Lake Region Arts Council

Website: LRAC4.org

Revised July 1, 2019

Questions? Please Contact LRAC!

CLEAN WATER LAND & LEGACY AMENDMENT

FUNDED BY:

2019-2020 LRAC Grant Program
Grant Guidelines and Application Instructions

Organization Legacy
Arts & Cultural Heritage

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.

Contact: Betsy Ostenson, Grant Manager to set up appointment in person or by phone.

Grant Information

Amount: minimum request $500, no maximum request

Available Funds: $49,300 per Fall Round
$115,000 per Spring Round, (subject to change)

For: Arts Organizations (non profit), non profits with project that have Arts as the primary focus, local governments , and educational institutions in the LRAC nine county region

Purpose: To increase Arts Access, Arts Learning and Arts and Cultural Heritage opportunities for all Minnesotans.

Legacy Organization Grant Outcome: Minnesota arts organizations report having access to resources, information, personnel, audiences, etc. they need.

* new this year

Grant Review Schedule

Fall Legacy Grant	*Project Start Date must be after December 20, 2019**
Grant Writing Webinar:	Tuesday, August 13, 2019, **4:00 pm**
Application Deadline:	**5:00 pm*, Tuesday, October 1, 2019**
Grant Review:	LRAC Board Meeting, Tuesday, November 19, 2019
Spring Legacy Grant	*Project Start Date must be after May 22, 2020**
Grant Writing Webinar:	**Thursday,** January 23, 2020, **4:00 pm (New Day)**
Application Deadline:	**5:00 pm*, Tuesday, March 3, 2020**
Grant Review:	LRAC Board Meeting, Tuesday, April 21, 2020

This activity is made possible by the voters of Minnesota through grants from the Lake Region Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage fund.

Lake Region Arts Council
133 South Mill Street, Fergus Falls, MN 56537
Phone: 218.739.5780
Email: LRAC4@LRACgrants.org

IA. OVERVIEW

The Minnesota State Arts Board and Minnesota's Regional Arts Councils will be entrusted with stewardship of significant new funding through the State of Minnesota's Arts and Cultural Heritage Fund.

Proceeds from the fund may be spent only on arts, arts education and arts access and to preserve Minnesota's history and cultural heritage.

The fund is intended to create a strong arts legacy in Minnesota and will exist for a period of twenty-five years.

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

FY2020 LRAC Legacy Funding Categories

These Legacy dollar amounts are subject to change, contact the LRAC office for updated numbers at the time of the grant round.

Fall Legacy Organization Grant Round

Access	Education	Heritage
$40,372	$7,478	$1,458

Spring Legacy Organization Grant Round

Access	Education	Heritage
$94,200	$17,449	$3,402

Vision:

In 25 years, *Minnesotans* will have made a significant investment in the arts.

As a result:

In Minnesota, the arts define who we are. This is a place where people are transformed by quality arts experiences, and see the arts as essential to their communities. The arts in Minnesota connect people of all ages and cultures, fostering understanding and respect.

Arts and culture are central to ***Minnesota's*** educational system and lifelong learning opportunities. The arts develop creative minds that maximize new opportunities and find solutions to life's challenges.

In Minnesota, the arts are an integral part of the economy. Because of the arts, ***Minnesota*** communities are successful, dynamic, attractive places to live and work.

Minnesota is a recognized national arts leader, a magnet for artists and arts enthusiasts, and a destination for tourists. Residents and visitors are assured a world-class quality arts experience.

Minnesotans appreciate, create, attend participate or invest in the arts. ***Minnesota's*** effective, innovative, vibrant, public-private support for the arts is the strongest in the country. Universal support and appreciation for the arts help ensure the state's exceptional quality of life.

IB. GENERAL INFORMATION

Organizational proposals for Arts and Cultural Heritage funding will be reviewed at the November and April LRAC Board meetings.

☑ All proposed projects and activities must have an end date no more than 12 months from the proposal start date.

☑ No match is required, either in cash or in-kind contributions.

☑ An organization may request from a minimum of $500 with no maximum amount.

☑ A final report must be submitted by the applicant within 60 days after project completion. The final report is available through the LRAC online grant system at LRACgrants.org.

☑ An applicant cannot be awarded more than 50% funding from Lake Region Arts Council and 50% from the Minnesota State Arts Board.

Verify the MSAB match amount required by their grant program.

All applications submitted on the deadline date are not eligible for revisions and no corrections or changes are permitted to the application.

Please be advised that to better serve artists and arts organizations of our region, each fiscal year, based on input from applicants, the Lake Region Arts Council will review, and when necessary revise the grant process, grant limits and review procedures.

Applicants requesting over $10,000 in funding from LRAC must do the following:

1. **Contact** the LRAC office prior to starting the application process.
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.

3. **If proposal is funded,** LRAC reserves the right to require an interim report and the right to conduct a mid-point review, which can include an onsite visit from the LRAC Executive Director and/or LRAC Board member from a county that is not the applicant's county of residence.
4. **Supply** LRAC with additional information as requested.

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.

IC. DEFINITION OF KEY AREAS

The Arts and Cultural Heritage Fund will support activities in three key areas:

Arts & Arts Access:

Up to 79% of the fund will support Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state.

Such activities may be, but are not limited to:

Investing in activities that make the arts available to persons who might not otherwise have access due to economic, geographic, or physical barriers.

Ensuring that Minnesota's artists have sufficient financial support to create high quality art.

Investing in the long-term health and vitality of Minnesota's arts sector by supporting capacity-building and professional development.

Investing in efforts that enable Minnesotans to connect with arts/arts experiences.

Investing in efforts to fully integrate the arts into local community development efforts.

Investing in efforts to integrate the arts into local and state economic development planning.

Investing in public art that is available throughout the state.

Recognizing and rewarding artists/arts organizations/arts providers for exceptional artistic quality and service to their audiences and/or the state.

Arts Education:

Investing in lifelong learning in the arts:
Up to 16% of the fund will support high-quality, age-appropriate arts education for Minnesotans of all ages to develop knowledge, skills, and understanding of the arts.

Such activities may be, but are not limited to:

Investing in efforts that enable Minnesotans to connect with arts learning opportunities.

Ensuring that artists are able to invest in professional development.

Ensuring that arts learning opportunities are achieving intended outcomes through ongoing assessment and evaluation.

Arts & Cultural Heritage:

Building bridges between Minnesotans through arts and culture:
Up to 5% of the fund may be used for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.

Such activities may be, but are not limited to:

Providing Minnesotans with opportunities to celebrate our cultural heritage through events and activities that represent the range of Minnesota's ethnic and cultural arts traditions.

Ensuring that Minnesotans are able to experience folk/traditional arts of diverse cultures by supporting the work of folk and traditional artists/arts organizations.

II. ELIGIBILITY OF APPLICANT

Who can apply:

- **Arts Organizations***, nonprofit, 501 (c) 3 with the arts as **a primary focus**.
  The applicant group must have a 501(c)(3) tax-exempt status with the Internal Revenue Service , Minnesota domestic Articles of Incorporation and be in good standing with the MN Secretary of State Or have a fiscal agent that is a federally designated 501(c)(3) tax-exempt organization and is registered in Minnesota in the LRAC region.
  Use of a fiscal agent is allowed on the organization's first application. An applicant may apply one time with a fiscal agent . The process of obtaining 501(c)(3) status must have been initiated or obtained for any subsequent applications. The proof of this step should be a copy of IRS Tax Exemption Filling from 1023 or 1023EZ.
- **Non Profits***, who do not have arts as a primary focus, such as senior centers, colleges, universities and **school districts/community education departments.**
- **Cultural Heritage** groups with non profit status in Minnesota.
- **Local governments***
- **Organizations** that do not intend to relocate outside the 9 county LRAC region during the year of the grant project or until approval of the final report.

Note: *if the organization leaves the LRAC region before the completion of the grant project, the grant funds must be returned.*

Not eligible are:

- For-profit businesses.
- Applicants that do not have arts/culture related activities as the focus of their proposals.
- Religious organizations.
- Organizations intending to influence public policy.
- Applicant organizations that are established and/or located *outside of* the LRAC nine county region of Minnesota; Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, and Wilkin counties.
- Applicant organization that are registered with foreign articles of incorporation in Minnesota.
- Applicant organizations that have an outstanding final report on the deadline date due to the LRAC.
- Organizations that have not submitted a complete and accurate application providing all the requested information.

The proposed budget must be accurate, detailed, and appropriate to the purpose of the project.

Basted on Minnesota Statute 124D. 19, "COMMUNITY EDUCATION PROGRAMS; ADVISORY COUNCIL. Subdivision 1, Authorization.

Each school board may initiate a community education program in its district and provide for the general supervision of the program. Each board may, as it considers appropriate, employ community education staff to further the purposes of the community education program."

Any community education department will be treated as operated by the school district and will be subject to all the LRAC grant guidelines that apply to schools.

***Arts Organizations** are required to be submit an Annual Revenue and Expenses Report for their two most recently completed fiscal years.

***Non profits organizations** that are not arts organizations and **Public entities** such as K-12 schools, colleges, universities, libraries and cities, towns and counties are not required to complete the Annual Revenue and Expense Report.

III ELIGIBILITY OF PROJECT

Types of proposals that are eligible include but are not limited to:

- Projects for the production of Public Art
- School artist residencies
- Artistic performances
- Art and cultural festivals
- Arts educational experiences
- Art workshops

Activities not allowed:

A. **Requests for operating support** from organizations that are receiving Minnesota State Arts Board Institutional Support grants during the same fiscal year, although such groups may apply to LRAC for Legacy project funding.

B. Projects that receive funding from **both LRAC Project Grants and Legacy Grants** for the same project during the same fiscal year. If your project is not funded in one grant program, you may reapply in the other grant program for the same project.

C. Grants awarded **partial funding** may not seek the unfunded portion of their grant in a second LRAC grant request.

D. Activities that **do not have arts/culture** as their primary focus.

E. Activities intended solely for **fund raising**.

F. Requests that would reduce or eliminate accumulated **deficits.**

G. Projects for **endowment funds**, **construction of new buildings**, or purchase of real property **(land or buildings**).

H. Requests from **non arts organizations for building renovations, repairs or capital improvements**.

I. Request must have include at **least one activity** within the LRAC region.* **New this year**

J. Activities that are located or take place **outside the state of Minnesot**a or any travel outside of Minnesota.

K. Projects in which the activity is essentially for **religious socialization**.

L. Projects that attempts to **influence any state or federal** legislation or appropriation.

M. Events from which proceeds will benefit a **secondary group,** without prior LRAC approval. Budgets that request grant support for **hospitality costs** or purchases of supplies for **"resale items",** including food. This applies to receptions and events, not to cost of meals for performing artists.

N. Projects, any component of which is primarily **limited to students*, staff or members**. (Such as Girl Scouts, 4-H, series subscription concerts, etc.) ***Exception:** This does not apply to school residency projects. A school residency will include an interactive learning component.

O. To compensate ongoing **school personnel** in full or in part.

P. To pay an artist or arts organization to provide essentially the **same services that an ongoing teacher or arts specialist** would be expected to provide.

Q. For tuition for **teachers** to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.

R. **To supplant** discontinued or nonexistent arts programs in schools.

S. To purchase equipment for or improve facilities within **K-12 public schools** and higher education institutions.
The exception to this will be, when a nonprofit arts group uses the school facility for rehearsal, classes, performances, or exhibitions, and it needs equipment or facilities improvements for its own work.
The arts organization could in this case apply for and receive a grant and could develop a cooperative agreement with the school that spells out how the school could also benefit from the purchase items or improvements.

IV REVIEW PROCEDURES

Grant Review

LRAC Board members receive copies of all applications at least one week prior to the review session.

After grant applications have been formally submitted, board members are prohibited from discussing them with grant applicants. Applicants should direct questions to the LRAC office staff.

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 or by contacting the LRAC office.

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

In arriving at decisions, council members

First determine the eligibility of the applicant. Any applicants that are determined to be ineligible shall be eliminated from the review process.

Second, determine the project eligibility. The council discusses each application in relation project criteria.

Third, Through majority vote, the council determines whether the grant application will be approved for funding based on the three review criteria (See Page 8 Review Criteria)or denied funding based on specific criteria.

Ranking

After determination of funding, each project will be ranked. Points acquired by each application are totaled and divided by the number of council members ranking that project.

Projects are ranked in order from high score to low score. Grants are then awarded according to their rank.

Applicants should be aware that although an application may be approved for funding, its rank might determine that it will receive partial or no funding.

Funding Options: Full or Partial

Due to three funding categories; Access, Education & Heritage, a project may be fully funding in one category, but receive partial funding or no funding in other categories. Then the applicant is designated as a partially funded application. If the applicant accepts partial funding, a revised budget must be submitted and approved by LRAC prior to the distribution of funds.

If the applicant refuses partial funding in the amount will be offered to the next applicant on the ranking list requesting funding in each category.

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

Notification

Applicants are notified of funding decisions within two weeks after the grant review. A notification letter will be sent to the applicant.

Applicants wishing to know the funding decision after the LRAC Grant Review may log into the LRAC Grant Site to check out the status of their application. **Due to the complexity of the Legacy Grant Awards, the award status will now be available by Friday after the grant review.**

If funding is approved, the applicant will be complete the Grant Contract and the Request for Payment form on line..

If a revised budget and/or project description are necessary, applicants will receive an email listing all additional requirements for the partially funded grant prior to completing the Contact and Request for Payment online.

Funding Distribution

Upon receipt of the signed grant contract and request for payment forms, 80% of the grant funds will be mailed to the grantee.

Upon approval of the final report, the remaining 20% of the grant funds will be sent to the grantee provided the final report conforms to the project approved by the Board.

V. REVIEW CRITERIA

The Lake Region Arts Council makes an effort to distribute available funds fairly and equitably among the different art forms and across the different geographic and cultural areas of the region. Projects supported by the LRAC are expected to encourage and reflect the highest possible standards of artistic excellence. The council observes strict procedures to prevent any conflict of interest. Review meetings are open to the public.

The LRAC Board is an 18 member board, comprised of two people from each of the nine LRAC counties. For more information about the LRAC Board, refer to the LRAC4.org/About Us/Staff and Board. All reviewing LRAC Board members will rank each application on a scale of 1 to 10 in the three criteria; **A. Merit, B. Need, and C. Ability.**

A perfect score would a 30 (10, 10, 10). The average score is generated based on the number of reviewing LRAC Board members. A board member that declares a conflict of interest for an applicant will not rank the application.

The LRAC uses the following review standards for all applications.

A. Merit and artistic quality of the Project or of the service to the arts

Considerations used to address this criterion may include the following:

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

If the application is determined to be of sufficient merit or artistic quality as to indicate further review, the following criteria will be applied.

B. Need for the project

Demonstrated need by artists, arts organizations, art resources, or the public.

Considerations used to address this criterion may include the following:

1. Does the application demonstrate there is community involvement and support for the project? (i.e.: in-kind contributions, community partnerships, collaboration with other organizations, etc.)
2. How does the project meet some of the artistic needs of the community?
3. How does the budget demonstrate financial need?

C. The ability of the applicant to accomplish the project

Considerations used to address this criterion may include the following:

1. Is the project budget feasible?
2. Are the marketing and publicity plans appropriate for the project?
3. Does the project's budget demonstrate fiscal responsibility?
4. Does the applicant demonstrate the ability to evaluate the outcome of the project? Are the goals realistic and the outcome achievable?

VI. GRANT RECIPIENT RESPONSIBILITIES

The grant recipient must:

1. **Submit,** upon request from the LRAC, an interim report and participate with LRAC in a midpoint review, which can include an onsite visit from the LRAC Executive Director and/or the LRAC Board member from a county that is not the applicant's county of residence.
2. **Submit** to the LRAC with 45 days the LRAC Contract Agreement and the Request for Payment forms through the LRAC online grant system.
3. **Carried out** the project in compliance with the project description, budget and dates as set forth in the application.
   The types of changes would include large budget expenditures, i.e. in excess of $500, changing artists, venues, or dates, or scope, focus or artistic intentions of the project.
   Any requests for revision submitted between LRAC Board meetings will be considered at the next scheduled meeting.

***Note:** Any significant revisions must be received prior approval of the LRAC before expenditure of grant funds**

Depending on the decision made by LRAC at the meeting. The grantee may or may not be required to return money to LRAC or may of may not receive their final 20%.

4. **Insure** that access to participation in the project will not be limited on the basis of national origin, race, religion, age or sex.
5. **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.
6. **Be** legally responsible for the completion of the project and the proper management of the grant funds.

   If a fiscal agent is used, it must be a tax-exempt 501(c) (3) non-profit organization, or any unit of government such as: cities, public schools, public libraries, recreation departments, or departments or agencies of the state.
   The fiscal agent must have a written contract with the applicant that specifies the responsibilities of each.

   The contract with the fiscal agent must be submitted with the application form.

   The fiscal agent must sign certification section and, if a grant is received, sign the grant contract.

   The fiscal agent is legally responsible for the completion of the project and for the proper management of the grant funds. The fiscal agent is **not** responsible for the completion of the final report, but is responsible for the verification of it through signature.
7. **Maintain** records, documents or papers that show evidence of use of grant funds.
8. **Include** the following credit line in any advertising, news releases, printed programs or promotional material related to the grant:

This activity is made possible by the voters of Minnesota through grants from the Lake Region Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage fund.

8. **Submit** the Final Report Form ***within 60 days of completion of the project*** along with the supporting materials and documentation of expenses **.**
   Logon into the LRAC Grant Site by clicking on the APPLY button at LRAC4.org.
   The Final Report is located in the Follow Up Form section on the Applicant Dashboard.
9. **Submit** the Final Report's supporting documents uploading them into the Final Report. These documents should include:

- All receipts, purchase invoices and copies of checks for proof of purchase.
- Evaluation results.
- All publicity containing the LRAC credit line as listed in item 7
- There is no longer a signature page; complete the signature certification section in the final report form.

Note: The LRAC reserves the right to audit the project and/or the organizations if circumstance warrant it.

VII. MISUSE OF FUNDS PROCEDURE OVERVIEW (New in FY2020)

Description and Scope

This procedure defines misuse of funds, outlines investigation and documentation of misuse, establishes a range of consequences when misuse has occurred, and outlines a process by which a grantee may appeal consequences. This procedure applies to funds a regional arts council receives from the State of Minnesota from its general fund, its arts and cultural heritage fund, or any other State funds. The procedure does not apply to other revenue sources regional arts councils may have (e.g., contributions from other grant makers or donors, or earned income).

Objective

The intent of this procedure is to ensure that regional arts councils are managing state funds in a consistent manner; that similar consequences will be imposed when misuse of state funds occurs; and that a grantee that has misused funds will lose privileges statewide, not just in the region in which it resides.

Definition: What constitutes misuse of funds

Misuse of funds means using State of Minnesota resources for any purpose other than those allowed by:

- State of Minnesota statutes, laws, rules, policies; and
- The regional arts council receiving and disbursing the funds; and
- The program guidelines or grant contract through which funds are disbursed.

Intentional misuse occurs when the grantee knowingly spends funds in ways that are outside the allowable parameters of the State, the council, or the program. Misuse also occurs when a grantee spends funds in ways that are inconsistent with the submitted proposal and budget.

Unintentional misuse generally occurs as a result of miscommunication or misunderstanding.

A grantee that is unable to complete all proposed activities is not misusing funds. Unspent funds are not misuse. The notices and consequences described below would not apply in this situation.

Consequence Overview

Misuse of state funds is never allowed whether the misuse is intentional or unintentional—notices and consequences will be issued.

If grantee **does not return the funds**: **Grantee is permanently ineligible** to receive State of Minnesota funds from the LRAC, from the Arts Board, or from any other regional arts council.

If grantee **does return the funds**: Grantee is ineligible to receive State funds from LRAC, the Arts Board, or any other regional arts council.

Range of Consequences:

- **Misused funds are less than $1,000 –** for a period of one year from date of notification.
- **Misused funds are $1,000 - $5,999 –** for a period of two years from date of notification.
- **Misused funds are $6,000 or more –** for a period of three years from date of notification.

In some circumstances, LRAC may determine that consequences outside this range are appropriate and may impose them.

LRAC is required to notify all mandated art organizations of imposed consequences.

*Please Refer to the **LRAC Misuse of Funds Procedure** Document on the LRAC4.org website under Grants/ Grant Management for the complete policy regarding the misuse of funds or contact the LRAC office.*

Responsibilities of LRAC when Misuse of Funds has occurred

1. Verification and documentation
2. Notice of misuse and consequences to the grantees
3. Notices to the MN State Arts Board
4. Recovery of funds
5. Consequences
6. Reinstatement
7. Appeal process

VIII. GRANT TERMINATION

A grant contract may be terminated at any time:

- By mutual written consent of the LRAC and the recipient;
- Upon the written request of the grantee, but such termination does not necessarily relieve the grant recipient of the responsibilities as set forth in the contract;
- By the LRAC upon the failure of the grantee to comply with one or more of the contract conditions. Such termination shall be effective upon the receipt of written notice by the recipient.

IX. REVOCATION OF FUNDS

A commitment of funds to a recipient may be rescinded by the LRAC if one of the following conditions exists:

1. The recipient does not return the signed contract and/or attachments within 45 days of the date it is received.
2. The recipient does not return a revised budget and project descriptions within 30 days of the date of notification of the LRAC Action by letter.

Occasionally, additional "riders" or conditions will be place on the use of the grant funds. These conditions, or in some cases recommendations, from the council, will be clearly outlined in the contract.

X. 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.

XI. APPLICATION PROCEDURE

Application Assistance

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

In addition, Legacy Organization Grant application tips sheets are available online at the LRAC website, LRAC4.org under the Grants heading, Tip Sheets.

LRAC Board members may also provide advice and assistance to applicants during the grant preparation period. In addition, grant application tips sheets are available online at the LRAC website, **LRAC4.org** under the **Grants** heading, Tip Sheets and Webinars.

An LRAC Board member who provides assistance in grant preparation must **declare a conflict of interest** during the application review and my not vote on or rank that 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.

Grant Training Webinars

First time applicants are encouraged to watch the new grant training webinars. Check out the LRAC4.org website and Newsletter for more information on dates and times.

There will be three levels of training for potential applicants.

1. Grant Writing for Organizations
2. LRAC Grant Programs Overview
3. Specific LRA Grant Applications

LRAC Online Grant Application

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

If you forget your password, you will be able to create a new one 24/7 without LRAC assistance.

Click on the APPLY link on the LRAC4.org website to create your logon profile to start your grant application

Application Submission

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

The application must be submitted to the LRAC Grants online application website by **5:00 pm (new this year).**

When the application is received in the LRAC office, it will be checked by the LRAC staff for completeness.

If the application is incomplete, an effort will be made to contact the applicant prior to the distribution of the applications to the LRAC Board to obtain needed information, or to correct minor errors.

It is to the organization's advantage to submit the grant application in advance of the deadline date.

Supporting Documents and Work Samples

Supporting documents and work samples will be uploaded into the Attachment section of the Project Grant online application.

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

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.*

All applications submitted on the deadline date are not eligible for revisions and no corrections or changes are permitted to the application.

XI . APPLICATION PROCEDURE (CONTINUED)

A Complete Application Includes the Following:

The applicant is required to provide electronic versions of all supporting documents including but not limited to:

1. **The online grant application** including, paid staff, and board members .including past LRAC/MSAB grant history dating back five years.
2. Authorizing signatures on the **Signature Certification** with the correct Authorized Personnel and Project Director,
3. **Resume of the Project Director** no more than 2 pages. (PDF or Word document)
4. **Resumes** (short) or Website links for any individuals to be paid by the grant request.
   (if the organization is hiring an existing group or ensemble consisting of multiple individuals, one resume, work sample, and letter of commitment is acceptable).
5. **Work samples or websites with work samples** of individuals to be paid by the grant request in the correct format.
6. **Letters of commitment** for any individuals to be paid by the grant request. .
7. **Equipment quotes,** Copies of quotes or estimate from at least two suppliers for any one piece of equipment expenses totaling more than $500. Multiple Equipment Quotes should be combined into a single PDF for uploading into the application.
8. **Supply price list,** Expenses for supplies totaling over $500 will need a details list of supplies and purchase prices**.**
9. **Venue confirmation** for all potential locations of the grant activities, such as schools, galleries, performance spaces, and other venues (if applicable)..
10. **Proof of non profit status**, copy of IRS Verification Letter confirming 501(c)(3) and State of Minnesota Article of Incorporation Certificate (if applicable) if not already on file with LRAC office.
    Public entities such as schools, towns, cities or counties, and public museums and libraries do not have to provide non profit status.

    If your organization is an existing arts organization that has applied to LRAC before, these document will be found on the Dashboard under the Organization Summary, Organization Documents.
    If your organization is a first time applicant, please send them to the LRAC office, LRAC4@LRACgrants.org
11. **Fiscal Agent Agreement,** A copy of the contract with the fiscal agent (if applicable).

Supporting Documents and Work Samples

The applicant is required to upload the following:

Required Supporting Documents:

- **Project Director's resume**

If applicable:

- **For Paid Artistic Personnel:**
  - **Resumes/Websites**
  - **Work samples/Websites**
  - **Letters of commitment**
- **For Other Paid Personnel**
  - **Resumes/Websites**
  - **Quotes/Letter of commitment**
- **Equipment quotes**
- **Supply price list**
- **Venue confirmations**
- **Capital Campaign**
- **Non Profit Status Documents**
- **Fiscal Agent Agreement**

Acceptable file types include JPGs, PDFs, or links to websites with work samples. Please refer to the application for specific types.

Website links for performing artists must include video or audio performance, not an advertisement or promotional recording. Audio and Video samples may not exceed 5 minutes in length.