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 “Applicant Login” button at the top right corner of the Home page.
CREATING AN ACCOUNT

Create an Account

- First-time users must create an account.
- If you already have an account, log on with your email and password. If you forgot your password, click on the “Forgot your Password?” link to reset it.

Click here to create a new account.

Logon Page

Welcome to the Prairie Lakes Arts Council’s online grant portal.
New Users: Please click on “Create New Account” to complete the registration process and create your logon credentials.
Be sure to keep this log in information for your organization’s records.
Existing Users: Please enter your credentials and log in. If you forgot your password, please use the “Forgot your Password?” link to the left to reset your password.
Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator, Brenda Byron, at prac@hickorytech.net to receive your username and password.
New Account Information:

Follow the instructions for an “individual artist”.

Enter your last name for the “Organization Name”.

For the “Tax ID Number”, enter N/A.

Questions with an asterisk (*) are required.

Click here to continue.
Click here to copy the organization address.

Account Information:

Artists can always click the “Copy Address from Organization” button.

The online system is also used by groups and organizations that may have different addresses for the group and the contact person. However, artists will always utilize their home address and can use the copy feature.

Once an account is created, your information is saved for future applications.
Account Information:
Executive Officer Information

Individual artists always answer “Yes”.

Organizations may enter a Board President or someone who has a leadership role.
CREATING AN ACCOUNT

Account Information:
Password

Enter and confirm your desired password.

*We suggest your first and last name all “lower case” and a symbol.*

Verification
Check your email for confirmation of your account.

Select an option so you can continue.

Click here to continue to your grants dashboard.

Click here to finish creating your account.
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 info, contact PLRAC.

Your current application will be visible.

Click this tab to view your past grants.
PLRAC Grant Programs

- All grant programs currently available are listed on this page. Choose the Artist Grant.

- 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.

Apply Page

The $1,500 Artist Development Grant is the one Artist Grant Program offered by PLRAC for FY 2022. Grant requirements will continue to be more flexible this year. Funds may be used for supplies, mentorships, etc. as usual, but for this round of grants, artists are able to use up to 100% of funds for creative time and/or living expenses if needed.

This program is made possible by funds provided by the McKnight Foundation under a program designed and administered by the Prairie Lakes Regional Arts Council (PLRAC). Applicants must reside in Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca, or Washington County. Also, artists must have been a resident of the nine county PLRAC region for a minimum of twelve months prior to application. Productions are encouraged from artists in all art disciplines. This may include: dance, literature, media arts, music, theater, visual art, folk arts, traditional arts, etc.

The deadline and earliest start date for FY 2022:
Artist Development Grant Deadline is September 1, 2021. The earliest start date is October 1, 2021.

Choose the Artist Grant to apply for.
Follow the instructions for an "individual artist".

A printer-friendly question list (editable Word document) is available on the PLRAC website.

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.

Questions with an asterisk are required.
**APPLICATION**

As you type, this number changes to tell you the remaining number of characters that will fit into the text box.

After you select your file, it will be uploaded when you save your application. If you want to change the file just upload the new one. The old document will be replaced for you.

Fill out the provided Budget form with your project expenses. It should match what you write in the Budget Narrative.

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.

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### Budget

**Project Budget Form**

Download, save to your computer, and fill out the Excel budget form for your project: *Individual Artist Budget Form*. When you are done, upload it back into your application.

- **Upload a file** [1 MiB allowed]

**Budget Narrative**

Describe your project budget in narrative form. This narrative will be used to explain your expenses.

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### Project's Contribution to Artist's Professional Growth

**Describe Where You Are Now as an Artist (Present Experience)**

Describe where you are now as an artist. Do you consider yourself an emerging artist or mid-career artist? Are you planning to move in a new direction? Will you need to do your work in a different location? How will this project help you achieve your goals?
WORK SAMPLES

Upload a one page document with descriptions of the work samples.

Attaching Resume and Work Samples

All artists need to upload an artistic resume and a Work Sample Description Page explaining your work samples.

There are five upload fields for visual art work sample images. Each image can be up to 2MB in size.

Writers can upload their work sample into upload #1.

If you need help uploading your work samples, email the PLRAC staff.
All artists need to upload a proof of residency from the nine county area.

Work Samples

Video and audio work sample files for musicians, dancers, theater, etc. are usually larger than 2MB and **cannot** be uploaded. These artists should use the three fields provided for YouTube and other website links.

Local presentation

In FY 2022 artists are **not** required to have a public presentation in the nine counties that PLRAC serves, due to the COVID-19 health situation.
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.
- If a required question is not answered, you will not be able to submit the application.
- Once you submit your application, you can no longer edit it.

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### Status
Enter "01". (This code represents that you are applying as an individual, not an organization.)

<table>
<thead>
<tr>
<th>Status Is Required</th>
</tr>
</thead>
</table>

### Project Discipline
Enter the code which best describes the artistic discipline of your project.

| Project Discipline is Required |

### Certification and Signature
By checking the box below and signing my name below, I certify that I meet all the eligibility requirements listed in the guidelines. Also that all the information contained in this application and its attachments are true and correct to the best of my knowledge, and that I have submitted a complete application. I also certify that I intend to use the grant funds only for allowable purposes.

<table>
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<tr>
<th>Certification*</th>
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| Electronic Signature (type your name)* |

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Click here to submit your application.

Scroll to the bottom of the application to save your draft.
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 need to be completed for your application even though they are not marked with an asterisk (*) as required. 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 the applications, click on View Organization History or the Historical Requests tab.

View all applications you have in the online system.

The status of your application.

Click here to edit your application.
Subject: FY 2022 Artist Application Submission Verification

From: Administrator [mailto:administrator@grantinterface.com]

Sent: Friday, August 20, 2021 9:33 AM
To: ABCarts@hickorytech.net

Dear Applicant,

Thank you for submitting your artist application to Prairie Lakes Regional Arts Council. It was successfully received. You will be contacted if any additional information is needed.

Artist Development Grants will be reviewed at the PLRAC Board Meeting on September 23, 2021. In the days following the meeting, you will be contacted about whether or not you were awarded a grant.

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.
HOW TO FIND FORMS

Click here after you enter your email address and password.

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. Click on the teal Applicant Login button on the left side of the home page and enter your email address and password.

You’ll be able to see your dashboard and the forms assigned to you.

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.
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.
Request for 80% Payment is included within the contract

- Enter where the payment should be sent to.

Typed, electronic signatures are required on the contract.

Click to submit your contract.
Subject: FY 2022 Artist Contract Submission Verification

From: Administrator [mailto:administrator@grantinterface.com]

Sent: Wednesday, September 29, 2021 9:33 AM
To: ABCarts@hickorytech.net

Dear Grantee,

Thank you for submitting your Artist Grant Contract to Prairie Lakes Regional Arts Council. It was successfully received, and we will process your 80% payment.

When your grant project is complete, log back into the online system to complete your Final Report. You can access the online portal from our website, www.plrac.org, and click on the "Applicant Login" button. Thank you!

Sincerely,

Cindy Lewer, Program Manager

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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 and complete the Final Report.

Click on “Edit” next to the Final Report to open the form.

Complete the Questions on Your Final Report.

Some information from your original application will automatically be imported into your Final Report, such as project description, career development, and presentation, etc.
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.

Estimated Expenses from your original application budget are entered into this column by you.

Actual Expenses are entered into this column by you.

Actual Income is entered here.
Uploads for your Final Report

Receipts:
• Upload copies of all receipts for any classes, supplies, or other items you purchase with grant funds.

New Work Samples:
• Upload images of the new work you created or supply a link to a new video or audio clip.

Publicity Examples:
• Upload scans of any publicity including the proper Credit Line.

Multiple receipts can be scanned together into one PDF document.

Multiple pieces can be scanned together into one PDF document.

Be sure to show an example of the proper Credit Line.
Subject: FY 2022 Artist Grant Final Report Submission Verification

From: Administrator [mailto:administrator@grantinterface.com]

Sent: Friday, August 19, 2022 9:33 AM
To: ABCarts@hickorytech.net

Dear Grantee,

Thank you for submitting your Artist Grant Final Report to Prairie Lakes Regional Arts Council. It was successfully received. Allow four weeks for your final 20% payment. You will be contacted if any additional information is needed. Have a nice day!

Sincerely,

Cindy Lewer, Program Manager

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Waseca, MN 56093
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1-800-298-1254, (507) 833-8721

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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.