



Welcome to the LRAC Online Grant System

As you begin your grant application, here are some tips to keep in mind as you work through the process:

- All italicized phrases in this document are explained in a glossary at the end of this document.
- Read the *Grant Guidelines* to become familiar with the program, available on our website at LRAC4.org.
- You do not have to finish your work all at once - you may save and return to it as many times as you like before submitting.
- The program will *autosave* each time you move to a new question. You may also click the save button at the bottom of the application. (It is a long form, you will need to scroll all the way down!)
- Answer all questions in the spaces provided. Narrative questions list the size of the text box as *characters with spacing* and will count down the remaining spaces.
- All questions marked with an asterisk (*) are required and must be answered before submitting.
- When *uploading a file*, please make sure it does not exceed the *file size limit* and that it is in one of the acceptable *file formats* listed in the instructions.

If you are a first time applicant, LRAC is here to help you with your application.

Questions? Contact the LRAC office to discuss your ideas and your potential grant project. LRAC Staff offer:

- In-office or over-the-phone technical assistance
- In-person appointments to work on a laptop at the LRAC office
- One-on-one assistance from the Grant Manager to complete your application, combine documents into one file, add your resume/bio, work samples and other required documents

Please schedule an appointment for in-person assistance with the application and the technical requirements. CDC safety guidelines will be followed for in-office appointments. Over-the-phone assistance is generally available without an appointment. For assistance, please call us at 218-517-9760 or email LRAC4@LRACgrants.org.

Things to Remember

- Grant applications are due by 5:00 pm on the deadline day.
- The grant deadline day is the first Thursday of May unless otherwise indicated in the grant guidelines.

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 project activity can start

Please contact LRAC office for latest information.

Preparing to Apply for the LRAC Fellowship:

As you begin your grant application, here is a list of the files you will need to prepare for a complete grant application. You will upload these files into your application.

- Your artistic resumé or bio (no more than 2 MB)
- Your artistic work samples (refer to **Your Work Samples** section for the number of samples, the length of the sample, file types, and file sizes.)
- Two letters of recommendation from two individuals in the project's art discipline who are familiar with your work
- Resumés (2-3 pages) for each of the individuals, or their websites

File Size Limitation: The 2 MB information is the file size available for each document. You'll need to verify that your file is smaller than 1 or 2 MB in order to *upload the file* into the application. Refer to glossary for more information.

If you need assistance preparing your work samples for the application, please contact the LRAC office one week before the grant deadline.

For each section in the Fellowship Application, there is a corresponding step number with instructions. Section titles are displayed below with light blue borders.

Welcome

Welcome Section

This section holds information about the grant, including links to the guidelines, the webinar, these instructions, a tip sheet and more. There are no questions to answer in this section.

Individual or Organization?

Step 1: Select **Fellowship** from the drop down menu.

This opens the sections that correspond to this grant.

Select the **Individual button**.

This opens the resume and works sample section.

Fellowship Prep and Eligibility Quiz

Step 2: Review the **Required** and **Additional Information** lists to identify the documents you will need to complete this application.

Take the **Eligibility Quizzes:**

Applicant Eligibility to determine your eligibility

Project Eligibility to determine your project's eligibility

Complete the Basic Information

Step 3: Confirm your Information.

Check the boxes to verify that your **Profile Information** is correct (contact the Grants Manager if changes are needed) and your age.

Provide Project Information

Step 4: Provide the Project Summary, Start Date, End Date, and Number of Public Events:

Project Summary

Please follow the same format as the examples given in the application (*250 Characters with spacing*).

Project Start Date:

Your **Start Date** must be four weeks after the Grant Review. This is to insure that credit to LRAC is in all of marketing materials. In addition, no project funding should be expended prior to the start date.

Example: Grant Review date is September 20st, the start date would need to be October 19, 2022 or 10/19/2022.

Best Practice: For one day events, the start date should be begin when the work on the project starts, not the day of the event.

Project End Date:

Your **End Date must be within 12 months of the Start Date.** You may take less time to complete the project but no more than 12 months.

Example: Your Start Date is December 1, then your **End Date** may be no later than November 30 of the following year.

Best Practice: Give yourself enough time to collect all of the receipts for *proof of payment*, publicity for marketing your project and other supporting documents after the project is completed.

Number of Public Events

Select the **dates of the public events** (performances, workshops, artist talks, demonstrations, exhibitions, etc.) in your grant request. If you do not include a public component, please select 0.

- For each public event, please give the date it will be taking place. For events spanning multiple days, please give only the first day of the event.

Fellowship Plan Description

Step 5: Give your Fellowship Plan Description

(*2,500 characters with spacing*)

Describe your plan for the Fellowship, considering the following questions in your response:

- What would you do with the time and money afforded by a fellowship?
- If you were awarded the Fellowship, how would your artistic pursuits be expanded if you had the funds and or the time?
- Although you do not have to provide a budget documenting the expenditures, a well defined idea is essential to the fellowship. As a writer, performer, director, etc., what is your vision for the fellowship?

Step 6: Complete the Fellowship Narrative Questions

Fellowship Artist Statement

(2,500 characters with spacing)

Please describe the artistic direction of your work, including any technical methods used to create it.

What is the intent or artistic statement you are trying to convey with your work?

It is best to assume that there will be members of the LRAC Board who are not familiar with you or your work. Here is your opportunity to explain this to them using terminology that is easy to understand. If there are technical aspects which need definitions, please provide it.

You will want to demonstrate your passion and commitment to creating your art form; writing, performing, dancing, acting, directing.... What do you want your audience or reader to experience with your work? How do you want to convey to them?

Fellowship Goals

(2,500 characters with spacing)

Why is this fellowship opportunity significant at this time?

If you have long term goals that you are wanting to meet or challenging that you are trying to overcome, you could describe them here.

Why would this fellowship be a turning point in your life at this time?

Fellowship Impact

(2,500 characters with spacing)

What impact will this fellowship have on your work and/or career?

Here's your opportunity to dream. If you were awarded the grant, what would be the impact on your artistic career?

Where do you see it taking you along your career path?

Step 7: List your Previous Funding

In this section, you will provide information on any **Previous Funding** you have received from LRAC, *MSAB*, or other institutions. Please include only artistic activities.

List NA if you have not received any assistance in the past.

Tip: Keep your list of past funded grants in an electronic file and transfer the data to this section. Update it with new grant awards in order to stay current.

If you are a returning applicant, the *Copy Feature* will be a useful tool for prefilling this data.

Please build your list in the following format:

LRAC 2014 \$750 Artist Quick Start Grant to purchase new supplies & easel
MSAB 2016 \$9,000 Artist Initiative Grant to train with Artist Michael Keaton

Step 8: Provide Letters of Recommendations and Resumes

For your Fellowship Grant,

- **Upload two letters of recommendation** from two individuals in the project's art discipline who are familiar with your work.
- The letters must include the name, address, phone number and the professional qualifications of the letter writers.
- In addition, please include their resumes (2-3 pages only) to document their expertise in the field **or** a link to their personal website.

#1 Name and Title: List the full name and Title.

#1 Letter of Recommendation:

Upload the first letter of recommendation.

Acceptable file are PDF,doc, docx. File size limit is 2MB

#1 Resume or Website

For your first letter of recommendation, select Resume or Website to document their expertise.

#1 Letter of Recommendation Resume (File size limit is 2MB)

Upload the resume from your first letter of recommendation, (short versions, 2 to 3 pages PDF) Acceptable files are PDF and Word documents.

OR

#1 Letter of Recommendation Website

Provide a link to the personal website for your first letter of recommendation in lieu of a resume. This will document their expertise.

#2 Name and Title: List the full name and Title.

#2 Letter of Recommendation (File size limit is 2MB)

Upload the second letter of recommendation. Acceptable file are PDF,doc, docx.

#2 Resume or Website

For your second of recommendation, select Resume or Website to document their expertise. Complete the next step, either **Upload** their resume or enter their website link.

Step 9: Your Résumé

Upload a copy of your résumé or bio (*short version, 2 to 3 pages*) highlighting your artistic journey. This will provide proof of your artistic background. *Word documents and pdf files* are acceptable. *Size limit: 2MB.*

Here are some résumé tips and suggestions:

- If you have written an artist statement, place it below your contact information.
- List your artistic accomplishments in order, most recent to oldest. There is no time limit. You may go as far back as you want to highlight the scope of your work.
- Provide all educational experiences in your field, workshops, trainings, classes, degree work etc.
- List all awards, honors, ribbons, prizes etc. received in your field. (if you have a larger number highlight the most recent and prestigious to keep it shorter)
- Although the work sample are limited to a five year look back, your resume may include highlights from your full body of work in this field.
- This resume isn't an academic CV that is 15 to 20 pages. Lead with your best and most recent works to condense it down to 2 to 3 pages. No references are needed here, since you have provided two letters of reference.

Step 10: Your Work Samples

Your work samples must be in the same discipline as your grant request. The work sample should be created in the **last five years only**. Older work samples are not acceptable for this grant.

Music: Provide a website link. Work samples are limited to **ten minutes** in length. Acceptable formats include links to websites, YouTube videos, MP3 files. Samplers with cuttings are permitted to demonstrate range. Provide a brief description of each segment of the sample for context in the text box.

Visual Arts: **Upload** 10 work samples. Enter the Title, Discipline, Size, and Year along with any detailed explanation if needed.. (1 MB upload limit.)

Performing Arts:

Provide a link to a website. Work samples are limited to **ten minutes** in length. Acceptable formats include links to websites, YouTube videos, MP3 files. Samplers with cuttings are permitted to demonstrate range. Provide a brief description of each segment of the sample for context in the text box.

Literary Art:

Upload representative samples of your work. Acceptable file formats are Word documents or PDFs. ***If an audio file is used to read your work,*** provide a link to the site with reading in the performance website link. Provide a brief description of the work and the backstory if needed in the text box.

Example: This is the first chapter in a historic novel based in Dalton, MN in the 1950's.

- **Plays or Screenplays:** One full-length manuscript or up to three one-act plays/screenplays.
- **Poetry:** 15 pages maximum.
- **Prose:** 25 pages max. Double-spaced fiction or creative nonfiction.

Step 11: Arts Data Collection

These reporting fields are not used in the evaluation of your grant request and are simply used for data collection purposes.

The following set of questions are used to gather information about grant applicants for the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data.

- Check the *I understand* box
- Answer the general information sections: **New applicant, How you heard about LRAC**
- The **Special Characteristics** and **Race/Ethnicity** are optional. LRAC would encourage you to complete it in order to document the diversity of applicants and grantees participating in and receiving funding from these grant programs.
- **Project Discipline:** select the specific discipline for this grant project.
- **Adult Artist Participating:** If you are on the only artist, Enter 1. If any additional artists are participating in your project either paid or volunteers, count each one for your total.
- **Adult Audiences Benefiting:** This is your best guess of the number of adults that will participate in your project either as audience members, gallery viewers, workshop attendees, etc... Do not count media or online numbers or repeat attendees.
- **Online Adult Audiences Benefiting:** Same as above, but for online activities.
- **Children/Youth Benefiting:** This is your best guess of the number of children/youth (18 and under) that will participate in your Project Grant either as audience members, gallery viewers, workshop attendees, etc. Do not count media or online numbers or repeat attendees.
- **Online Children/Youth Benefiting:** Same as above, but for online activities.
- **Counties impacted:** Check each of the counties in the LRAC that might benefit from your project. *Example:* where will your project take place or where will your audience members be coming from to see your project.
- **Board Members:** Please list NA for not applicable.
- For **MSAB Annual Fiscal Year, MSAB Adult Annual Total, MSAB Youth Annual Total, and MSAB Annual Art Expenses**, please enter "0".

Signature Certification—
Individuals

Step 12: Electronic Signature Certification

By checking the box in front of the certification statement, and typing the your name, you understand and agree that such actions constitute your electronic signature as defined under Minnesota Statutes, section 302A.015.

Individual Certification Statement

I certify that all the information contained in this application is true and accurate to the best of my knowledge

- Click on the **Yes box** to formally authorize LRAC to accept your signature.

Individual Signature

Type your first and last name. This is your legal name that matches the name listed by you in the grant application.

Certificate Date

Select the date from the calendar window that you are completing and submitting the application. This is usually today's date.

Submit Application

Step 13: Submit Application

To submit your completed application, Click the **Submit Application** button in the lower right hand corner at the bottom of the application.

If there are any required sections without answers or uploaded files, the application will not submit. **The missing sections will be listed at the bottom.** In addition, the missing section will be identify in **red boxes** within the application.

Abandon Request

Save Application

Submit Application



LRAC Glossary

Term	Definition
Auto Save	Autosave is a saving function in LRAC Foundant system which automatically saves the current answers entered into the grant application, helping to reduce the risk or impact of data loss in case of a crash, freeze or user error. Every time you move from one question to the next, the system will autosave your answers.
Characters with Spacing	By counting every letter and the space between them, the total count equals the characters with spacing for your answer. The Foundant text box will count down the amount of characters with spacing left in the text box as you type in your answer. Each text box answer identifies the amount of characters with spacing available for the answer. Example; this answer is equal to 404 characters with spacing.
Copy Feature	The Copy Application tool allows returning applicants to reuse already completed applications to prefill new applications. Only those text boxes with matching questions and answers will copy from an exiting application to a new application. This would include basic fields such as names, titles, dates, descriptions, etc. Be sure to proof the entire applications for correct answers once the copy step has been completed to make such all answers are correct and applicable to the new application. <i>To watch a short training video, click on the Copy Feature link to the left.</i>
File Format	In the Foundant system, supporting documents to be added (uploaded) to the file need to be in the specific file format listed in the application. A file format is a standard way that information is encoded for storage in a computer file. A file type is a name given to a specific kind of file. For example, a Microsoft Word document and an Adobe Photoshop document are two different file types. ... The terms "file type" and "file format" are often used interchangeably. However, a file format technically describes the structure and content of a file. Word files are DOC or DOCX files. Excel files are XLX or XLXS files. PDF are stand alone documents created with Adobe Acrobat readers and writers. JPG, PNG, and TIFF files are different file formats for images such as photographs or graphics.
File Size (1MB)	Files on the computer are measured in Bytes. ... Computer files are usually measured in KB or MB. Today's storage and memory is often measured in megabytes (MB). A medium-sized novel contains about 1MB of information. 1MB is 1,024 kilobytes, or 1,048,576 (1024x1024) bytes, not one million bytes
Grant Guidelines	Grant Guidelines are the document that outlines grant program goals to be addressed in a proposal and provides specific instructions on what content to include in a proposal, the eligibility requirements, the format it should take and the funding criteria.
JPG	JPG is the file definition for JPEG: "Joint Photographic Experts Group." JPEG is a popular image file format. It is commonly used by digital cameras to store photos. Visual images for work samples are accepted in JPG format.
MSAB	The Minnesota State Arts Board (MSAB) is a state agency that stimulates and encourages the creation, performance, and appreciation of the arts in the state.
PDF	PDF (Portable Document Format) is a file format that has captured all the elements of a printed document as an electronic image that you can view, navigate, print, or forward to someone else. PDF files are created using Adobe Acrobat , Acrobat Capture, or similar products.
Proof of Payment	A proof of payment can be a receipt (either a scan, a photo or a PDF) or a screenshot from an online bank, clearly showing the following: the details —Payee name, amount, date and check number are one type of acceptable proof of payment . Copies of cancelled checks and copies of paid invoices from vendors are also acceptable proof of payments .
Total In-kind	Total In-kind are services, material, equipment or labor committed or received at a conservative value that would otherwise be paid from the project budget. ... In other words, in-kind contributions are goods (wholesale value) or services provided instead of cash for one of your project budget line-items.
Upload(ing) a file	Upload a file means to transmit a file from one computer to another computer. In the LRAC online grant system, the file size limitation is stated in the instructions. Most of the time the file size limit is 1 MB. To upload your file, click on the Upload a file button, browse for your file on your computer, highlight the file name, so it appears in the File Name box on the bottom of the window, then click the Open button.
Venue Confirmation	Venue confirmation is a written document indicating that the availability of the event location by the owners if funded. This could be a formal letter on the organization's letterhead or an email from them confirming that the site/location is available for the event. Dates, times, financial information and any other details such as janitorial or marketing arrangements make for a stronger venue confirmation statement.
Website Link	Website Link is a HTML address that when clicked opens a specific website page. In the LRAC online grant system, the full HTML address must be included to connect the page. The easiest method is to open the desired website page first, click on the address to select it, copy the address listed in the top address bar on the page, (control C or right click Copy)and in the LRAC text box, paste in the adress (Control C or right click paste) Example: https://lrac4.org/ is the full address.