



105 22<sup>nd</sup> Ave. NE, Suite A, Waseca MN, 56093 - [info@plrac.org](mailto:info@plrac.org) - (800) 298-1254

## **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



HOME ABOUT US GRANTS SERVICES NEWSLETTER MEDIA & LOGOS CONTACT US

APPLICANT LOGIN



## What Services Do We Provide?

Grants for Organizations, Artists & Youth Scholarships

DIVE IN

Grant Writing Workshops and Technical Assistance

DON'T MISS OUT

Monthly Newsletter, Arts Calendar of Local Events

READ MORE



SERVING THE  
9-COUNTY  
REGION

## PLRAC Online Grants:

- Go to the Prairie Lakes Regional Arts Council (PLRAC) website: [www.plrac.org](http://www.plrac.org)
- Click on the teal button “Applicant Login”.

# CREATING AN ACCOUNT

**prairie lakes**  
regional arts council

Logon

Email Address\*

Password\*

Log On Create New Account

[Forgot your Password?](#)

**Welcome to the Prairie Lakes Arts Council's online grant portal.**

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.  
**Be sure to keep this log in information for your organization's records.**

**Existing Users:** Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

**Not Sure?** If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our office at [info@prlac.org](mailto:info@prlac.org).

**Click here to create a new account.**

Grant Management Software provided by Foundant Technologies © 2023

## 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



Cancel Account Creation

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

## Organization Information

NOTE: You will not be able to change your organization information after registering.

*If applying as an organization please enter your legal name and address information as shown on your IRS Tax Determination Letter.*

<b>Organization Name*</b> (Enter last name if individual artist)	<b>EIN / Tax Identification Number (XX-XXXXXXX)*</b> (Enter N/A if applying as an individual artist)
<input type="text"/>	<input type="text"/>

<b>Web Site</b>	<b>Telephone Number (###-###-#### x###)*</b>
<input type="text"/>	<input type="text"/>

<b>Organization Email</b>	<b>Mailing Address*</b>
<input type="text"/>	<input type="text"/>

<b>Physical Address</b>	<b>City*</b>
<input type="text"/>	<input type="text"/>

<b>State*</b>	<b>Postal Code*</b>
<input type="text"/>	<input type="text"/>

**Country**

Next >

## User Information

Executive Officer Question

Additional Executive Officer Information

Password

## New Account Information:

Organization Name

Tax ID Number

Telephone Number

Mailing Address, etc.

- Questions with an asterisk (\*) are required.

Click here to continue.

# CREATING AN ACCOUNT

Organization Information

User Information

[Copy Address from Organization](#)

Salutation\*

First Name\*

Middle Name

Last Name\*

Suffix (Sr, Jr, III, etc.)

Business Title\*

Email / Username\*

Email / Username Confirmation\*

Telephone Number (###-###-#### x###)\*

Mobile Number (###-###-####)

Mailing Address\*

Physical Address

City\*

State\*

Postal Code\*

Country

[← Previous](#) [Next >](#)

Executive Officer Question

Additional Executive Officer Information

Password

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.

# CREATING AN ACCOUNT



Cancel Account Creation

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information

User Information

Executive Officer Question

**Are you the Organization's Executive Officer?\***

If applying as an individual answer Yes below.

Yes

No

< Previous

Next >

Additional Executive Officer Information

Password

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

Organization Information

User Information

Executive Officer Question

Additional Executive Officer Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following characters:  
!@#\$\$%&\*()\_

Password\*

Confirm Password\*

< Previous Create Account

Click here to finish creating your account.

## **Account Information:** **Password**

Enter and confirm your desired password.

## Email Confirmation

**i** 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.

- I have received the email
- Continue without checking
- I have not received the email

Send Email Again

Select an option so you can continue.

Click here to continue to your grants dashboard.

Continue

## **Verification**

Check your email for confirmation of your account.

# 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's info, contact PLRAC.

Prairie Lakes Regional Arts Council

- Home
- Apply
- Organization History
- Fax to File

Mary Smith

Log out as Mary Smith

05/20/2021 08:13:49 AM

Edit My Profile

Sign Out

## Applicant Dashboard

### Applicant:

Ms. Mary Smith  
abcarts@hickorytech.net  
507-625-0000  
100 Main St 100 Main St  
Mankato, MN 56001 USA



### Organization:

ABC Arts  
41-0000000  
507-625-0000  
100 Main St 100 Main St  
Mankato, MN 56001 USA

Current applications for your organization will be visible.

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

Active Requests **1**

Historical Requests **11**

Click this tab to view past grants for your organization.

ABC Arts

**Process:** FY 2022 Arts & Cultural Heritage Grant

Application	Draft	05/20/2021
Decision	Undecided	

[Edit Application](#)



# CHOOSING YOUR GRANT PROGRAM

## Apply Page

FY 2022 Arts & Cultural Heritage Grant Accepting Submissions from 05/20/2021 to 06/30/2022 [Apply](#)

The **Arts and Cultural Heritage** (ACH) grant is available to non-profit tax-exempt 501(c)(3) arts organizations or an arts group using a fiscal sponsor. These groups are eligible to apply if they are producing or sponsoring an arts activity in dance, literature, media arts, music, theater, visual art, folk and traditional art. We are especially interested in funding arts projects that include historically marginalized and underserved groups. [Please contact the PLRAC office prior to applying to see if your group is eligible.](#)

The applicant or organization must have an address and provide arts programming within the PLRAC region. The counties are: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County.


**Deadlines: August 1, 2021 and February 1, 2022. No specific cash match is required.**

**ACH Large Arts Organization Stability Grant:** Maximum request \$13,000.  
**Eligibility:** They must be a 501c3 Arts Organization that has year-round arts programming, has paid staff, and owns their building (or have a yearly lease for performance space). Verification documentation must be submitted.

**ACH Arts Project Grant:** Maximum request \$8,000.  
Arts programming may be in-person, online or through virtual activities and events. Expenses may include artist fees, artist expenses, publicity, rent, salaries, supplies, equipment, and technology, etc.

**ACH Arts and Music Festival Grant:** Maximum request \$6,000.  
For organizations sponsoring arts/music festivals and activities that represent diverse ethnic and cultural arts traditions.

**ACH Education Grant:** Maximum request \$6,000.  
For arts education programs by non-profit community groups and schools.



[Preview](#)

FY 2022 ACH Youth Scholarship Accepting Submissions from 05/14/2021 to 06/30/2022 [Apply](#)

**Youth Scholarships.** Students must live in the 9-county region that Prairie Lakes serves including: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca and Watonwan Counties.

The Youth Scholarship will provide select students the opportunity to study their chosen art with a practicing professional artist, attend an arts workshop, series of classes or special training opportunity. These activities must be within the state of Minnesota only. Artistic areas include: dance, literature, media arts, music, theater visual art, folk, and traditional art.

These scholarships are not based on financial need but rather for students that are active and excelling in their art form; and are being rewarded for their goals, ambitions and achievement. The on-going learning component of the lessons, classes, etc. is an important factor. Lessons can be conducted in-person or online via Skype, Zoom, or other live platforms.

**[The deadlines for FY 2022 in this grant program are:](#)**  
Grade 7-12: October 1, 2021  
Grades 3-6: November 1, 2021

## 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.

# APPLICATION

## Application

ABC Arts

Process: FY 2022 Arts & Cultural Heritage Grant

[Return to Follow Ups Draft](#)

Contact Info **Request**

### Applicant:

Ms. Mary Smith  
abcarts@hickorytech.net  
507-625-0000  
100 Main St 100 Main St  
Mankato, MN 56001 USA



### Organization:

ABC Arts  
41-0000000  
507-625-0000  
100 Main St 100 Main St  
Mankato, MN 56001 USA



[Contact Email History](#)

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

Application

Application Packet

Question List

Fields with an asterisk (\*) are required.

### Organization Name\*

Provide name of your Organization for filing purposes (less than 10 words)

ABC Arts

### Amount Requested\*

Maximums: \$13,000 for Large Arts Organization Stability Grant, \$10,000 for Music Festivals Grant, and \$6,000 for Arts Education Grant.

\$

### Total Project Expense\*

(from Budget Form)

\$

Questions with an asterisk are required.

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.

# APPLICATION

▼ Budget Clarification

**Project Budget Form\***

Download, complete, save, and upload the Excel budget form into your application: [Art Project Budget Form](#). You must list the specific organization and ACH funds Expenses and Income items, plus amounts on this form.

Upload a file [1 MiB allowed]

**Cash Expenses\***

Which cash expenses on the budget will you use? How will you use these funds and priorities? Be specific about how you would use these funds and priorities. They should equal your grant request. Be specific about

10,000 characters left of 10,000

Fill out the provided budget form.

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.

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

## Resumes: Artists for this Project

You are required to submit up-to-date Artist resumes documenting training and accomplishments in the art discipline being used in the project.

Resumes must be limited to no more than 2 pages per person. You are welcome to combine multiple resumes into one document since there are only two upload fields available for this information.

Upload a file [2 MIB allowed]

## Additional Resumes

Upload a file [2 MIB allowed]

## Artist Work Samples

Work samples, with accompanying work sample description, are required if you are paying an artist a substantial amount of money as part of the grant. For instance, a musician/group is being paid an artist fee of \$500 to \$1,000.

For Visual Art: If you have several artists as part of a gallery exhibition you may just provide narrative information about each artist. If you want to provide a work sample of the visual artist, select one or two images to upload.

For Written Materials: Submit up to 3 pages of literary work representative of the artist's work or provide narrative information about each artist in another section of the application.

For Audio/Video: Submit a single work or a series of works not to exceed a total running time of 10 minutes. For video, include a description of the work in the text area below, including running time and the year it was produced.

Or upload a web link to a YouTube video.

## Work Samples (upload #1)

Upload a file [6 MIB allowed]

### Work sample description

Text area for work sample description.

✓ 1,000 characters left of 1,000

## Work Samples (upload #2)

Upload a file [4 MIB allowed]

### Work sample description

Text area for work sample description.

✓ 1,000 characters left of 1,000

## Website / YouTube

You may include a website or YouTube web address that helps validate the artist's work.

Input field for website/YouTube address.

## Additional web address

Input field for additional web address.

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 20 MB.

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

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



# SUBMITTING YOUR APPLICATION

▼ Certification and Electronic Signatures

By checking the box below, the Project Director, Authorizing Official and Fiscal Sponsor (if applicable) all certify that the applicant organization meets all of the eligibility requirements of this grant program. In addition, they certify that all of the information contained in this application and its attachments is true and correct to the best of their knowledge.

**Certification\***

Check this box if you certify this application as detailed above.

**Project Director (name)\***

**Authorizing Official from Organization (name)\***

**Fiscal Sponsor Authorizing Official (name, if applicable)**

## 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 staff if you have questions or need help.  
Office: 105 22nd Avenue NE, Waseca, MN 56093.  
Email: [info@plrac.org](mailto:info@plrac.org) or call (800) 298-1254 or 507-833-8721

# BACK TO YOUR DASHBOARD



Prairie Lakes Regional Arts Council Mary Smith

[Home](#) [Apply](#) [Organization History](#) [Fax to File](#)

## Applicant Dashboard

View all apps for your organization.

### Applicant:

Ms. Mary Smith  
abcarts@hickorytech.net  
507-625-0000  
100 Main St 100 Main St  
Mankato, MN 56001 USA

ABC Arts  
41-0000000  
507-625-0000  
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 **11**

ABC Arts

Process: FY 2022 Arts & Cultural Heritage Grant

Application	Draft	05/20/2021
Decision	Indecided	

[Edit Application](#)

The status of your application.

Click here to edit your application.

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.

# EMAILS SENT TO YOU

Subject: FY 2022 Arts and Cultural Heritage Application Submission Verification

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

Sent: Monday, July 19, 2021 9:33 AM

To: [ABCartsorganization@hickorytech.net](mailto:ABCartsorganization@hickorytech.net)

---

Dear Applicant,

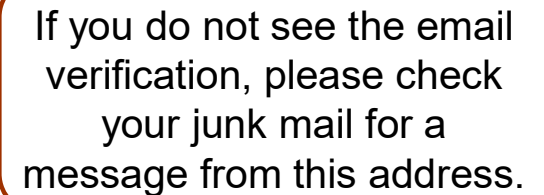
**Thank you for submitting your application to Prairie Lakes Regional Arts Council.** It was successfully received. You will be contacted if any additional information is needed.

Applications for the ACH Grant will be reviewed at the PLRAC Board Meeting on Thursday, August 26, 2021. 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,

Cindy Lewer, Program Manager

Prairie Lakes Regional Arts Council  
105 22nd Avenue NE, Suite A  
Waseca, MN 56093  
[www.plrac.org](http://www.plrac.org), [cindy@plrac.org](mailto:cindy@plrac.org)  
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.

## **Application Submission Verification**

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

# GRANTEES HOW TO FIND FORMS

prairie lakes regional arts council

Logon Page

Email Address\*

Password\*

Log On Create New Account

Forgot your Password

Welcome to the Prairie Lakes Arts Council's online grant portal.

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials. **Be sure to keep this log in information for your organization's records.**

**Existing Users:** Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Click here after you enter your email address and password.

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](http://www.plrac.org). Click on the teal Applicant Login button and enter your email address and password.

## Applicant Dashboard

**Applicant:**  
Ms. Mary Smith  
abcarts@hickorytech.net  
507-625-0000  
100 Main St 100 Main St  
Mankato, MN 56001 USA

**Organization:**  
ABC Arts  
41-0000000  
507-625-0000  
100 Main St 100 Main St  
Mankato, MN 56001 USA

Contact Email History

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

Active Requests 1 Historical Requests 11

ABC Arts

**Process:** FY 2022 Arts & Cultural Heritage Grant

Application Submitted 05/20/2021 View Application

Decision Approved 05/20/2021

**Follow Up Forms**

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
FY 2022 ACH Contract	Mary Smith	Overall Award	09/10/2021 11:45 PM CDT	Assigned	Edit
FY 2022 ACH Final Report	Mary Smith	Overall Award	06/30/2022 11:45 PM CDT	Assigned	

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 [info@plrac.org](mailto:info@plrac.org) for assistance. We'd be happy to help you.

# FOLLOW UP FORM – CONTRACT



Prairie Lakes Regional Arts Council

Mary Smith

Apply Organization History Fax to File

## Applicant Dashboard

**Applicant:**  
Ms. Mary Smith  
abcarts@hickorytech.net  
507-625-0000  
100 Main St 100 Main St  
Mankato, MN 56001 USA

**Organization:**  
ABC Arts  
41-0000000  
507-625-0000  
100 Main St 100 Main St  
Mankato, MN 56001 USA

Contact Email History

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

Active Requests 1 Historical Requests 11

ABC Arts

**Process:** FY 2022 Arts & Cultural Heritage Grant

Application Submitted 05/20/2021 View Application

Decision Approved 05/20/2021

**Follow Up Forms**

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
FY 2022 ACH Contract	Mary Smith	Overall Award	09/10/2021 11:45 PM CDT	Assigned	Edit
FY 2022 ACH Final Report	Mary Smith	Overall Award	06/30/2022 11:45 PM CDT		

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.

## 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.



# FOLLOW UP FORM – CONTRACT

## Grant Contract

**Grant Contract** By and Between the Prairie Lakes Regional Arts Council and the Grantee.

This Agreement is effective by and between the Prairie Lakes Regional Arts Council (PLRAC) and Grantee. **Review** and Submit this agreement within **15 Days** of receipt.

**Whereas**, the PLRAC has received funds from the Minnesota Legislature for the sole purpose of implementing programs and activities that are consistent with the constitutional purpose and legislative intent of the Arts and Cultural Heritage fund.

**Whereas**, the Grantee has applied to the PLRAC Arts and Cultural Heritage Grant Program; and

**Whereas**, the PLRAC has found the Grantee's proposal to meet or exceed the established review criteria;

**Whereas**, the PLRAC desires to assist the Grantee by awarding a grant.

**In addition, an organization may not use the grant for the following purposes:**

- a. Costs for relocating the applicant's legal address/residence outside the state of Minnesota.
- b. Payment of costs for projects that will take place outside the geographic boundaries of the nine-county PLRAC region.
- 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 appropriating.
- e. Grantee can not knowingly spend grant funds that are outside the allowable parameters of the state, the council, or the program, which is Intentional Misuse of Funds.
- f. Grantee can not spend funds in ways that are inconsistent with the submitted proposal and budget, resulting in Unintentional Misuse of Funds as a result of miscommunication or misunderstanding.

Also, the grantee agrees to comply with all federal; state; and local; laws, rules, regulations and ordinances in its use and expenditure of funds. Failure to comply may result in termination or forfeiture of the grant.

**Therefore**, Brenda Byron, the Executive Director of PLRAC authorizes this contract.

**Brenda Byron, Executive Director**

Signature

**Now, Therefore Be It Resolved**, that the PLRAC and the Grantee

**I agree to the above terms.\***

- Yes  
 No

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

## Updated Dates for the Project

Above you will see the original start date that was submitted in the grant application.

1. If this is still the correct start date leave this field blank.

2. If you have new dates for the project enter them below.

Make Check Payable to: (List the name of the fiscal agent if one was used for the grant.)

Name of Organization\*

Organization Address\*

Organization City, State, and Zip Code\*

## ✓ Certification

In Witness Whereof, the parties have caused this agreement to be executed by their duly authorized representatives. This contract becomes a legal document once submitted and approved by the PLRAC. A confirmation message will be sent upon approval.

Electronic Signature of Project Director\*

Enter your first and last name.

Electronic Signature of Authorizing Official of Organization and/or Fiscal Sponsor\*

Enter your first and last name. This is a Board Officer of the Organization or the Fiscal Sponsor

Clicking "Yes", confirms your signature.\*

Entering your signature information and clicking "Yes", certifies that you agree to the contract terms

- Yes  
 No

**Request for 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.

Save Follow Up

Submit Follow Up

# EMAILS SENT TO YOU

Subject: FY 2022 Arts and Cultural Heritage Contract Submission Verification

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

Sent: Tuesday, August 31, 2021 9:33 AM

To: [ABCartsorganization@hickorytech.net](mailto:ABCartsorganization@hickorytech.net)

---

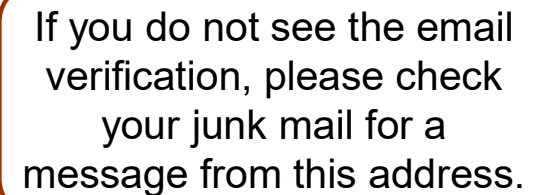
Dear Grantee,

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

Sincerely,

Cindy Lewer, Program Manager

Prairie Lakes Regional Arts Council  
105 22nd Avenue NE, Suite A  
Waseca, MN 56093  
[www.plrac.org](http://www.plrac.org), [cindy@plrac.org](mailto:cindy@plrac.org)  
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

Process: FY 2022 Arts & Cultural Heritage Grant

Application Submitted 05/20/2021  
Decision Approved 05/20/2021

[View Application](#)

## Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
FY 2022 ACH Contract	Mary Smith	Overall Award		Complete	<a href="#">View</a>
FY 2022 ACH Final Report	Mary Smith	Overall Award	06/30/2022 11:45 PM CDT	Assigned	<a href="#">Edit</a>

## Submit Your Final Report

After your project is completed, log back into the online system from the PLRAC website [www.plrac.org](http://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. 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 artists(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, e.g., 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 HIJ 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.

9,687 characters left of 10,000

### Project Description\*

Your organization explained how the ACH fu originally submitted.

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

# FOLLOW UP FORM – FINAL REPORT

## Publicity Example #1\*

Scan and upload examples of what publicity was used and how the credit line was used, i.e. performance program, poster, newspaper article or advertisement, jpg images of your project. These attachments are necessary to document that the project was completed as stated in your application and that the credit line was utilized.

Upload a file [2 MiB allowed]

## Publicity Example #2

Upload a file [2 MiB allowed]

Multiple publicity pieces can be scanned together into one PDF document.

## Legislative Thank You Letters

### Thank You Letters to State Legislators\*

We sent Thank You letters to our Senator and Representative in our District. Upload a copy of each letter. (Final payment will not be paid if both copies of the letters are not uploaded.) Download a [sample letter](#) and the [Senator and Representative address and email list here](#).

Upload a file [1 MiB allowed]

### 2nd Legislator Letter Upload

Upload a file [1 MiB allowed]

Upload both copies of Legislator Thank You Letters

## 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 <https://www.leg.mn.gov/>. Click on the “Who Represents Me” link and enter your address.



# FOLLOW UP FORM – FINAL REPORT

Budget Clarification  
**Final Report Budget\***  
 Download, save, and fill out the Excel final report budget form for your project: [Art Project Final Report Budget Form](#). On the Budget Form, fill out the Estimated Expenses and Estimated Income from the original application budget, which is saved in your grant. List the specific Final Organization and ACH Grant Expenses and Income Items, plus the Amounts for the Project.  
 When the form is complete, upload it into your Final Report.  
 [2 MiB allowed]

Upload completed Budget form.

## Uploads for your Final Report

Link to download the Final Report Budget form.

### Arts & Cultural Heritage

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

Type in name of your organization above.

NOTE: The Total Project must include some amount of match in Cash or Income.



Round all numbers to the nearest \$10.)

Project Expense	Estimated Expenses (from original application budget)		Actual Expenses		Total Expenses
	Organization	ACH Funds	Organization	ACH Funds	
1. Artist(s) fees (list)	\$4,000	\$4,000	\$4,000	\$4,000	\$8,000
2. Artist(s) travel and	\$300	\$1,000	\$400	\$1,500	\$1,900
3. Publicity expenses	\$100	\$1,000	\$200	\$500	\$700
4. Rental fees (list):					\$0
5. Salaries or wages	\$1,000		\$1,000		\$1,000
6. Expendable suppl	\$600		\$400		\$400
7. Miscellaneous (no					\$0
8. Equipment (list):					\$0
9. Evaluation (5% of					\$0
	\$6,000	\$6,000			\$12,000

Estimated Expenses and Income from your original application budget is entered into these columns by you.

Actual Expenses and Income is entered into these columns by you.

Round numbers to the nearest \$10.)

Project Income (M	Estimated Income	Actual Income
<b>1. Cash</b>		
a. Organizational funds budgeted for the project:	\$2,000	\$2,000
b. Other grants (list source):		\$1,000
c. Earned Income:	\$4,000	\$3,000
<b>Total Project Income</b>	<b>\$6,000</b>	<b>\$6,000</b>
<b>ACH Grant, Full Amount</b>	<b>\$6,000</b>	<b>\$6,000</b>
<b>Total Support for Project</b>	<b>\$12,000</b>	<b>\$12,000</b>

## 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.

# FOLLOW UP FORM – FINAL REPORT

## Financial Statements \*

You must attach your organization's financial statements which document Actual Cash Expenses and Actual Cash Income for the period of this grant project (This means Profit and Loss Statement and Balance Sheet quarterly or year-end financials). If you used a Fiscal Agent, they are responsible to provide a list of actual income and expenses from the "restricted account" they set up for this project. The Actual Cash Expenses and Actual Cash Income should be reflected on this printout or Excel document for this project.

Upload a copy of your Financial Statements.

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Upload a file [2 MiB allowed]

### 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

<u>Bands</u> (4 @ \$500)	\$2,000
-Dan's Bluegrass Band	
-John Doe Orchestra	
-Mary Smith Band	
-XYZ Band	
<u>Advertising</u>	\$ 400
-Radio station \$100	
-Mankato Newspaper \$300	
<u>Rental of Sound</u>	\$ 600
-Speakers & Microphones	
<u>Supplies</u>	\$ 500
-Music \$300	
-Postage and paper \$200	
Total	\$3,500

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

## 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.

# EMAIL SENT TO YOU FOR SUBMITTED FINAL REPORT

Subject: FY 2022 Arts and Cultural Heritage Final Report Submission Verification

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

Sent: Friday, May 20, 2022 9:33 AM

To: [ABCartsorganization@hickorytech.net](mailto:ABCartsorganization@hickorytech.net)

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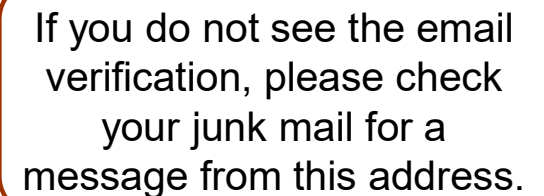
Dear Grantee,

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

Sincerely,

Cindy Lewer, Program Manager

Prairie Lakes Regional Arts Council  
105 22nd Avenue NE, Suite A  
Waseca, MN 56093  
[www.plrac.org](http://www.plrac.org), [cindy@plrac.org](mailto:cindy@plrac.org)  
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.

## **Final Report Submission Verification**

Once you have submitted your Final Report, you will receive an 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 [info@plrac.org](mailto:info@plrac.org).**

**Cindy Lewer, Program Manager  
Office address: 105 22nd Avenue NE, Suite A, Waseca, MN 56093.**