ARMS MENTORSHIP PROGRAM
LRAC4.org

FY23 LRAC ARTS MENTORSHIP PROGRAM
GRANT GUIDELINES AND APPLICATION INSTRUCTIONS

ARTS MENTORSHIP PROGRAM SCHOLARSHIPS

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: Seventeen scholarships
For: Students in grades 8-12 living in the nine-county LRAC Region
Purpose: To fund study in an arts discipline during the summer of 2023

LRAC Arts Mentorship Program Outcome: Minnesota artists say they have access to the resources, information, markets, etc. they need.

Grant Writing Assistance:
Applicants needing assistance are encouraged to contact LRAC during regular office hours. 9:00 am – 3:00 pm at 218-739-5780

Application Open/Application Deadline:
Fri., December 16, 2022/Midnight, Sun., January 22, 2023

Auditions:
A Center for the Arts/Fergus Falls, Saturday, March 4, 2023
(in case of inclement weather, rescheduled to Saturday, March 11, 2023 at Underwood School in Underwood, MN)

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

Revised: November 2023

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 56537
Phone: 218-739-5780
Email: LRAC4@LRACgrants.org
**FY23 LRAC Arts Mentorship Program Guidelines**

**Program Goals**

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

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 8-12 who reside in the nine-county region served by LRAC that includes Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin.

**Program Application Process**

1. Online application materials are available to all 8-12 grade public, private, and home school students in our region beginning **December 16, 2022**.

2. Student submits online applications through the LRAC online grant system by the **midnight deadline on January 22, 2023**.

**Program Description**

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 one-on-one in their chosen art with a professional artist, or participate in a workshop, residency program, or summer arts camp in Minnesota.

Fourteen students currently in grades 8-12 attending public, private, or home schools and living in the nine-county region are selected for a mentorship award valued at $700.

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

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

**Program Timeline**

- **December 16, 2022** application process opens.
- **January 22, 2023**/midnight: **Deadline** for student applications.
- **February 12, 2023**: LRAC announces student audition times and **Arts Assignment**.
- **Saturday, March 4, 2023**: Arts Mentorship Program auditions at A Center for the Arts in Fergus Falls, MN (in case of inclement weather, rescheduled to **Saturday, March 11, 2023** at Underwood School in Underwood, MN).
- **March 20, 2023**: LRAC announces recipients of an Arts Mentorship Program Scholarship.
- **April 24, 2023**: LRAC notifies students who their mentors will be for the summer mentorship.
- **May 22, 2023**: **Deadline** for submission of the Arts Mentorship Program Contract and Mentorship Goals & Lesson Schedule Form (both documents must be signed by Mentor, Parent and Student).
- **June 1, 2023**: Mentorship begins.
- **September 17, 2023**: Mentorship ends.
- **October 1, 2023**: **Deadline** for submission of both the Mentor and Student Final Reports
- **Saturday, October 7, 2023**: **Arts Mentorship Program Showcase** at A Center for the Arts in Fergus Falls, MN (**attendance and participation is mandatory for all students**).
- **October 23, 2023**: **Deadline** for submission of Mentorship Reimbursement form.
I. General Information

- The LRAC Arts Mentorship Program scholarship offers selected students 15 hours of one-on-one study with a professional artist – or – fund attendance at a workshop, residency or camp located in MN between June 1, 2023 and September 17, 2023.

- Students must reside in the LRAC 9-county region for the entire duration of the mentorship!

- The value of the scholarship is over $700. LRAC will reimburse the student up to $75 for mentorship materials and supplies (travel expenses not included).

II. Eligibility of Applicant

To be eligible for funding:

1. Student must be in grade 8, 9, 10, 11 or 12 and attend a public, private, or home school.

2. Student must 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. Student must submit a complete and accurate application online at www.LRAC4.org and upload all required supporting documents.

5. Student must participate in the Saturday, March 4, 2023 auditions.

6. Student can submit only one application per year. 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.

Arts Mentorship 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 other teacher they have studied with before.
Application & Audition PROCESS

Application Assistance
Applicants needing assistance are encouraged to contact LRAC during regular office hours, at 218-739-5780 or LRAC4@LRACgrants.org.

Application Submission
The application process opens December 16, 2022 and must be completed and submitted online through the LRAC online grant system by midnight of the Deadline date, January 22, 2023.

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.

Auditions
All students MUST participate in the audition process to be eligible for an Arts Mentorship Program scholarship. Auditions will take place on Saturday, March 4, 2023 at A Center for the Arts (in case of inclement weather, will be rescheduled to Saturday, March 11, 2023 at Underwood School in Underwood, MN).

The Arts Mentorship Program Coordinator will inform each applicant of their audition time and the Arts Assignment by February 12, 2023.

The audition is in three parts:

1. Primary Performance or Work Sample(s):
   All applicants will prepare a primary audition performance or work sample(s) as part of the application process. Literary artists are the only applicants that will upload their primary work sample(s) online. The audition jurors will evaluate and discuss performances or work samples with each applicant.

2. Additional Arts Assignment:
   Every applicant must prepare and present an “Arts Assignment” in addition to their primary audition performance or work sample(s). 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 the student submits their online application. The audition jurors will evaluate the Arts Assignment and discuss with each applicant at the auditions.

3. Interview: The audition jurors will interview each applicant about their artistic work and goals at the audition.

Audition Jurors
The audition jurors are art educators, professional artists and other individuals knowledgeable in the arts. Applicants are scored based on their primary performance or work sample(s), Arts Assignment, Interview and Equitable Access.

In addition to their current artistic skills, the audition will also evaluate each student’s motivation, commitment, creativity/imagination. Students with little or no previous formal training or education in the arts are not at a disadvantage in this process.

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

*Applicants will be notified by post and email regarding student scholarship results by March 20, 2023.  
*In the event of inclement weather, the notifications may be delayed by one week.
IV. AUDITION CRITERIA

Ranking

The Mentorship Application, Primary Performance or Work Sample(s), Arts Assignment and Interview, are scored in each of the following categories:

1) **Skill**: 20%
   (Primary Performance or Work Sample(s) and Arts Assignment)

2) **Creativity**: 20%
   (Work Sample(s) and Arts Assignment)

3) **Commitment**: 20%
   (Application, Primary Performance or Work Sample(s), Arts Assignment and Interview)

4) **Equitable Access**: 40%
   (Application, Interview)

*Equitable Access*: Considers if applicant experiences lack of equitable access based on any of the following criteria: finances, ability to travel to and from lessons, absence of qualified teachers, national origin, race, color, creed, religion or disability.

*The LRAC Board, review panels and staff observe strict procedures to prevent any conflict of interest in the processing, review and selection of grant awards. The full Conflict of Interest Policy can be viewed at https://lrac4.org/grant-management or by contacting the LRAC office.*

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 expertise, 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.

*Mentor, student, and parent/legal guardian must sign the Arts Mentorship Program Contract AND must meet simultaneously, in person or by phone, to set goals and prepare a lesson/study schedule in the Mentorship Goals & Lesson Schedule Form. The Mentorship Goals/Lesson Schedule Form meeting must take place between April 24 - May 15, 2023. Both documents must be submitted to LRAC by May 22, 2023.*

**NOTE**: Mentor may sign both the Artist Mentorship Program Contract and the Mentorship Goals & Lesson Schedule Form after a phone meeting, then send by mail or as an email attachment to the student and parent/legal guardian. It is the student’s or parent’s/legal guardian’s responsibility to sign AND forward both documents to the LRAC office/Artist Mentorship Program Coordinator by the May 22, 2023 deadline.

The mentorship must take place between June 1 and September 17, 2023. Mentor Final Report must be submitted by October 1, 2023.

*Student MAY NOT attend lesson accompanied by someone other than their parent/legal guardian, UNLESS parent/legal guardian contacts both Rebecca Davis, Program Coordinator, and the Mentor by email well in advance of lesson.*

---

**Note**: In order to be eligible for the LRAC Arts Mentorship Program, the student must:

1. Currently be in grades 8-12 and live in the LRAC nine-county region.
2. Complete and submit the Arts Mentorship Program online application
3. Participate in the audition process with a primary performance or work sample(s) AND the Arts Assignment.
VI. GRANT PAYMENT & FINAL REPORTS

**Mentors**

*Mentors* will receive $700 for the mentorship in two installments.

**A) First Payment by: June 16, 2023**

Mentors will receive 50% payment ($350) after:

1) submitting an *Arts Mentorship Program Contract* provided by LRAC and signed by the mentor, student and a parent/legal guardian.
2) submitting a *Mentorship Goals & Lesson Schedule Form* after in-person or phone meeting between the mentor, student AND parent/legal guardian.

**NOTE:** Mentor may sign both the *Artist Mentorship Program Contract* and the *Mentorship Goals & Lesson Schedule Form* after a phone meeting, then send by mail or as an email attachment to the student and parent/legal guardian. It is then the student's or parent's/legal guardian's responsibility to sign *AND* forward both documents to the LRAC office/Artist Mentorship Program Coordinator by the **May 22, 2023 deadline.**

**B) Second Payment by: November 1, 2023**

Mentors will receive the final 50% payment ($350) after:

1) completing 15 hours of one-on-one study with the student.
2) submitting the *Mentor Final Report.*

*If the mentor is unable to complete the full 15 hour requirement, compensation will be prorated in accordance with each completed hour.*

**Summer Workshops, Residencies or Camps**

Summer workshops, sessions or camps are paid by LRAC up to $700 upon receipt of an invoice from the summer workshop, session or camp to LRAC. All payments are made *directly to the institution* upon receipt of an invoice naming LRAC as the "Payer". **Activity must take place in Minnesota.**

**Please Note:** LRAC does not, under any circumstances, reimburse tuition directly to parents or students for the cost of a summer workshop, session or 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 is due by October 1, 2023** and requires a mentor to:

1) evaluate whether or not their student achieved mentorship goals
2) report contact hours and study location(s)
3) evaluate the 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 that is due by **October 1, 2023.** It consists of three brief questions about their mentorship experience.
VII. STUDENT AND/OR 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 Student 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 Mentor 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.*

**Combined Reimbursement Request**

*If both student and mentor have expended funds for material and/or supply purchases during the mentorship, 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 the Reimbursement Request form is **October 23, 2023.**

*Reimbursement Request* forms will not be accepted after the **October 23, 2023** deadline.
Arts Mentorship Program Parental/Legal Guardian Agreement

Both the parent and student must read, complete and submit this Agreement by May 22, 2022.

Arts Mentorship Program Contract

The Arts Mentorship Program Contract and the Mentorship Goals and Lesson Schedule Form must be submitted by May 22, 2023. For the Mentorship Goals and Lesson Schedule Form, all three parties must meet simultaneously, by phone or in person, between April 24 and May 15, 2023 to identify mentorship goals and plan a summer lesson/study schedule totaling 15 contact hours.

All three parties must sign both of the above referenced documents and return them to LRAC by May 22, 2023.

Transportation, Accompanist Fees, Materials and Supplies

Parents are responsible for all accompanist fees, and any costs for materials or supplies purchased by the students above the $75 reimbursement limit. Transportation is the full responsibility of parent/legal guardian.

Final Reports

Mentors

In order to receive their final payment, mentors must submit a Final Report to LRAC by October 1, 2023.

Students

Upon the completion of the mentorship, students must submit a Final Report to LRAC by October 1, 2023.

Arts Mentorship Showcase

*The Arts Mentorship Program culminates with a Showcase at Center for the Arts in Fergus Falls where the students are honored for receiving a scholarship, their talent is celebrated, and work achieved during the mentorship is showcased. The Showcase gives each student the opportunity to:

1) **demonstrate** how they have developed and matured as artists because of their commitment to and participation in the mentorship process.
2) **cultivate and increase** their public relation skills by engaging with and performing/exhibiting for the general public.

**These are important life skills regardless of career choice.**

The Showcase is open to the public and attended by family, friends and the general public. The Showcase date is Saturday, October 7, 2023 and will be held at A Center for the Arts in Fergus Falls.

**Student participation in the Arts Mentorship Program Showcase is mandatory.** Attendance by mentors, although not mandatory, is strongly encouraged.

Accompanist fees for performing artists will be the sole responsibility of the student and/or parent/legal 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.