starting with the most recent.

4. Under **Awards and Collections,** list awards you have received and both public and private collections that have acquired your work. Private individuals that own your work can be put together under one heading.

5. Other headings you may want to include in your resume: **Mentors** with whom you have worked; **Presentations/Artist in Education/Workshops** which you have taught or attended, including residencies in schools; **Commissions** which you have received; **Panels and Committees** on which you have served; or **Volunteer Arts Experience**.

Q. Work Sample Description.
The Work Sample Description is a one-page typed list providing specific details about your work samples; upload this to the online application. Work samples should be recent (within the last four years) and should support the intentions stated in your application.

a. If you are a Visual Artist, upload the **Digital JPG images.** Provide a list of the artwork in numerical order #1 through #5 viewing order. Also include the title of the work, dimensions, medium, and date it was completed for each work listed.

b. 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.

c. Musicians should list titles of works and recording date of each. Upload an audio or video file or provide a link to a YouTube video or your website.
   1. If the music or production represented involved others, explain your role in the work (for example, a choreographer may or may not appear in submitted material).
   2. If you are performing, give a description to help the Review Panel identify you (for example, "I'm the vocalist or banjo player in this musical piece").
   3. Indicate any technical instructions for presentation.

d. You may also include a brief explanation of the work on your Work Sample Description Page.
   * If you are a multidisciplinary artist and submitting two forms of work samples also describe why.

R. Submit Work Samples: Remember that artistic merit is one of the primary criterions for the selection of grantees. Your work samples should represent your work to its best advantage. Work samples should be recent (**within the last four years**) and should support the intentions stated in your application. Upload digital JPG images into the online Artist Grant Application, 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. **Note: If your audio/video file is larger than 10 MiB, you must provide a website URL to an audio/video page** (ex. YouTube, Vimeo) **where we can listen to or view your selected sample.**

Visual Artists: Upload 5 digital JPG images, maximum of 10 MiB per image. For each JPG image provide a number, starting with #1 up to #5 on the Work Sample Description page. Also include the title of the work, dimensions, and date it was completed.

Literary Arts: Fiction, non-fiction, prose, poetry, plays, etc. - 5 pages maximum. Must be a computer-generated Word document and double-spaced, except poetry which can be single-spaced. Upload this cover sheet with title, writer's name and a brief synopsis of the contents, into the online application.

Performers: Singers, musicians, dancers, actors, etc. Submit visual or audible record of your work, maximum of 5 minutes. Upload into the online application an audio or video file or link to a YouTube video. You may also upload a written score (printed or computer generated) or a condensed score, into the application as a document.

Note for Performers: If your audio/video file is larger than 10 MiB, you must provide a website URL to an audio/video page (ex. YouTube, Vimeo) where we can listen to or view your selected sample.

Helpful Tips for Work Samples.
1. The five work samples for **visual artists** should be five different pieces that reflect your current work or direction of work described in your artist application. The images should only show the artwork. It is recommended that you crop out background objects and people. Only submit close-ups of a couple pieces if needed to see detail. Otherwise, it helps the board to see more pieces of work.

2. For **writers**, don't submit the first 5 pages of a novel or play, submit sections that are the most interesting, have conflict or show the strongest part of the work. The work sample page could describe why you have selected these sections of the literary work.

3. For **musicians,** select 2 songs with a few minutes from each, where you are featured, and it demonstrates your strongest work; only put these selections on the uploaded music work sample for a total of 5 minutes. The same for **theater/performers,** select sections of performances, where you are featured, and it demonstrates your strongest work.

Special Note for Multi-Discipline work:
*If your artist project is multidisciplinary, you can submit two types of work samples. For example:

1. visual artist wants to demonstrate presentation of their work: Upload JPG images and a video file or link to the presentation of artwork; or

2. poet combines their work with photography, upload a written sample and JPG images; or

3. children's book author combines their work with their own illustrations, upload a written sample and JPG images of your illustrations; or

4. playwright could upload 5 pages of script and a 5-minute video or link of play excerpt.

S. Certification and Signature.
Applicants will need to certify their application with an electronic signature by typing in their name. Note that the typed name constitutes as a legal signature in agreement to the following statement: By signing my name on the online grant application, I certify that I meet all the eligibility requirements listed in the guidelines. Also, that all the information contained in this application and its attachments are true and correct to the best of my knowledge; and that I have submitted a complete application. I also certify that I intend to use the grant funds only for allowable purposes.

DISCIPLINE CODES

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
  10C   playwriting/scriptwriting

05 Visual Arts—general
  05A   experimental
  05B   graphics (includes drawing, cartoon-ing,
          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 (includes collaborations
     & performance art)

12 Folklife/Traditional Arts—general
  12A   Dance
  12B   Music
  12C   Crafts and visual arts
  12D   Oral traditions

If any of the information in the guidelines is unclear, contact the Prairie Lakes office at (800) -298-1254, (507) 833-8721 or plrac@hickorytech.net.

Upon request, Prairie Lakes grant application materials will be made available in an alternate format such as **large print**, computer flash drive or on audiotape. Please call the Prairie Lakes office in Waseca at 1-800-298-1254. For TTY, contact the Minnesota Relay Service at 1-800-627-3529.