ARTS MENTORSHIP PROGRAM GRANT GUIDELINES AND APPLICATION INSTRUCTIONS (FY20)

ARTS MENTORSHIP PROGRAM GRANT

Lake Region Arts Council/LRAC welcomes your questions about eligibility, grant programs, and application support for grant applications. After reviewing the guidelines and application instructions, first time applicants are encouraged to contact the LRAC office for assistance before starting the application.

Grant Information

Amount: $600
For: Students in grades 9-11 living in the nine-county LRAC Region
Purpose: To fund study in an arts discipline during the summer of 2019

Grant Writing Assistance:

Applicants needing assistance are encouraged to contact LRAC during regular office hours at 218-739-5780

After Hours Call: 218-671-8552 (between 7:00 - 8:00pm)

Application Deadline:

Midnight, Wednesday, January 23, 2019

Auditions:

Underwood School, Saturday, March 2, 2019
(Rescheduled to March 9, 2019 in case of inclement weather)

Apply Online:

Applications are submitted online through the LRAC4.org website - Click on the APPLY button to start your profile and application

Revised: Aug. 2018

FUNDED BY

This Lake Region Arts Council Grant Program is funded through a Minnesota State Legislative appropriation and the Minnesota Legacy Arts and Cultural Heritage Fund.

Lake Region Arts Council
133 South Mill Street, Fergus Falls, MN
Phone: 218-739-5780
Email: LRAC4@LRACgrants.org
PROGRAM GOALS

Through a Minnesota State Legislative appropriation and the Minnesota Legacy Arts and Cultural Heritage Fund, the Lake Region Arts Council is offering the Arts Mentorship Program for students, grades 9-11 who reside in the nine-county region served by LRAC.

LRAC began the program in 1987 to supplement arts education programming in our region's high schools by providing selected students the opportunity to study their chosen art with a practicing professional artist or participating in a workshop, residency program, or summer arts camp.

The goal of a mentorship is to enhance the student's artistic creativity and skill and to promote personal growth. The program also helps qualified artists in the area by employing them as mentors.

APPLICATION AND SELECTION PROCESS

Online application materials are available to all public, private, and home school students in the region beginning December 1, 2018.

The application and selection process is a four-part process:

1) Students submit their online application through the LRAC Foundant online grant system by midnight, January 23, 2019.

2) Parents/Guardians of the students submit their signed parental consent form and media release form through the LRAC online system, DocuSign, by February 27, 2019.

3) In addition to the primary performance or work samples, students are also required to present the Arts Assignment for the audition.

4) A jury consisting of arts educators and professional artists will review each student individually at the auditions on Saturday morning, March 2, 2019. In case of inclement weather, auditions will be held March 9, 2019.

PROGRAM DESCRIPTIONS

A limited number of students currently in grades 9, 10, and 11 attending public, private, or home schools and living in the nine-county region are selected for a mentorship award valued at $600.

The mentorship may be in any arts discipline (including visual arts, dance, creative writing, drama, music, design, media arts, etc.).

Scholarships are awarded based on commitment and potential for artistic development. Previous formal arts training is not required.

Our nine-county region includes Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin.

TIMELINE

- January 23, 2019: Deadline for student application
- February 15, 2019: LRAC announces student audition times and Arts Assignment
- February 27, 2019: Deadline for signed Parental Agreements and Media Consent forms
- March 2, 2019: Arts Mentorship auditions
- March 11, 2019: LRAC announces recipients of an Arts Mentorship Program Scholarship
- May 1, 2019: LRAC notifies students who their mentors are
- May 30, 2019: Deadline for submission of Mentorship Goals & Lesson Schedule form
- June 1, 2019: Mentorship begins
- September 15, 2019: Mentorship ends
- October 19, 2019: Arts Mentorship Program Showcase and reception (student performances and exhibits)
I. General Information

☐ The LRAC Arts Mentorship Program scholarship enables selected students in the region to study their chosen art with a practicing, professional artist or participate in a workshop, residency program, or summer arts camp.

☐ The summer mentorship offers selected students 15 hours of study with a professional artist in Minnesota or fund attendance at a workshop located in Minnesota between June 1, 2019 and October 1, 2019.

☐ Students will submit a Final Report comprised of three questions (Deadline: October 1, 2019) and a Showcase Questionnaire after their mentorship is complete.

☐ Students will have an opportunity to exhibit or perform work from their mentorship at the Arts Mentorship Program Showcase the third Saturday in October, 2019.

II. Eligibility of Applicant

To be eligible for funding, the LRAC grant applicant must:

1. Be a student in grades 9, 10, or 11 and attend a public, private, or home school.

2. Be a resident of the LRAC region. The LRAC region includes nine counties: Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin.

3. Students with little or no previous formal arts training as well as students with extensive arts backgrounds are encouraged to apply.

4. Submit a complete and accurate application online at www.LRAC4.org and upload all required supporting documents.

5. Participate in the auditions on March 2, 2019

6. Only one application per student/per year is accepted. Students who have previously been awarded a mentorship may not apply again in the same discipline, but may apply in a different discipline.

Applicants not eligible for funding are:

- A student who is a member of the immediate household of a LRAC Board Member, a LRAC employee, or those having independent contracts with LRAC are not eligible to apply.

Program Limited Use:

- Arts Mentorship Program grants cannot be used for services, workshops, classes or lessons that were initiated prior to the grant award. The goal of the program is to expose each student to new techniques or insights. Students cannot use a mentorship to study with their private teacher or any teacher they have studied with before.
III. GRANT PROCESS

Applicants needing assistance are encouraged to contact LRAC during regular office hours, at 218-739-5780, LRAC4@LRACgrants.org, or phone Rebecca Davis after hours at 218-671-8552 (between 7:00 - 8:00 pm).

Application Assistance
Applicants needing assistance are encouraged to contact LRAC during regular office hours, at 218-739-5780, LRAC4@LRACgrants.org, or phone Rebecca Davis after hours at 218-671-8552 (between 7:00 - 8:00 pm).

Application Submission
The application must be submitted online using the LRAC Foundant website by midnight of the deadline date, January 23, 2019.

Submission Confirmation
Once the application has been submitted using the LRAC online grant system, the applicant will receive an email confirming submission of their grant application. The applicant should print and save the email to document their submission date and time.

Work Samples/Performances
The applicant will provide work samples or perform at the auditions as part of the application process. Only literary applicants will upload their work samples online.

Arts Assignment
* Every applicant must prepare and present the Arts Assignment in addition to their primary audition performances or work samples.

* The purpose of the Arts Assignment is to encourage students to release their creativity and imagination. LRAC will provide a link to the Arts Assignment after a student submits their application.

Parental Agreement and Media Release Form
The parent or guardian must return the signed Parental Agreement and the Media Release forms to LRAC by February 27, 2019. LRAC will email a link for this form to the parent or guardian through the LRAC online system, DocuSign, after the student submits their application.

Auditions
All students must participate in the audition process to be eligible for an arts mentorship award.

Auditions will take place on Saturday morning, March 2, 2019 at Underwood High School in Underwood, MN.

The Arts Mentorship Program Coordinator will inform each applicant of their audition time by February 15, 2019.

The auditions will evaluate each student's motivation, commitment, creativity/imagination, and their current artistic skills. Students with little or no previous formal training or education in the arts are not at a disadvantage in this process.

The audition jurors are art educators, professional artists and other individuals knowledgeable in the arts.

Auditions will last approximately 15 minutes for each student. Jurors evaluate applicants individually - they do not compare students to each other.

The audition is in three parts:
1. Artwork: The audition jurors will evaluate and discuss performances or work samples with each applicant.

2. Arts Assignment: The audition jurors will evaluate the Arts Assignment and discuss with each applicant.

3. Interview: During the audition, jurors will interview each applicant regarding their artwork and artistic goals.

The audition jurors will score applicants based on their performance or work samples, Arts Assignment, and the interview.

Applicants will be notified by post and email about student award results on March 9, 2019.

In the event of inclement weather, the notifications will be delayed by one week to March 16, 2019.
IV. Audition CRITERIA

Ranking

The Arts Mentorship Program application, work samples or performance, Arts Assignment and interview answers are scored in each of the following categories:

1) Skills/Proficiency
   (Performance or Work Samples and Arts Assignment)
2) Imagination/Creativity
   (Arts Assignment)
3) Commitment/Attitude
   (Application, Performance or Work Samples, Arts Assignment and Interview)

Note: In order to be eligible for the LRAC Arts Mentorship Program, the student must submit a complete application. This includes:
1. Submitted online application
2. Signed and dated Parental Agreement and Media Release forms
3. Complete Arts Assignment
4. Participation in the audition process with Performance or Work Samples and Arts Assignment.

V. MENTORS

Qualified Mentors

Qualified mentors are thoroughly screened (legally and artistically) by the Lake Region Arts Council to match the needs of the students. Chosen on the basis of their professionalism and their ability to work with high school age students, every effort is made to select mentors from a geographic area close to the student's home.

Mentors, students, and parents will meet, in person or by phone, before the mentorship begins in order to set goals and prepare a lesson/study schedule. This meeting must take place between May 1 and May 27, 2019.

Signed Mentorship Goals/Lesson Schedule Form must be submitted by the mentors to LRAC by May 30, 2019.

The mentorship must take place between June 1 and September 15, 2019. Mentor Final Reports must be submitted by October 1, 2019.

The mentorship concludes with an Artist Showcase and reception to honor and share each student’s accomplishments during the mentorship. The showcase is open to the public and attended by family, friends and mentors. The tentative Showcase date is October 19, 2019.
VI. GRANT PAYMENT & FINAL REPORT

**Mentors**

Mentors will receive $600 for mentorship.

1) **First Payment: June 01, 2019**
   Mentors will receive 50% payment ($300) after:
   a) a meeting with the student and parent to set mentorship goals and plan the lesson/study schedule
   b) submitting a Mentor Contract, provided by LRAC and signed by the mentor, student and a parent or guardian.

2) **Second Payment: October 1, 2019**
   Mentors will receive the final 50% payment ($300) upon completion of 15 hours of one-on-one study with the student and after submitting their Final Report.

   *If mentor is unable to complete the full 15 hour requirement, compensation will be prorated in accordance with each completed hour ($600 ÷ 15 hrs = $40/hr).*

**Workshops and Summer Camps**

Workshops and Summer Camps are paid up to $600 upon receipt of a direct invoice from the workshop or summer camp to LRAC.

All payments for workshops or summer camps are made directly to the institution upon the receipt of an invoice naming Lake Region Arts Council as the Payer.

*Lake Region Arts Council does not, under any circumstances, reimburse tuition directly to parents or students for the cost of a workshop or summer camp.*

**Mentor Final Report**

At the end of 15 hours, mentors must complete a Final Report based on the ‘scope’ of activities listed in the Mentorship Goals & Lesson Schedule form. The Final Report requires a mentor to:

1) evaluate whether or not their student achieved mentorship goals
2) report contact hours and study location
3) evaluate their mentorship experience
4) provide any additional feedback regarding their Arts Mentorship Program experience and/or the Program in general

**Student Final Report**

Students will complete a Final Report about their mentorship experience that is due by October 1, 2019.

Students will complete the Showcase Questionnaire by October 11, 2019 in preparation for the Showcase on October 19, 2019.
VII. STUDENT AND MENTOR REIMBURSEMENT

**Student Reimbursement Request Form:**

In order to receive full reimbursement for mentorship materials and/or supplies, student **MUST:**

1) complete the required 15 hours of study with mentor
2) submit a complete Final Report
3) submit a Reimbursement Request form with receipts documenting proof of mentorship material and/or supply purchase(s) up to the $75 reimbursement limit. *Travel expenses are not eligible for reimbursement.*

**Mentor Reimbursement Request Form:**

In order to receive full reimbursement for mentorship materials and/or supplies, mentor **MUST:**

1) complete the required 15 hours of study with student
2) submit a complete Final Report
3) submit a Reimbursement Request form with receipts documenting proof of mentorship material and/or supply purchase(s) up to the $75 reimbursement limit. *Travel expenses are not eligible for reimbursement.*

*If the combined reimbursement request of both the mentor and student exceeds the $75 reimbursement limit, the student request will receive first consideration. After the student has been reimbursed, and there are reimbursement funds still available, the mentor will be reimbursed up to the $75 reimbursement limit.

*Deadline to Submit Reimbursement Request form: October 11, 2019*

*Reimbursement requests not accepted after the October 11, 2019 deadline*
VIII. GRANT RECIPIENT RESPONSIBILITIES

**Contract**

The Mentorship Goals and Lesson Schedule form is a contract provided by LRAC, and must be signed by the mentor, student, and parent. All three parties will meet, by phone or in person, between May 1 and May 22, 2019 to identify mentorship goals and plan a summer lesson/study schedule totaling 15 contact hours.

All three parties must sign the contract and return it to LRAC by May 22, 2019.

**Transportation, Accompanist Fees, Materials and Supplies**

Parents are responsible for all transportation, accompanist fees, and any costs for materials or supplies purchased by the students above the $75 reimbursement limit.

**Final Reports**

**Mentors**

In order to receive their final payment, mentors must submit a Final Report to LRAC by October 1, 2019.

**Students**

Upon the completion of the mentorship, students must submit a Final Report to LRAC by October 1, 2019.

**Arts Mentorship Showcase**

Students are required to participate in the Arts Mentorship Program Showcase. Although not mandatory, attendance by mentors is strongly encouraged.

Accompanist fees for performing artists will be the sole responsibility of the student, parent or guardian.

Student artwork to be exhibited must be delivered 30 minutes prior to the start of the event and removed upon the conclusion of the event.