Youth Scholarship
Grades 7-12 & Grades 3-6

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.

Click here to create a new account.
CREATING AN ACCOUNT

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.
CREATING AN ACCOUNT

Account Information:

Students 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 students will always utilize their home address and can use the copy feature.

Once an account is created, your information is saved for future applications.
CREATING AN ACCOUNT

Account Information: Executive Officer Information

Students always answer “Yes”.

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

Click here to continue.
# CREATING AN ACCOUNT

**Account Information:**

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.

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<table>
<thead>
<tr>
<th>Organization Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Information</td>
</tr>
<tr>
<td>Executive Officer Question</td>
</tr>
<tr>
<td>Additional Executive Officer Information</td>
</tr>
</tbody>
</table>

**Password**

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: `@#$%^&*()`

**Password**

- Enter your desired password.
- Confirm your 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.

**Click Here** for a tutorial about removing email addresses from spam filters.

- I have received the email
- Continue without checking
- I have not received the email

**Send Email Again**

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Select an option so you can continue.

Click here to finish creating your account.

Click here to continue to your grants dashboard.
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 scholarships.

Check here to see if your instructor has completed the online forms assigned to them.
CHOOOSING YOUR GRANT PROGRAM

PLRAC Grant Programs

- All grant programs currently available are listed on this page. Choose the Youth Scholarship.

- Before starting an application, you can visit PLRAC’s website to learn more about eligibility and about the questions and documents required for the scholarship.

Choose the Youth Scholarship to apply for.
APPLICATION

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

Follow the instructions for your age group; grades 7-12 or grades 3-6.

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.
The application is used for both age groups applying for Youth Scholarships.

There are some sections that only grades 7-12 complete and some sections that only grades 3-6 complete.

Follow the instructions for your age group.

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**APPLICATION**

**Grades 7-12 Application Questions**

Answer the following questions if you are applying for the $300 scholarship for grades 7-12. It is very important to be clear and specific in your answers and use several sentences or paragraphs to describe yourself.

**Art Form to Study**

Describe what art form you want to study from November 2021 to August 2022 (i.e., literature, media arts, music, theater, visual arts, etc.) and what specific aspect of this art form you want to focus on with an instructor, classes, or training workshop. List the name of the instructor or arts organization you will use this scholarship to pay for. This activity must be within the state of Utah only. Lessons can be conducted in-person or online via Skype, Zoom, or other live platforms. (Grades 7-12)

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**Grades 3-6 Application Questions**

Answer the following questions if you are applying for the $200 scholarship for grades 3-6. It is very important to be clear and specific in your answers and use several sentences or paragraphs to describe yourself.

**Interest in Art Form**

Why are you interested in this art form, and if this is something new for you, what brought on this recent interest? (Grades 3-6)

10,000 characters left of 10,000
An online Recommendation Form from your instructor is required.

Enter the email address for your instructor in the field for the appropriate age group.

Your instructor will receive a link to an online form to complete and submit.

Enter your instructor’s email address in the appropriate age group’s field and click the Compose Email Button.

Write your instructor a note and click the Send Button.
SUBMITTING YOUR APPLICATION

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.

• Check to see if your instructor has completed the online Recommendation Form before you submit your application.

• 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.

Click here to submit your application.

Scroll to the bottom of the application to save your draft.

Check the status of your Recommendation Letter from your dashboard. If your instructor has submitted it, you will see “1/1”. If they have not, you will see “0/1”.

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HELPFUL TIPS

• Make sure to read all of 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
Dear Applicant,

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

Applications for grades 7-12 will be reviewed at the Prairie Lakes Board Meeting October 28, 2021 and grades 3-6 at the Board Meeting on November 18, 2021. 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.
HOW TO FIND FORMS

Youth Scholarship Applicants

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 and enter your email address and password.

If you have problems call the PLRAC office at 1-800-298-1254 for assistance. We’d be happy to help you.
FOLLOW UP FORM – CONTRACT

Students
Submit Your Contract

• After your scholarship 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

Students

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.
Subject: FY 2022 Youth Scholarship Contract Submission Verification

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

Sent: Friday, November 5, 2020 9:33 AM
To: def@hickorytech.net

Dear Youth Scholarship Recipient,

Thank you for submitting your Youth Scholarship Contract to Prairie Lakes Regional Arts Council. It was successfully received. Payment will be sent to your instructor on January 15, 2022.

When your scholarship activities are complete, log back into the online system to complete your Final Report by August 31, 2022. You can access the online portal from our website, www.plrac.org, and click on the teal "Applicant Login" button. Thank you!

Sincerely,

Cindy Lewer, Program Manager

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105 22nd Avenue NE, Suite A
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If you do not see the email verification, please check your junk mail for a message from this address.

Students

Submit Your Contract

• Once you have submitted your Contract, you will receive this email from our online grant system.
Students

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.

Enter your instructor’s email address and click the Compose Email Button.

Write your instructor a note and click the Send Button.

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.

The Final Report includes the Student Account Form that is completed by your instructor.
**Students:** Complete the Questions on Your Final Report.

Some information from your original application will automatically be imported into your Final Report.

A requirement for your Final Report is to send thank you letters to both your State Senator and Representative.

Upload both copies of Legislator Thank You Letters
EMAIL SENT TO YOU
FOR SUBMITTED FINAL REPORT

Subject: FY 2022 Youth Scholarship Final Report Submission Verification

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

Sent: Friday, August 4, 2022 9:33 AM
To: def@hickorytech.net

Dear Youth Scholarship Recipient,

Thank you for submitting your Youth Scholarship Final Report, with the Student Account Form from your Instructor attached, to Prairie Lakes Regional Arts Council. It was successfully received. You will be contacted if any additional information is needed.

The next deadline to apply for a new Youth Scholarship for Grades 7-12 is October 1, 2022. Have a nice day!

Sincerely,

Cindy Lewer, Program Manager

Prairie Lakes Regional Arts Council
105 22nd Avenue NE, Suite A
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 this 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, Waseca, MN 56093.