



LEGACY ORGANIZATION GRANT

2023-2024 INSTRUCTIONS FOR ONLINE APPLICATION

Revised: August 8, 2023

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 have any questions while filling out your application, please feel free to contact the LRAC Grants Manager at the email address listed below.

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.

New This Year (Fiscal Year 2024):

- Grant activities or spending cannot start before the LRAC grant contract is signed and submitted to the LRAC online grant system.
- Documents required for Proof of payment of all grant expenses have been updated. Acceptable documents include purchase receipts, copies of checks or bank statement line items, credit card statements or detailed organization QuickBooks/accounting reports.
- Legacy Org. guideline H. Requests from non arts organizations for building renovations, repairs or capital improvements. **Exception, requests to do murals are not considered to be a capital improvement.**
- Legacy Organization grants are now capped at \$12,500.

Preparing to Apply for the LRAC Legacy Organization Grant:

As you begin your grant application, here is a list of the files you will need to prepare for a complete grant application. These files will be uploaded into your application.

File Size Limitation:

The *1 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.

Mandatory document:

- Resume or Bio for project director (short version only)

Additional Required Information, if applicable: (refer to the Supporting Documents Page)

Your Legacy Grant request will determine the additional files needed for the application. Each of these files are required *if you are asking for this type of funding*.

Each of the supporting documents demonstrates the LRAC Board (who review and rank your grant application) how much you need to pay for each of the components of your grant application. By researching each expense and providing well documented information for your expenses, the LRAC Board will have a better understanding of your budget and the feasibility of your project

- **Location venue confirmations:** performance venues and exhibit spaces (1 MB) This could be letters or emails from the location confirming their interest in your project or the availability of the site for your project.
- **Paid Artistic Personnel or Key Artistic Personnel:** individuals, ensembles, organizations, etc. If your organization is hiring artistic personnel to participate in the project (perform, teach, demonstrate, oversee the artistic work) and the budget is requesting funds from LRAC to pay them for their work, you will need to provide:
 - Resume or bios for each individual or entities (websites are acceptable)
 - Work Samples demonstrating their skills in the correct file format
 - Websites containing both resumes/bios and work samples are permitted in lieu of documents.
 - Letters of commitments from each of them (see Sample Letter of Commitment section page 3)
- **Other Paid Personnel or Non Key Artistic Personnel:** contractors, editors, publishers, etc.(1 MB) If your organization is hiring the services of professional to work on your project such as consultants, editors for literary work website designers, contractors for other services, provide a quote for their time and services with detailed description.
 - Resume or bios for each individual or entities
 - Quotes or Letters of commitments from each of them
- **Equipment quotes:** for each item costing \$500 or more (two quotes required) (1 MB per quote)
If your organization is purchasing individual pieces of equipment which cost \$500 or more, you'll need two quotes to document the current price for it. This could be a shopping card from a website or a vendor webpage. You'll need to *create a file of the webpage* to upload into the application.
- **Capital Campaign:** copies of the applicant's *letters requesting financial support from other sources* (foundations, business, etc...) and if available, copies of response letters confirming or denying their support for the project.
- **Supply List:** supplies costing \$500 or more (1 MB) If your project includes supplies that will total \$500 or more, then provide a file listing all of the supplies, the amounts, descriptions and totals cost. A simple table or chart works well for this or a website shopping cart from a vendor is another option. You'll need to upload this price list into the application. See the glossary for how *to create a price list document file*.

Supporting Documents

When is a Fiscal Agent Required by Applicant Organizations?

For organizations without a 501(c)3 non profit status, your organization may apply the first time with a fiscal agent. You may submit only one application in the grant round. A Fiscal Agent Contract signed by your organization and the fiscal agent must be submitted with the grant application.

Please contact the LRAC office for a sample fiscal agent contract. For sub-sequential applications, your organization needs to be in the process of obtaining non profit status or be a non profit with 501(c)3 status with the IRS. The proof of this step is the IRS Tax Exemption Filing form 1023 or 1023E.

A Fiscal Agent is required in the following circumstances:

- An organization does not have 501(c)3 non profit status yet and is applying to LRAC for the first time for the Project or Legacy Arts & Cultural Heritage Grants.
- The Fiscal Agent must be a non profit organization located in the LRAC region or Springboard for the Arts.
- The Fiscal Agent Contract will be uploaded in the signature certification section.
- If the grant is awarded, the payment checks will be issued to the Fiscal Agent to oversee the management of the grant funds.

The LRAC Annual Revenue and Expense Report

The LRAC Annual Revenue and Expenses Report is a two year look back, enter in data from the last two completed years. A blank report template may be *downloaded* from the Project Grant Application or contact the LRAC office for a copy of the excel file. To complete the excel budget, refer to your most recently completed annual budgets approved by your board or your membership at the annual meetings. The acceptable documents are the Profit and Loss Statements or the Annual Treasurer's Reports. (The IRS 990 form is no longer acceptable due to the challenges of cross references the categories).

Note: this form includes the LRAC Operating Support Grant Request Calculator section at the bottom of the second page. This portion of the form fills automatically and you may not remove the data from it. Please disregard this section if you are applying for the Project or Legacy Grant programs.

Sample Letter of Commitment

If your Legacy Grant is requesting funds to pay individuals or ensembles to be a part of the grant, you'll need to *upload* a letter of commitment. A sample Letter of Commitment template may be *downloaded* from the Project Grant Application.

Tips and Suggestions:

- The letter needs to be from you to the individual or ensemble. If possible, it should be on your letterhead.
- The letter is not a contract, this indicates debt which is ineligible.
- Both you and the individual or the representative of the ensemble need to sign and date the letter. (An electronic signature is permitted.)
- The following statement must to be included in all letters of commitment:

"This document is not a contract and all is contingent upon funding for the project. Also we understand that the circumstances and schedules may change between now and then, so we agree to remain flexible."

Capital Expense and Renovations Proposals

Applicants may request Legacy funds for Capital Expense and Renovations proposals. A capital expense is defined as Funds used to acquire or upgrade physical assets that have a benefit extending beyond 1 year and cost more than \$5,000. This includes but is not limited to equipment, computers, and software. Funds spent on conducting continuing, normal maintenance or repair on assets is not considered a capital expenditure. Applicants requesting funding for capital expenditures or building improvements must do the following:

1. Related to this project only, applicants requesting funds for capital expenditures for equipment or building improvements must list other funding sources which have been or will be contacted to help finance the project in addition to the LRAC Arts & Cultural Heritage Grant application.
2. Be specific; include in the supporting attachments, copies of the applicant's letters requesting financial support from other sources (foundations, business, etc...) and if available, copies of response letters confirming or denying their support for the project.
3. Include an attachment describing how the building improvements will be handicapped accessible.
4. Two quotes for the capital expenses must be included.

For each section in the Legacy Organization Grant Application, there is a corresponding step number with instructions. Section titles are displayed below with green borders.

Welcome

Welcome Section

This section holds information about the grant, including links to the guidelines, the grant writing video playlist, these instructions, and more. There are no questions to answer in this section.

Individual or Organization?

Step 1: Select **Legacy Organization Arts & Cultural Heritage** from the drop-down menu. This opens the sections that correspond to this grant.

Select the **Organization** option, and then whether your Organization is a **Public Entity** or **Nonprofit Organization**. Making these selections will open up corresponding sections below.

Legacy Organization Prep and Eligibility Quiz

Step 2: Review the **Mandatory** and **Additional Items** 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

Do you need a Fiscal Agent?

Step 3: Select **Yes** or **No** if your organization is applying with a Fiscal Agent (refer to the Fiscal Agent requirements in the Supporting Documents)

If your answer is Yes, then proceed to **Step 3A**

If your answer is No, then proceed to **Step 3B**

Fiscal Agent Documentation

Step 3A: Enter the Fiscal Agents' legal name and full address

Check the Legal Documents boxes verifying that LRAC office has your Fiscal Agent's IRS letter and MN Domestic Articles of Incorporation on file.

Organization's Legal Documents

Step 3B: Check **Yes** indicating that the LRAC office has your organization's Bylaws, IRS letter and MN Domestic Articles of Incorporation on file.

LRAC Annual Revenue and Expenses Report

Step 4: **Upload** your LRAC Annual Revenue and Expense Report (refer to the LRAC Annual Revenue and Expense Report in the Supporting Documents)

Confirm Your Information

Step 5: 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.

Organization Project Director Information

Step 6: Provide the Project Director's Information:

Contact First Name, Contact Last Name and Title (Project Director), and **upload** a copy of your **Project Director's resume or bio** (*short version, 2 to 3 pages*) This will provide proof of their ability to oversee and manage the Project Grant. *Word documents and pdf files* are acceptable. *Size limit: 2MB.*

Step 7: Complete all Project Information: Project Summary, Start Date, End Date, Public Events, and Project Locations

Project Summary

Please follow the same format as the examples below (250 Characters with spacing):

- to sponsor an artist residency feature visual artist John Smith with K-12 students and adults in Fergus Falls
- to present the musical ensemble “Best Violinists Trio” in concert with master classes for local musicians.
- To exhibit the touring exhibit “Masterworks of the 20th Century” from the MN Museum with artist talks and demonstrations.
- To install a new gallery hanging and lighting system for improved exhibition space.

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

[Check the LRAC Grant Deadlines calendar](#) for the earliest possible start dates for your grant program.

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 December 2021 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 for the public events (performances, workshops, artist talks, demonstrations, exhibitions, etc.) in your grant request. If you do not include a public component, please leave the table blank.

Project Location (s)

Select the **number of locations** your Legacy Grant will be taking place during the grant. This will open up the corresponding number of locations to fill in each address.

- **Select 1** if the project is only taking place at your organization’s venue.
- **Select the number of venues the project will be located** if you are touring the project such as schools, assisted living facilities, senior centers, libraries, or other locations.
 - **Location #1** Enter your full address, city, state, zip code
 - **Location #2-6:** Enter the full address for each of the locations for your project.

Location Confirmation

Upload a venue confirmation document/letter/email for each location’s authorized individual. This demonstrates to the reviewers that you have confirmed all your locations’ dates and related expenses. Provide an explanation in the text box, if needed. If you are touring your event, be sure to discuss your relationship with your locations. Are you renting the venue? Will you be responsible for marketing and managing the site? Is this a collaborative project with the organization providing marketing and the event management? (500 characters with spacing)

**Legacy Organization
Project Description**

Step 8: Summary of Proposal: (3,000 Characters with spacing)

This is a persuasive essay section and should be a minimum of three to five paragraphs.

1. Introduce your organization/institution to the Board. Provide a brief history of your artistic history or list your artistic goals.
2. Describe your Legacy Project, Provide detailed descriptions of the process, how will you accomplish the project, who will be involved, and how will they benefit from your work?
3. Summarize the long term artistic benefit of your project for both your organization/institution and the community.

**Community Letters of
Support**

Step 9: Provide Community Letters of Support (optional).

If you have any letters of community support for your project that you would like to include, please **upload** them here. Letters are not required. Provide any explanation in the box if necessary.

Legacy Narrative Questions

Step 10: Answer the Narrative Questions

Narrative: Need for the Project (2,000 characters with spacing)

LRAC defines community need as a gap in programming, opportunity or resources for the community defined by the applicant.

Consider each of these topics in your discussion of the **Need of the Project**. Your response will be evaluated based on the questions listed below:

1. Tell us about the community that will benefit from this project. Communities, as defined for your project, can be small or large, and can include information about demographics, a particular group of people (e.g. the elderly, homeless, elementary age children), geography, a shared culture, marginalized groups or groups formed around an interest or particular art form.
2. What is the lack of opportunity, access or knowledge that this project addresses for your defined community?
3. How is this project of value to your defined community?
4. What methods of involvement or listening did you use to determine the need or importance of this project with members of your defined community? (Examples could include, but are not limited to: listening sessions, public forums, interviews, surveys, focus groups, feedback from audiences/community, etc.)
5. Have you considered if this project will impact others outside your defined community? Have you considered or sought input from underrepresented groups in your community about the need for your project? Underrepresented groups could include, but are not limited to: newcomers to the community, elderly, youth, people from different traditions/cultures, people with disabilities limiting their access to the arts, etc.

Your application will be ranked based on your answers to these questions in the Need for the Project score. Note: All Legacy Organization Grants must be approved by the LRAC Board based on the Need for the Project first, then Merit and Artistic Quality and Ability to Accomplish second.

Narrative: Merit and Artistic Quality (2,000 characters with spacing)

Consider each of these topics in your discussion of the **Merit and Artistic Quality** of the project:

- How does this proposal help instill the Arts into your community and public life
- How does this proposal help provide a high quality arts experience?
- How does this proposal help Minnesotans access high quality arts experiences?
- How does this proposal help to develop knowledge, skills, and understanding of the arts?
- How does this proposal help to represent diverse ethnic and cultural arts traditions? (Optional, answer N/A if not a part of your proposal.)

Your application will be ranked based on your answers to these questions in the Merit and Artistic Quality score.

Narrative: Ability to Accomplish

Consider each of these topics in your discussion of the **Ability to Accomplish** the project.

- Is the project budget feasible? **Budget**
- Are the marketing and publicity plans appropriate for the project and organization? **Marketing and Target Audience**

Legacy Narrative Questions

- Does the organization's budget demonstrate fiscal responsibility? NA
- Does the applicant demonstrate the ability to evaluate the outcome of the project? Are the goals realistic and the outcome achievable? **Evaluations**

Your application will be ranked based on your answers to these questions in the corresponding section for the Ability to Accomplish score.

Marketing and Target Audience

Step 11: Narrative: Marketing and Target Audience

In order to have a successful project, your marketing campaign needs to be tailored to your target audience.

- Are you using Social Media sites such as a Facebook page, Twitter account, etc. to reach these users?
- Are you sending Eblasts through an email marketing service such as Constant Contact or Mail Chimp?
- Are newspaper ads or radio spots the best way to reach your audience?

Target Audience: (500 characters with spacing)

Who is the target audience for this project?

Marketing: (1,000 characters with spacing)

What is your plan to reach your target audience?

Legacy Previous Funding

Step 12: Previous Funding

In this section, you will provide information on any previous funding your organization has received from LRAC, MSAB, or other institutions if requested.

Tip: Keep a 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.

Please build your list in the following format:

LRAC, 2015, \$2,000 Fall Project Grant for Michael Keaton Artist Residency

MSAB, 2016, \$10,000 Arts Access Grant for Arts After School Programming

Evaluation

Step 13: Evaluation

In an effort to create uniformity and consistency in reporting Evaluation results to the Minnesota State Arts Board, LRAC has redesigned the Evaluation section. LRAC Grant goals are based on the priorities set forth by the Minnesota Legislature and the Minnesota State Arts Board.

Grant Outcomes: Your organization needs to determine what the outcome(s) for your grant will be, based on the options listed below.

Select either one or both of the Grant Outcomes for your Project Grant.

- The Arts are interwoven into every facet of community life
- Minnesotans believe the Arts are vital to who we are as citizens.

Grant Measurement Methods:

In order to measure the impact of your Project Grant, your organization will need to conduct evaluations. There are two techniques for measuring the potential impact of your grant:

Determine which measurement method will be the best fit for evaluating your grant. Make your selection from the following list.

1. Quantitative (counting numbers) **continue with Step 13A**
2. Qualitative (collecting observations) **continue with Step 13B**

Step 13A: For **#1 Quantitative Methods**, you will select the measurement method for evaluation your Project Grant's outcomes.

Here are some of the options available to you.

First, select one or more evaluation methods from the list below:

- Participant Questionnaires
- Audience Questionnaires
- Artists Questionnaires
- Other Methods (approved by LRAC office)

Next, you will provide enter an estimated number for each of the statements.

- Enter the estimated number of participants responding to questionnaire who will report that the project had a **positive impact** on the community.
- Enter the estimated number of participants responding to the questionnaire who will say that the **project was important** to them personally or to the community.

Step 13B: For the **#2 Qualitative Measurement Method**, you will select the method for evaluating your grant's outcomes.

Here are some of the options available for you.

First, select one or more evaluation methods from the list below:

- Talking with Participants
- Collecting Comments
- Polling or Voting with various methods, raising hands, collecting tokens, etc.

Next, you will select the outcome(s) you are hoping to achieve from sections below.

For the ranking scale, here are the definitions:

1=Not at all • 2=Somewhat • 3=Met • 4=Exceeded • 5=Greatly Exceeded

- On a scale of 1 to 5, project the level of **positive impact** that those participating will say the project had on the community.
- On a scale of 1 to 5, indicate at what level participants will feel the project has **increased the importance of the arts**, either for themselves or their community.

Paid Artistic Personnel

Step 14: How many Paid Artistic Personnel are part of your Project?

Tip: if you are paying an ensemble, troupe, or organized group of individuals, select the number for each group.

Number of Paid Personnel*

Select the number of artistic personnel to be paid by the project.

- 0
- 1
- 2
- 3
- 4
- 5
- 6

After your selection has been made, the corresponding number of Paid Artistic Personnel will be displayed below this section.
If you have no Paid Artistic Personnel, Select 0.

Paid Artistic Personnel

(Paid Personnel continued)

Paid Artistic Personnel or *Key Artistic Personnel* are the individuals or ensembles that are paid by the project.

Each ***Paid Personnel*** will need to provide "*Supporting Documents*" which demonstrate that their ability to accomplish the project.

For the ***Supporting Documents***: you may chose either:

- **Resume:** to provide a *Paid Personnel's* **resume/bio** and a **work sample** such as images or writings in a word document or pdf file.
- Or **Website:** to provide the *Paid Personnel's* website with **resume/bio** and **work samples** with performances or visual images

A signed ***Letter of Commitment*** is required from all *Paid Personnel*. This letter is from your organization as the applicant to the *Paid Personnel*, **signed by both parties** (your organization and the individual/ensemble). A sample ***Letter of Commitment*** link is available in the Legacy Grant Application or by contacting the LRAC office with the exact wording that is required for the application.

#1 Paid Personnel

Provide the full name of your **first** paid personnel and a short description of their role in the grant activities. If it is an ensemble, list their name. *(1,000 characters with spacing)*

#1 Artistic Fee*

Enter the artistic fee.

\$

Enter the #1 artistic fee. Be sure the fee matches both the Letter Commitment and the line item (A) expenses in the budget.

Resume/Work Samples or Website/Work Samples

Select which type of documentation you are providing for this paid position.

- Resume/Bio and Work Sample Documentation **(Step 14A)**
- Website with the Resume/Bio and Work Samples **(Step 14B)**

Letter of Commitment

Upload a signed and dated letter of commitment from your organization to the **first** paid personnel with signatures from both parties. The letter should be a Word or PDF file, size limit 1 MB.

Tip: To maintain your application's eligibility, be sure to check that the fees listed in the letter match the fees listed in your budget.

Provide any additional explanation, if needed, in the text box *(1,000 characters with spacing)*

Step 14A: Resume and Works Sample

Upload a resume or bio for your first paid personnel.

Resumes need to be the short version, 2 to 3 pages, and Word and PDF files are acceptable, size limit 1 MB

Upload the Work Sample of the #1 Paid Personnel

In the text box, provide a description or an explanation if needed of the work samples. *(1,000 characters with spacing)* Work samples may be a collection of images or writing samples or other artistic documentation to demonstration their expertise. Files may be Word or PDF files, size limit 1 MB.

Step 14B: Website with Works Samples

List the complete online address for your **first** paid personnel's website with work samples. The website should include resume/bio and active links. Online work samples need to be a demonstration of expertise and not an advertisement.

Paid Personnel #2 to Paid Personnel #6

Complete the same steps for each Paid Artistic Personnel.

Additional Project Personnel

Step 15: How many Additional Paid Personnel are part of your Project?

For your grant, the budget may pay for other types of personnel required to complete the work. Please verify the types of paid personnel that are eligible for your grant, based on the grant guidelines. For the Legacy Grant, staff may be paid by the grant request to complete work outside of their job description.

Here are some examples:

- Contractors for installation and building projects
- Technicians for lights, sound, and stage management
- Designers for websites, marketing and publicity
- Editors for publications and videos
- Videographers for publicity and marketing
- Other types of non artistic personnel as needed.

Other Paid Personnel*

Select the number of other paid personnel for this grant.

- 0
 1
 2
 3
 4

After your selection has been made, the corresponding number of Additional Paid Personnel will be displayed below this section.

If you have no Additional Paid Personnel, Select 0.

Provide the name, description, resume/bio or website and quote/letter of commitment for their proposed work on the project in the section below

#1 Other Paid Personnel

Provide **#1 Name and Title** (250 characters with spacing)

#1 Personnel Job Description

Provide a detailed description of the work that will be completed for the grant, such as a timeline, scope of the project, and financial compensation. (1,000 characters with spacing)

Enter the **#1 Paid Fee**. Be sure the fee matches both the Quote/Letter Commitment and the line item (C) expenses in the budget.

#1 Paid Expense*

Enter the amount to be paid for their work.

\$

#1 Quote /Letter of Commitment:

Upload either a quote or a signed and dated letter of commitment documenting the agreed price for their work on the grant.

If needed, provide additional explanation about the document. (1,000 characters with spacing). Word and PDF files are accepted, size limit 1 MB.

Other Paid Personnel #2 to Other Paid Personnel #4

Complete the same steps for each Other Paid Personnel.

Legacy Presentation Option

Step 16: Legacy Presentation Option:

All applicants will be permitted to make a presentation to the LRAC Board for the Grant Review.

- **For applications less than \$10,000**, this is an optional choice to be indicated when submitting the application.
- **All Applications for \$10,000 or more are required** to make a presentation to the LRAC Board.

All presenting applicants will do the following:

1. Contact the LRAC office about being a presenter for the Legacy Grant Round Review. The office will discuss the in person versus online presentation options at that time based on CDC guidelines at the time of the presentation.

2. Prepare a presentation for the LRAC Board as part of the proposal. The presentation will be limited to a five minutes speech and a five minutes question & answer session with the LRAC Board. The LRAC office will provide a presentation schedule prior to the grant review date.

No handouts or art work are permitted at the presentation.

Step 17: Budget Summary

Click on the link to download the blank template Excel file for Legacy Grant Budget.

This is an Excel file with the projected Expenses and Income for your proposed budget.

A Sample **Legacy Grant Excel File** is available at the back of the Instruction packet.

Please follow the directions for completing the form, entering the dollar amounts and descriptions.

The Legacy Grant has three categories of funding, Access, Education, and Heritage. Break up your Legacy Grant budget into each of the funding categories based on the type of activity. All additional expenses for the project that will be paid for by other sources should be listed in the Other category.

It is recommended that you watch the LRAC Legacy Grant Webinar before entering your Legacy Grant's budget into this system.

Once you have entered in your proposed Legacy Grant Budget into the Excel File Template. You'll need to **upload** this file into the grant application.

Step 17A Upload your Legacy Grant Budget Estimated Budget.

Legacy Grant Financial Instructions

In the section below, refer to your completed Legacy Estimated Budget and enter in the dollar amounts.

- You may request funding in one, two or all three categories of funding (Access, Education and Heritage).
- Be advised the each category is spent down independently, so you may not receive all of the funding in one or more categories.
- Be sure to include additional expenses in the Other category to demonstrate other support for the Legacy Project if there are any to identify.
- If your request is not asking for funding in a category, enter \$0.
- Please round your request to the nearest \$10.
- The total amount request in the three categories should add up to your total grant request.
- The Legacy Grant Budget Excel file totals must match the Amount Requests in order to be eligible.
- Be Sure to Check Your Math

Step 17B: Enter each of the dollar amounts transferring the numbers from your budget to the grant application:

Legacy Grant Amount Request Total

List the total dollar amount for your Legacy Grant Request.

Tip: Add up the Access, Education and Heritage totals at the bottom of the budget.

Legacy Access Amount Request: *If there are none, enter 0.*

Legacy Education Amount Request: *If there are none, enter 0.*

Legacy Heritage Amount Request: *If there are none, enter 0.*

Legacy Total Estimated Expenses

List the estimated total cash expenses for the Legacy project which would include the Other Non Grant Expense category along with Access, Education and Heritage.

This number may not be the same amount as the Legacy Grant Amount Request Total if you are paying for some expenses with other income.

Legacy In-kind Expenses

List any estimated in-kind expenses included in the Legacy Estimated budget. *If there are none, enter 0.*

Definition: An *in-kind donation* is a gift of goods and services. In-kind goods and services are typically goods and services that your organization would have to otherwise buy if they hadn't been donated. The value of the donated supplies or services may be recorded as the amount that your organization would have to pay for similar items.

Step 17C: Capital Expense Request

Is your budget requesting funding for a capital expense or building improvement on property owned by your organization? (See the Legacy Organization guidelines for the definition of a capital expense). Yes or No? If **Yes**, provide the required documents in the section that appears below:

- Capital Expense Request Proposal communication (letter or email or other solicitation to potential donors)
- Proof of Donations raised to date
- Proof of Handicapped Accessibility at the location
- Two quotes for the capital expenses

Upload a copy of your capital campaign communication and accomplishment to date to all your potential donors along with supporting documents

This should include your cover letter, list of donors, list of dollars raised to date, anticipated total, proof of handicapped accessibility to the venue, and your capital equipment or service quotes. Provide a brief description in the text box *(1,000 characters with spacing)*

Step 18: Equipment and Supplies

Is your grant budget requesting an equipment purchase for more than \$500 per item? Yes or No? If Yes, please provide two quotes for all equipment over \$500 in the section below (see Step 18A below).

Is your budget requesting supplies totaling \$500 or more? Yes or No? If Yes, an additional section will appear to provide a price list to document the proposed items to be purchased with the grant (see Step 18B below).

Step 18A: Equipment Request Quotes

Equipment Quote #1

Upload your #1 Equipment quote for all equipment quotes for \$500 or more.

If there are multiple items, combine them into a single document. File size 1MB

Provide a brief description if needed. If you are selecting the more expensive item, provide an explanation. *(1,000 characters with spacing)*

Equipment Quote #2

Upload your #2 Equipment quote for all equipment quotes for \$500 or more.

If there are multiple items, combine them into a single document. File size 1MB

Provide a brief description if needed (*1,000 characters with spacing*)

Step 18B: Supplies Request

Supplies Price List

Upload a price list documenting the supplies to be purchase with the grant request.

Definition: Supplies are items that are used short term for projects versus Equipment is a long term investment in an item that will be used multiple times by the organization.

Step 19: 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:** entered the total number of Artists, both paid and volunteer, to be involved in the Project Grant.
- **Adult Audiences Benefiting:** This is your best guess of the number of adults 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 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 your organization's board.
- **MSAB Annual Fiscal Year:** List your organization's most recently completed fiscal year. Example: 2018 or 2019.

- **MSAB Adult Annual Total:** List the total number of adults (ages 19 and up) who participated in arts activities within your organization's most recently completed fiscal year, including those activities not funded by the Minnesota State Arts Board or regional arts councils. Do not include broadcast audience.
- **MSAB Youth Annual Total:** Please list the total number of children/youth (ages 0-18) who participated in arts activities within your organization's most recently completed fiscal year, including those activities not funded by the Minnesota State Arts Board or regional arts councils. Do not include broadcast audience.
- **MSAB Annual Art Expenses:** Provide the total art related expenses for your organization's most recently completed fiscal year. For arts organizations: provide your total operating expenses.

Signature Certification

Step 20: Organization Signature Certification

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

“By checking the box in front of the certification statement, and typing the individual's name, the individual asserts that he/she understands and agrees that such actions constitute his/her electronic signature as defined under Minnesota Statutes, section 302A.015. contained in this application is true and accurate to the best of my knowledge

- We certify that our organization meets all of the eligibility requirements of this grant program, and that all of the information contained in this application and its attachments is true and correct to the best of our knowledge.
- We understand that any expenses incurred for this project are the responsibility of our organization regardless of the LRAC funding decision.”

Organization's Authorizing Official

Type the first and last name of the person authorized to sign on behalf of your organization. Please included their title, if applicable

Project Director

Type the first and last name of the person responsible for overseeing this grant request. Please include their title, if applicable.

This should be the same name as the Project Director listed in **Step 5**.

Fiscal Agent (if applicable)

Type the first and last name of the authorized person acting on behalf of your fiscal agent. Please include their title, if applicable.

Fiscal Agent Contract (if applicable)

If your organization is applying with a Fiscal Agent, **upload the signed and dated contract** for the application.

Certificate Date

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

Submit Application

Step 21: 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.

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.