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:

• Go to the Prairie Lakes Regional Arts Council (PLRAC) website: [www.plrac.org](http://www.plrac.org)

• Click on the teal button “Applicant Login”.
Create an Account

- First-time users must create an account.
- If you already have an account, log on with your email and 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

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.
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.

Click here to continue.
CREATING AN ACCOUNT

Account Information:

Password

Enter and confirm your desired password.

Email Confirmation

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.

Select an option so you can continue.

Verification

Check your email for confirmation of your account.

Click here to finish creating your account.

Click here to continue to your grants dashboard.

Sent Email Again
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.

Current applications for your organization will be visible.

Click this tab to view past grants for your organization.
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.
A printer-friendly question list (editable Word document) is available on the PLRAC website.

Questions with an asterisk are required.

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.
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.

Fill out the provided budget form.
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 14 MB.

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

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

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.
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: plrac@hickorytech.net or call (800) 298-1254 or 507-833-8721
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.

The status of your application.

Click here to edit your application.
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

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, plrac@hickorytech.net
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.
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.

If you have problems, contact the PLRAC office at 1-800-298-1254 or email plrac@hickorytech.net for assistance. We’d be happy to help you.
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.

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.
FOLLOW UP FORM – CONTRACT

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**

Request for 80% Payment is included within the Contract

<table>
<thead>
<tr>
<th>Updated Dates for the Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above you will see the original start date that was submitted in the grant application.</td>
</tr>
<tr>
<td>1. If this is still the correct start date leave this field blank.</td>
</tr>
<tr>
<td>2. If you have new dates for the project enter them below.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of Organization*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization Address*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization City, State, and Zip Code*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Electronic Signature of Project Director*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electronic Signature of Authorizing Official of Organization and/or Fiscal Sponsor*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter your first and last name. This is a Board Officer of the Organization or the Fiscal Sponsor</td>
</tr>
</tbody>
</table>

**Clicking “Yes”, confirms your signature.***

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

- Yes
- No

Click to submit your Contract.
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

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, plrac@hickorytech.net
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.
Submit Your Final Report

After your project is completed, log back into the online system from the PLRAC website 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.

Some information from your original application will automatically be imported into your Final Report, such as project description, community involvement, and publicity, etc.
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 www.leg.state.mn.us. Click on the “Who Represents Me” link and enter your address.

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

Upload both copies of Legislator Thank You Letters
Uploads for your Final Report

**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.
Uploading 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.

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

Dear Grantee,

Thank you for submitting your Arts and Cultural Heritage Final Report to Prairie Lakes Regional Arts Council. It was successfully received. Allow four weeks for your final payment of 20% of the grant. 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, plrac@hickorytech.net
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 plrac@hickorytech.net.

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