Plan your project.
The purpose of the LRAC Legacy Grant is to increase Arts Access, Arts Learning and Arts and Cultural Heritage opportunities for all Minnesotans. When planning your project, consider the three grant review criteria: Need for the Project, Merit and Artistic Quality, and the applicant’s Ability to Accomplish the project. **Need for the Project is the #1 priority.** Be sure to consider the questions listed in the Need for the Project Grant Narrative Section when planning your grant project. Your grant’s ranking score will be based on how well your answers in the application narrative sections address the three Project Grant review criteria (refer to the Project Grant Guidelines). Feel free to contact the LRAC office to discuss your potential project.

Use grant writing resources.
Review the **Grant Guidelines** thoroughly. Check out the **Grant Instructions** and the **Grant Writing Video Guide** on the LRAC4.org website. Both are designed to help you with writing your grant application.

Give yourself enough time.
The deadline day for Spring is **Thursday, March 2, 2023 at 5:00 PM.** Try to submit the application before the deadline date, as ranking ties are broken by submission order. Request assistance with editing and feedback from LRAC staff. LRAC is able to view your application before it is submitted.

Complete all parts of the application.
If you are a returning applicant, **try the Copy feature.** This will save time by filling in all standard answers from past applications. **Be sure to double check all copied answers and update your responses.**

Answer each question with detailed descriptions and upload all required supporting documents. Following are some application details to be aware of:

- **Budget restrictions:**
  - $8,000 is the maximum request amount, of which $4,000 is the maximum equipment request
  
- **How much to ask for in each category**
  
  Each item on the Budget page needs to be matched to a funding category: Access, Education or Heritage. Refer to the Legacy Individual Grant Guidelines (pg. 3) for this year’s dollar amounts in each category.

- **Complete the Eligibility Quiz section to determine if you and your project are eligible.**

- **Select the Project Start Date at least four weeks after the LRAC Legacy Grant Review.** The tentative start dates are:
  - **Fall - after December 14, 2022**
  - **Spring - after May 16, 2022**

- **Summary of Proposal** should provide a detailed description and the timeline for completing it.

- **Narrative sections** provide descriptive answers to address the Review Criteria to impact the potential ranking score.

- **Update your Artistic Resume listing your most recent accomplishments, honors, awards, events, etc. Resume must be only 2 to 3 pages. Select your best work for your work samples in the correct format, most recent work is best.**

- **65% Minimum Score is required for all approved applications to be eligible for Legacy Grant funding.**

Upload all required attachments to the application.
Refer to the list of required and optional attachments in the Instructions to make sure your application is complete.

Prepare a Passionate Presentation.
**All applicants now have the option to make a presentation** (virtual or in person to be determined). Verify the presentation dates on the Grant Guidelines cover page. The schedule order will be announced prior to the Legacy Grant round. You are given 5 minutes to present and 5 minutes for questions from the LRAC Board. No handouts or visual aids of any kind are permitted.

Submit the application.
**Verify that all the information is complete and accurate before submitting the grant application.** Once submitted, you’ll receive a confirmation email from LRAC. The staff will be in touch if any changes or corrections are needed.

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