



# LRAC FELLOWSHIP GRANT

## 2024 GUIDELINES

Revised: January 24, 2024

LRAC welcomes your questions about eligibility, grant programs, and application support for grant applications. First time applicants are especially encouraged to contact the LRAC office prior to starting an application, after first reviewing the guidelines and application instructions.

### The following are subject to change for all FY24 LRAC grant programs:

- Amount of funding available for each grant round
- Acceptable date that your grant activity can start

Contact the LRAC Grants Manager for more information.

### Grant Information

**Amount:** One \$5,000 award

**Purpose:** To recognize, reward & encourage an outstanding individual

**For:** For: Individual Artists living in the LRAC nine-county region

**2024 Music and Visual Arts disciplines**  
(2025 Literary and Performance disciplines)

### Grant Schedule

**Grant Round Start Date:** Monday, March 18, 2024

**Application Deadline:** Thursday, May 2, 2024 at 5:00 pm

**Grant Review:** Tuesday, June 18, 2024

For Fellowship plans taking place after July 1, 2024

THE MCKNIGHT FOUNDATION

The McKnight Foundation's arts program is founded on the belief that Minnesota thrives when its artists thrive. The McKnight Foundation supports working artists to create and contribute to vibrant communities.

**Lake Region Arts Council**  
133 South Mill Street  
Fergus Falls, MN 56537

phone: 218.739.5780

Email: LRAC4@LRACgrants.org

## I. GENERAL INFORMATION (New this year)

The Lake Region Arts Council Fellowship Grant program provides deserving artists with significant financial support that enables them to further their work and their contribution to their communities.

*It is intended to recognize, reward and encourage outstanding individual artists in the region.*

**The LRAC Fellowship program provides one award each year for \$5,000.**

Among the qualities sought in a Fellow are:

**Strong vision, creative energy, importance to a local culture, and perseverance.**

**A professional artist i.e. is someone working independently who can demonstrate that the creation of art is a primary endeavor.**

**Can exhibit and document prominent artistic achievement.**

A Fellowship can support a broad range of study or activities, including exploration of new directions, continuation of work already in progress, or accomplishment of work not financially feasible otherwise.

A Fellow may choose:

- to take time for solitary work or reflection,
- to engage in collaborative or community projects,
- to embark on travel or research, or
- to pursue any other activity that contributes to their life as an artist.

Fellowship candidates propose a fellowship plan in only one art discipline that lasts up to twelve months from the date of award notification.

Fellowships may be awarded in the visual or music and literary or performing arts.

**Grant activities or spending cannot start before the LRAC grant contract is signed and submitted to the LRAC online grant system.**

**For the May 2, 2024 deadline, applications will be accepted from Music and Visual Arts disciplines.**

LRAC offers a series of instructional videos to assist with common application questions for the Fellowship Grant. These Fellowship Grant Writing Videos may be viewed at any time and are available on the LRAC4.org website under the Individual Grants heading, Fellowship Video Playlist.

**To be eligible for funding, the Fellowship grant applicant must meet the applicant and plan eligibility criteria.**

*All submitted applications will be checked by the LRAC staff for completeness. If your application is incomplete, you will be given one week from the time of notification to correct any errors as directed by the LRAC office.*

## II. ELIGIBILITY OF APPLICANT

1. Be a United States citizen or have permanent resident alien status.
2. Must currently reside in and have been a legal resident of the nine county LRAC region for a minimum of twelve months. Residency is determined by: voting location, a payment of state income taxes, possession of a valid Minnesota driver's license, or a current utility bill.
3. Be at least 25 years of age at the time of the application deadline.
4. An artist may re-apply five years after completion of any previous LRAC Fellowship.
5. A Fellowship candidate must not have any outstanding final reports due to the LRAC.

### *Applicants are not eligible for funding who are:*

1. LRAC Board Directors or members of their immediate households during the Board Director's tenure on the LRAC board.
2. A student enrolled full or part-time in a degree granting program during the period of the application or completion of the Fellowship.
3. Any of the restricted activity listed in the eligibility quiz section of the online application form.

## III. ELIGIBILITY OF FELLOWSHIP PLAN

### **The Lake Region Arts Council Fellowship Grant program will not fund:**

- A. Any activities involving any organization at which the applicant is employed.
- B. Tuition, fees, or work toward any degree.
- C. Translation or editing of materials that is not a literary work of art or that is work of someone other than the applicant.
- D. Development of curriculum plans, teaching materials, or teaching programs that are intended for use in the regular course of their employment.
- E. Establishing any type of arts organization.
- F. Activities in which artists are required to pay excessive entry or exhibition fees in order to exhibit or perform.
- G. Payment of debts incurred before the grant activity is approved.
- H. Activities that are essentially for the religious socialization of the participants or audience.
- I. Activities in primary or secondary level parochial schools.
- J. Activities that attempt to influence any state or federal legislation or appropriation.
- K. Capital costs (such as improvements, construction, or property, costing more than \$5,000) or endowment funds.
- L. Strictly commercial activities, such as those intended for mass-market distribution.
- M. Living or travel costs which are intended solely to provide experiences and not artistic growth.
- N. (New this year) Grant activities or spending that start before the LRAC grant contract is signed and submitted to the LRAC online grant system.**

## IV. APPLICATION INSTRUCTIONS

### Application Assistance

Applicants are encouraged to contact the LRAC office early in the planning process so the staff may provide assistance.

In addition, grant application tip sheets are available online at the LRAC website, [LRAC4.org](http://LRAC4.org). LRAC Board members may also provide advice and assistance to applicants during the grant preparation period, but would then not be able to review the application.

Advice and assistance from the LRAC staff or Board during the application process does not guarantee that the application will be completely free of errors or omissions.

After applications are formally submitted, LRAC Board members are prohibited from discussing them with grant applicants.

### Grant Training Webinars

First time applicants are encouraged to watch our instructional grant videos. They can be found on the LRAC Website and are available to view at any time. These brief videos cover specific topics relating to completing the grant application and are a useful tool for answering questions you may have about the grant application.

### LRAC Online Grant Application

All applicants will need to start by creating a logon profile in the new system.

*Going forward, your email address will be your user name.* If you forget your password, you will be able to create a new one 24/7 without LRAC assistance.

After you have logged in, you will move into the Dashboard. Start the grant application by clicking on the Apply button.

### Supporting Documents and Work Samples

Supporting documents and work samples will be uploaded into the online grant application.

Applicants will need to follow the instructions in the application for correct file size and format for uploading their documents.

### **Supporting Documents include:**

- Résumé (short version only, 2 to 3 pages)
- Two letters of recommendations from colleagues in the field and their resumes (short version only)
- Works samples (*five year look back*)

### Application Staff Review Timeline

The application must be submitted to the LRAC Grants online application website by **5:00 pm of the deadline date**.

Once your application is submitted to the LRAC online grant system, it will be checked by the LRAC staff for errors and omissions.

**If the LRAC staff has any correction recommendations, an email will be sent to the primary contact through the LRAC online grant system. Please make sure you are receiving emails from this system.**

The deadline to make any recommended changes to the application will be one week from the notification to the applicant. **Changes other than those suggested by LRAC staff are not allowed and could affect the application's eligibility. The content, accuracy and completeness of an application are solely the responsibility of the applicant.**

If the applicant takes no action or does not communicate with the LRAC office by the end of the week allowed for changes, the application will go to the LRAC Board for review **“as is”**.

### Submission Confirmation

Once the application has been submitted to the LRAC online grant program, the applicant will receive an email which will be their confirmation of their submitted grant application. The applicant should save this email to document their submission date and time.

## V. GRANT PROCESS

### Grant Review

If the number of applications warrants it, applications are reviewed by a LRAC review panel prior to the grant review meeting. Applications recommended by the review panels will be submitted to the full LRAC for funding decisions.

All the artist work samples are reviewed by the LRAC Board prior to the grant review.

At the LRAC grant review meeting, grant applications are reviewed in the same order in which they were submitted online.

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 [www.LRAC4.org/grant-management](http://www.LRAC4.org/grant-management) or by contacting the LRAC office.

### Steps 1 & 2

The LRAC Board determines the eligibility of the application, based on both applicant eligibility and Fellowship Plan eligibility.

A complete and accurate application is required in order to be an eligible applicant. This includes the following:

- Resume or bio
- Two letters of recommendations from professionals in your field
- Resumes for your letters of recommendation (short version only)
- Work Samples (from within the last five years of your career)

Any ineligible applications will be eliminated from further consideration.

### Step 3.

Through majority vote, the LRAC Board determines whether the grant application will be eligible for funded or denied funding.

### Step 4

The LRAC Board will use a ranking process for all applicants that have been declared eligible in Steps, 1, 2, and 3.

Each eligible grant application is considered according to the Review Criteria on Page 5, Section V.

Each approved grant application will be ranked by assigning a numerical score to each Review Criteria. The Fellowship is awarded to the applicant with the highest overall score. \*An application must have an average score of at least 65% to be approved for funding.

If two grant applications receive identical rankings, the application with the earliest submission date will be given priority.

### **Notification Process**

The Fellowship recipient will be notified by phone the following day.

The Fellowship artist will complete a Grant Contract, W-9, and the Request for Payment form.

All other applicants will receive a letter within two weeks of the decision.

Applicants wishing to know the funding decision after the LRAC Grant Review are welcome to call the LRAC office later in the week, (Friday) for the results of the Grant review.

*The content, accuracy and completeness of an application are solely the responsibility of the applicant.*

## VI. REVIEW CRITERIA

Applicants are evaluated and selected based on the quality of their work as evidenced in submitted materials, most importantly work samples. Distinctive artistic voice, exceptional artistic merit and the content of the artist statement will be considered during the selection process.

Consideration is given to accomplishments to date as well as promise for continued development and the impact the fellowship will have on the artist and/or their communities.

Fellowship requests will be reviewed on the basis of the following criteria:

- Artistic Skills
- Artistic Creativity
- Artistic Originality
- Work samples
- Artistic Commitment

The LRAC Board is an 18 member board, comprised of two people from each of the nine LRAC counties.

A board member that declares a conflict of interest for an applicant will not rank the application.

Refer to the Ranking Procedure listed on Page 4 for complete details of the process for determining the Fellowship Grant Awardee.

Each application will be ranked on a scale of 1 to 5 for in each of the 5 criteria given on the left by the LRAC Board.

A maximum of 5 points in each of the 5 criteria is possible, for a perfect score of 25 points.

## VII. TERMS OF THE FELLOWSHIP AND PAYMENT

**A check for 90% of the Fellowship award** will be presented to the recipient at the LRAC Annual Meeting and Banquet in July 2024 .

If the fellow isn't able to attend the event, the check will be mailed to their home address. They will be invited to attend the next meeting to discuss their Fellowship Plans to the LRAC Board.

**At the conclusion of the fellowship year, the fellow will be invited to the LRAC Annual Meeting and Banquet in July 2025.** The final 10% will be paid following at the LRAC Banquet.

The fellow will make a presentation at the LRAC Annual Meeting about the impact of the fellowship and their activities related to their fellowship plan.

The purpose of this presentation is to give the fellow a chance to share, in person, some of their experiences, to talk about the impact of the fellowship on their work, and to describe the directions of their future work.

## VIII. GRANT RECIPIENT RESPONSIBILITIES (New this year)

Grant activities or spending cannot start before the LRAC grant contract is signed and submitted to the LRAC online grant system.

The Fellow will complete the Fellowship plan within twelve months time period. If any timeline revisions are necessary, the fellow will contact the LRAC office.

The Fellow will completed all other requirements as outlined in the original application and guidelines

The Fellow must include the following credit line in any advertising, news releases, printed programs or promotional material related to the Fellowship:

**"This activity is funded in part by a grant from the Lake Region Arts Council with McKnight Foundation funding."**

News releases announcing the Fellowship recipient will be issued by LRAC following the grant review. The Fellow will be given an opportunity to approve the article prior to the distribution.

The Fellow shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances in relation to the use of these funds. Failure to comply may result in termination or forfeiture of the grant.

## IX. APPEALS POLICY AND PROCEDURE

*Grant applicants may appeal the decisions of the LRAC only on the basis of procedure used during the review of the grant applicants.*

*The appeals procedure is as follows:*

1. Applicants must notify the LRAC office, in writing, of their wish to have an appeals hearing and the basis for the appeal. The applicant has ten business days from the date of receipt of the LRAC funding decision to submit this letter.
2. The appeals committee reviews the request for an appeals hearing and recommends to the chair whether or not there is a basis for an appeal. This recommendation is sent to the chair within ten business days of receipt of the request for an appeals hearing.
3. The chair then authorizes an appeals hearing or denies the request based on the committee report. If it is determined that there is no basis for an appeal, the applicant is so informed. The chair must take one of these actions within ten business days of receipt of the appeals committee recommendation.
4. When an appeals hearing is authorized, it is scheduled by the appeals committee chair with the applicant. Following the hearing, the appeals committee makes a recommendation to the LRAC at its next regularly scheduled meeting.
5. The LRAC then reviews the committee recommendations and makes a final decision on the appeal. The applicant is then notified of the LRAC's decision within ten business days of that LRAC meeting.

## X. FELLOWSHIP AWARDEES

The fellowship program was launched in 1999 with funding from The McKnight Foundation.

Previous recipients of the LRAC Fellowship in the LRAC region include:

- ✧ 2023 Athena Kildegaard, poetry, Farwell
- ✧ 2022 Chris Walla, sculpture, Moorhead
- ✧ 2021 Bethany Lacktorin, performing artist, Brooten
- ✧ 2020 Kenyon Williams, percussion, Moorhead
- ✧ 2019 Raymond Rea, film, Moorhead
- ✧ 2018 Kristi Swee Kuder, fiber arts, Battle Lake
- ✧ 2017 Carolyn Wintersteen, theatre, Moorhead
- ✧ 2016 Nathaniel Dickey, trombone, Moorhead
- ✧ 2015 W. Scott Olsen, non fiction, Moorhead
- ✧ 2014 Sean Scott, ceramics, Battle Lake
- ✧ 2013 Yahya Frederickson, poetry, Moorhead
- ✧ 2012 Rebecca Davis, classical piano, Vergas
- ✧ 2011 Athena Kildegaard, poetry, Morris
- ✧ 2010 Zhimin Guan, visual arts, Moorhead
- ✧ 2009 Thom Tammaro, fiction, Moorhead
- ✧ 2008 Jay McDougall, sculpture, Fergus Falls
- ✧ 2007 Kevin Lee, playwright, Miltona
- ✧ 2006 Jodi Ritter, songwriter, Evansville
- ✧ 2005 W. Scott Olsen, non fiction, Moorhead
- ✧ 2004 Michael Pettit, sculptures, Dent
- ✧ 2003 Lin Enger, fiction, Moorhead  
2003 Alan Davis, fiction, Moorhead
- ✧ 2002 Carl Oltvedt, visual arts, Moorhead  
2002 Scott Gunvaldson, visual, Fergus Falls
- ✧ 2001 Jamie Penuel, visual arts, Moorhead
- ✧ 2000 Mary E. Williams, sculpture, Clitherall
- ✧ 1999 Baraba Anderson, visual arts, Moorhead
- ✧ 1999 Tim Sparks, guitar, Frazee