FELLOWSHIP GRANT

LRAC welcomes your questions about eligibility, grant programs, and application support for grant applications. First time applicants are especially encouraged to contact the LRAC office prior to starting an application, after first reviewing the guidelines and application instructions.

Contact: Betsy Ostenson, Grant Manager to set up appointment in person or by phone.

Grant Information

Amount: one $5,000 award

Purpose: To recognize, reward & encourage an outstanding individual

For: Individual Artists living in the LRAC nine county region

2020 Visual Artists & Musicians

All applications submitted on the deadline date are not eligible for revisions and no corrections or changes are permitted to the application.

Grant Schedule

Grant Round Start Date: Friday, March 1, 2020

Grant Writing Webinar: Thursday, March 12, 2020, 6:00 pm

Application Deadline: 5:00 pm, Tuesday, May 5, 2020

Grant Review: Tuesday, June 16, 2020

For Projects taking place after July 1, 2020

FUNDED BY:

THE McKNIGHT FOUNDATION

The McKnight Foundation’s arts program is founded on the belief that Minnesota thrives when its artists thrive. The McKnight Foundation supports working artists to create and contribute to vibrant communities.

Lake Region Arts Council
133 South Mill Street, Fergus Falls, MN 56537

Phone: 218.739.5780
Email: LRAC4@LRACgrants.org
I. GENERAL INFORMATION

The Lake Region Arts Council Fellowship Grant program provides deserving artists with significant 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.*

Among the qualities sought in a Fellow are:

- **Strong vision, creative energy, importance to a local culture, and perseverance.**

- A professional artist i.e. is someone working independently who can demonstrate that the creation of art is a primary endeavor.

- Can exhibit and document prominent artistic achievement.

A Fellowship can support a broad range of study or activities, including exploration of new directions, continuation of work already in progress, or accomplishment of work not financially feasible otherwise.

A Fellow may choose

- to take time for solitary work or reflection,

- engage in collaborative or community projects,

- embark on travel or research, or

- pursue any other activity that contributes to their life as an artist.

- The LRAC Fellowship program provides one award each year for $5,000.

- Fellowship candidates propose a fellowship plan in only one art discipline that lasts up to twelve months from the date of award notification.

- Fellowships may be awarded in the visual or music and literary or performing arts.

- **For the May 7, 2020 deadline**, applications will be accepted from Visual Arts (2D, 3D, mixed media, etc.) and Music (composers and musicians)

- LRAC will offer a Fellowship Grant Writing Webinar to provide training on how to apply for the Fellowship Grant. This webinar is free. Please see the date on the front page for the webinar and watch for announcement to register for the live broadcast.

- The Fellowship Grant Writing Webinar will be recorded and made available for viewing 24/7 on the LRAC4.org website under the Grants heading, Tips Sheet and Webinar page.

---

**All applications submitted on the deadline date are not eligible for revisions and no corrections or changes are permitted to the application.**
II. ELIGIBILITY OF APPLICANT

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

To be eligible for funding, the grant applicant must:

1. Be a United States citizen or have permanent resident alien status.

2. Must currently reside in and have been a legal resident of the nine county LRAC region for a minimum of twelve months. Residency is determined by: voting location, a payment of state income taxes, possession of a valid Minnesota driver’s license, or a current utility bill.

3. Be at least 25 years of age at the time of the application deadline.

4. An artist may re-apply five years after completion of any previous LRAC Fellowship.

5. A Fellowship candidate must not have any outstanding final reports due to the LRAC.

Applicants are not eligible for funding who are:

1. LRAC Board Directors or members of their immediate households during the Board Director’s tenure on the LRAC board.

2. A student enrolled full or part-time in a degree granting program during the period of the application or completion of the Fellowship.

3. Any of the restricted activity listed in the eligibility quiz section of the online application form.
IV. GRANT PROCESS

Grant Review

▶ If the number of applications warrants it, applications are reviewed by a LRAC review panel prior to the grant review meeting. Applications recommended by the review panels will be submitted to the full LRAC for funding decisions.

▶ At the LRAC grant review meeting, grant applications are reviewed in the same order in which they were submitted online.

▶ The LRAC Board observes strict procedures to prevent any conflict of interest.

▶ First the LRAC Board review all of the applicants’ work samples.

▶ Second the LRAC Board determines the eligibility of the application, based on both applicant eligibility and project eligibility.

▶ Any applicant or project determined to be ineligible will be eliminated from the review process.

▶ Each eligible grant application is consider according to the Review Criteria on Page 6, Section V.

Ranking

◊ Each application will be ranked on a scale of 1 to 5 for artistic quality with a show of hands by the LRAC Board.

◊ Round One: Each applicant’s average is computed and top six applicants are selected. The remaining applicants are eliminated.

◊ Round Two: The LRAC Board ranks the top six applicants on a scale of 1 to 5 for artistic quality with a show of hands. Each applicant’s average is computed and the lowest two ranking applicants are eliminated.

◊ Round Three: The LRAC Board will discuss the artistic merits of the remaining four applicants. The LRAC Board ranks the four applicants on a scale of 1 to 5 for artistic quality with a show of hands. Each remaining applicant’s average is computed and the highest ranking applicant is selected as the winner of the Fellowship.

Notification Process

The Fellowship recipient will be notified by phone the following day.

The Fellowship artist will complete a Grant Contract, W-9, and the Request for Payment form.

All others applicants will receive a letter within two weeks of the decision.

Applicants wishing to know the funding decision after the LRAC Grant Review are welcome to call the LRAC office later in the week, (Friday) for the results of the Grant review.
V. REVIEW CRITERIA

Fellowship requests will be reviewed on the basis of the following three criteria.

1. The artist’s past endeavors and current work as demonstrated by the applicant’s work samples created within the past five years.

2. The impact the Fellowship may have on the applicant’s career and future directions.

3. The difference the artist may make in the region as a result of the Fellowship.

The LRAC Board is an 18 member board, comprised of two people from each of the nine LRAC counties.

A board member that declares a conflict of interest for an applicant will not rank the application.

Refer to the Ranking Procedure listed on Page 4 for complete details of the three Rounds process for determining the Fellowship Grant Awardee.

Each application will be ranked on a scale of 1 to 5 for artistic quality with a show of hands by the LRAC Board.

VI. TERMS OF THE FELLOWSHIP AND PAYMENT

A check for 90% of the Fellowship award will be presented to the recipient at the LRAC Annual Meeting and Banquet in July 2020.

If the fellow isn’t able to attend the event, the check will be mailed to their home address. They will be invited to attend the next meeting to discuss their Fellowship Plans to the LRAC Board.

At the conclusion of the fellowship year, the fellow will be invited to the LRAC Annual Meeting and Banquet in July 2021. The final 10% will be paid following at the LRAC Banquet.

The fellow will make a presentation at the LRAC Annual Meeting about the impact of the fellowship and their activities related to their fellowship project.

The purpose of this presentation is to give the fellow a chance to share, in person, some of their experiences, to talk about the impact of the fellowship on their work, and to describe the directions of their future work.
The Fellow will complete the Fellowship plan within twelve months time period. If any timeline revisions are necessary, the fellow will contact the LRAC office.

The Fellow will completed all other requirements as outlined in the original application and guidelines

The Fellow must include the following credit line in any advertising, news releases, printed programs or promotional material related to the Fellowship:

“This activity is funded in part by a grant from the Lake Region Arts Council with McKnight Foundation funding.”

VIII. APPEALS POLICY AND PROCEDURE

Grant applicants may appeal the decisions of the LRAC only on the basis of procedure used during the review of the grant applicants. The appeals procedure is as follows:

1. Applicants must notify the LRAC office, in writing, of their wish to have an appeals hearing and the basis for the appeal. The applicant has ten business days from the date of receipt of the LRAC funding decision to submit this letter.

2. The appeals committee reviews the request for an appeals hearing and recommends to the chair whether or not there is a basis for an appeal. This recommendation is sent to the chair within ten business days of receipt of the request for an appeals hearing.

3. The chair then authorizes an appeals hearing or denies the request based on the committee report. If it is determined that there is no basis for an appeal, the applicant is so informed. The chair must take one of these actions within ten business days of receipt of the appeals committee recommendation.

4. When an appeals hearing is authorized, it is scheduled by the appeals committee chair with the applicant. Following the hearing, the appeals committee makes a recommendation to the LRAC at its next regularly scheduled meeting.

5. The LRAC then reviews the committee recommendations and makes a final decision on the appeal. The applicant is then notified of the LRAC’s decision within ten business days of that LRAC meeting.
IX. APPLICATION INSTRUCTIONS

**Application Assistance**

Applicants are encouraged to contact the LRAC office early in the planning process so the staff may provide assistance.

In addition, grant application tips sheets are available online at the LRAC website, LRAC4.org under the Grants heading, Tip Sheets.

LRAC Board members may also provide advice and assistance to applicants during the grant preparation period, but would then not be able to review the application. Advice and assistance from the LRAC staff or Board during the application process does not guarantee that the application will be completely free of errors or omissions.

After applications are formally submitted, LRAC Board members are prohibited from discussing them with grant applicants.

**Grant Training Webinars**

First time applicants are encouraged to complete the grant training webinars. Check out the LRAC4.org website and Newsletter for more information on dates and times.

There will be three levels of training for potential applicants.

1. Grant Writing for Individuals
2. LRAC Grant Programs Overview
3. LRAC Fellowship Grant

**LRAC Online Grant Application**

LRAC switched over to a new online grant application system in 2018. All applicants will need to start by creating a logon profile in the new system.

*Going forward, your email address will be your user name. If you forget your password, you will be able to create a new one 24/7 without LRAC assistance.*

**Application Submission**

After you have logged in, you will move into the Dashboard. Start the grant application by clicking on the Apply button.

The application must be submitted to the LRAC Grants online application website by **5:00 pm of the deadline date.**

When the application is received in the LRAC office, it will be checked by the LRAC staff for completeness.

If the application is incomplete, an effort will be made to contact the applicant prior to the distribution of the applications to the LRAC Board to obtain needed information, or to correct minor errors.

It is therefore to the applicant’s advantage to submit the grant application in advance of the deadline date.

**Supporting Documents and Work Samples**

Supporting documents and work samples will be uploaded into the online grant application.

Applicants will need to follow the instructions in the application for correct file size and format for uploading their documents.

**Support Documents include**

- Applicant resume (short version only, 2 to 3 pages)
- Two letters of recommendations from colleagues in the field and their resumes (short version only)
- Works samples (five year look back)

**Submission Confirmation**

Once the application has been submitted to the LRAC online grant program, the applicant will receive an email which will be their confirmation of their submitted grant application. The applicant should save this email to document their submission date and time.
The fellowship program was launched in 1999 with funding from The McKnight Foundation.

Previous recipients of the LRAC Fellowship in the LRAC region include:

- 2019 Raymond Rae, film, Moorhead
- 2018 Kristi Swee Kuder, fiber arts, Battle Lake
- 2017 Carolyn Wintersteen, theatre, Moorhead
- 2016 Nathaniel Dickey, trombone, Moorhead
- 2015 W. Scott Olsen, non fiction, Moorhead
- 2014 Sean Scott, ceramics, Battle Lake
- 2013 Yahya Frederickson, poetry, Moorhead
- 2012-Rebecca Davis, classical piano, Vergas
- 2011-Athena Kildegaard, poetry, Morris
- 2010-Zhimin Guan, visual arts, Moorhead
- 2009-Thom Tammaro, fiction, Moorhead
- 2008-Jay McDougall, sculpture, Fergus Falls
- 2007-Kevin Lee, playwright, Miltona
- 2006-Jodi Ritter, songwriter, Evansville
- 2005-W. Scott Olsen, non fiction, Moorhead
- 2004-Michael Pettit, sculptures, Dent
- 2003-Lin Enger, fiction, Moorhead
  - 2003-Alan Davis, fiction, Moorhead
- 2002-Carl Oltvedt, visual arts, Moorhead
  - 2002-Scott Gunvaldson, visual, Fergus Falls
- 2001-Jamie Penuel, visual arts, Moorhead
- 2000-Mary E. Williams, sculpture, Clitherall
- 1999-Baraba Anderson, visual arts, Moorhead
- 1999-Tim Sparks, guitar, Frazee