



# CAREER DEVELOPMENT GRANT

**2023 GUIDELINES**

Revised: January 19, 2023

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

**The following are subject to change for all FY23 LRAC grant programs:**

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

Contact the LRAC Grants Manager for more information.

## Grant Information

<b>Amount:</b>	up to \$2,000 per applicant
<b>Available Funds:</b>	<b>\$18,000 (subject to change)</b>
<b>Purpose:</b>	For activities and projects resulting in career development and artistic achievement.
<b>For:</b>	Individuals in the LRAC nine county region, open to all disciplines; literary, music, performance, and visual arts.

## Grant Schedule

Instructional Videos for Grant Writing: Available online.

<b>Application Available:</b>	Monday, February 20, 2023
<b>Application Deadline:</b>	<b>Thursday, April 6, 2023 at 5:00 pm</b>
<b>Grant Review:</b>	LRAC Board Meeting, Tuesday, May 16, 2023
<b>Grant Project Start Date:</b>	<i>Project Start Date must be <b>after June 13, 2023</b></i>

## THE MCKNIGHT FOUNDATION

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

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

phone: 218.739.5780

Email: [LRAC4@LRACgrants.org](mailto:LRAC4@LRACgrants.org)

## I. GENERAL INFORMATION

- The Career Development (CD) Grant awards up to \$2,000.
- If the CD grant project is more than \$2,000, the applicant will need to cover the additional expenses.
- Awardees may not spend any grant expenses until four weeks after the CD Grant Review date. You will select a specific start date for your project that is after **June 13, 2023**.
- The CD grant project must be completed within 12 months. Awardees may take less time but not more time without approval from the LRAC Board. Applicants will select a specific end date for your project.
- If awarded the grant, applicants typically receive 80% payment after submitting the LRAC CD Contract online. After completing the full project and spending 100% of the budget, a CD final report will be submitted.
- Once the CD final report is approved, awardees will be reimbursed the remaining 20% payment.
- The CD final report is due 30 days after the CD project end date. All proof of payment documents/receipts for the expenses related to the CD grant project must be included in the final report.
- All grant applications and final reports are completed online through the LRAC's online Foundation grant system. Click on the APPLY button on the LRAC4.org website to create an account.
- Those needing access to a computer to complete the CD application or CD final report may schedule an appointment with the LRAC office to use our computer equipment.
- **If you have any questions about the grant guidelines or the application process, please contact the LRAC office. We are committed to helping and serving all of the citizens of the LRAC nine county region!**

## II. APPLICANT ELIGIBILITY

### **Are you eligible to apply for the CD Grant?**

1. Are you a practicing artist, dancer, singer, musician, actor, performer, etc. or any other art form?
2. Have you lived in the LRAC nine county region for at least six months? (Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, and Wilkin counties) Residency is determined by voting location, payment of Minnesota state income taxes, possession of a valid Minnesota driver's license or current utility bill.
3. Are you 18 years or older?
4. Are you a United States citizen or do you have permanent resident alien status?
5. Are you submitting online your complete and accurate application with all required supporting documents and work samples?

**If all your answers are Yes in this section, then you are eligible to apply for the grant.**

1. Have you received a LRAC Artist Quick Start Grant within the last 12 months?
2. Have you received a LRAC Career Development Grant within the last 3 years?
3. Have you received a LRAC Fellowship Grant within the last 5 years?
4. Do you have an outstanding final report due to LRAC that is past the due date?
5. Are you a LRAC employee, LRAC independent contractor, LRAC Board member or a family member of any of these positions? (Family members are defined as spouse, domestic partner, child or spouse of a child.)

**If all of your answers in this section are No, then you are eligible to apply for the Career Development grant application at this time.**

*If you are unsure about your eligibility as an applicant, please contact the LRAC office.*

## III. ELIGIBILITY OF PROJECT

Your grant must support a specific project that contributes significantly to your artistic growth (as opposed to unrestricted support). Your project should expand your present work in a specific way or launch you in a new direction.

**Training:** fees and expenses to attend a workshop or master class or direct payment to work one on one with a professional in your field. **Exception:** the CD grant will not pay for tuition or materials for college or university credit or for classes required for teaching licensure.

**Production or Presentation:** expenses for your visual art show preparations, portfolio production, music production, video production, editorial assistance, development of promotional brochure, online and social media promotion, etc. **Exception:** the CD grant will not pay for continuation of past work; creating the same concept over and over unless there is a new focus or audience.

**Supplies:** supplies and materials for the completion or production of new work. A price list is required if your supply request is \$500 or more.

**Equipment:** specific equipment that would be needed to create your new work. Arts-related computer software is eligible. Computer hardware is not eligible unless a strong case can be made that it is vital to the artist's development. If your equipment is **\$500 or more per item**, you will provide two quotes for that item along with an explanation for your quote selection.

**Services:** fees related to venue, site or equipment rental, or other services provided by other professionals or services to accomplish your new work.

**Creative Time and Travel:** expenses for time to create new work and/or travel to study or create new work. The current IRS business rate will be used to calculate mileage and meal per diem. You will set an hourly rate for your creative time and the number of hours to create the new work.

*(Note: Travel will be paid at a 50/50 split instead of the 80/20 split, paid after the final report is approved.)*

**Your project's primary focus must be fine arts.**

**You may not ask for funding to pay for:**

1. Tuition or materials for college or university credit.
2. Projects that have received Minnesota State Arts Board funding.
3. Routine completion of work in progress. Your project must be new work with a new expanded focus or audience.
4. Curriculum plans, teaching materials, or teaching programs for classes, workshops, or trainings, regardless of the location to be presented (public schools or private studios).
5. Translation or editing of materials that is not a literary work or translation or editing of someone else's literary work; it must be your literary work.
6. Expenses or debts incurred before the grant request is approved. No money should be spent before the Career Development Grant Project Start Date.
7. Religious socialization of the audience or participants such as a worship service, bible study, denominational hymn, altar cloth, etc. Projects may be spiritual in content without a specific religious indoctrination focus.
8. Activities that attempt to influence any state or federal legislation or appropriation.
9. General travel or living expenses which don't have your artistic growth as the primary focus.
10. Financially benefits a secondary group. Example: sales to be donated to a charity or proceeds for a private fundraiser.

Your project's events must be open to the general public and not limited to a select group of people.

## XI. APPLICATION INSTRUCTIONS (NEW THIS YEAR\*)

### Application Assistance

You are encouraged to contact the LRAC office early in the planning process so the staff may provide assistance and answer questions.

In addition, Career Development tip sheets are available online at the LRAC website, **LRAC4.org** under the **Grants** heading/Tip Sheets and webinars.

LRAC Board members may provide advice and assistance during the grant preparation period. The Board member would not be able to review your application.

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

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

### Grant Training Instructional Videos

If you are a first-time applicant, you are encouraged to watch the LRAC grant writing instructional videos. Check out the LRAC4.org website for access to these videos, helpfully broken up into different topics relevant to the Career Development Grant.

### LRAC Online Grant Application

You will need to start by creating a logon profile in the LRAC Foundant online grant system.

*Going forward, your email address will be your user name.*

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

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

### Supporting Documents and Work Samples

Your supporting documents and work samples are uploaded into the attachments sections of the online grant application. You will need to follow the instructions in the application for correct file format and size for uploading your documents.

### Application Submission

Your application must be submitted to the LRAC Grants online application website by **5:00 pm**.

### Submission Confirmation

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

### Application Staff Review Timeline

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

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

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

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

## IV. GRANT PROCESS

### Grant Review

If the number of applications warrants it, applications are reviewed by a LRAC review panel prior to the grant review meeting.

Applications recommended by the review panels will be submitted to the full LRAC for funding decisions.

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

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

LRAC Board, review panels, and staff observe strict procedures to prevent any conflict of interest in the processing, review and selection of grant awards. The full Conflict of Interest Policy can be viewed at [www.LRAC4.org/grant-management](http://www.LRAC4.org/grant-management) or by contacting the LRAC office.

LRAC Board determines the eligibility of the application, based on both

1. Applicant eligibility and
2. Project eligibility.

**A complete and accurate application** is required in order to be an eligible applicant.

***This includes the following:***

\*Applicant resume or bio

\*Required Work Samples: (based on disciplines)

- 10 visual images in jpg format
- 2 literary samples in pdf format
- 5 minute music sampler with website link
- 5 minute performance sample with link

\*Depending on your project, applicants may also need:

- Other resumes for mentors, instructors
- Workshop & Training website links
- Two Equipment Quotes for items over \$500
- Supplies Price List if total is over \$500

**Any applicant or project determined to be ineligible will be eliminated from the review process.**

Each eligible grant application is considered according to the **Review Criteria** on Page 6, Section VI.

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

### Ranking

Each approved grant application will be ranked by assigning a numerical score to each **Review Criteria**. Then the grants are awarded according to their ranking order. An application must have an average score of at least 65% to be approved for funding.

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

Applicants should be aware that even though an application may be approved for funding, its rank may fall below the line of available funds.

### Notification Process

**Applicants are notified of funding decisions within two weeks after the grant review.** All applicants will receive a notification letter updating them of the LRAC Board decision mailed to the address of record.

In the LRAC Foundant online grant system, all unfunded grants are labeled as **“Denied”** in the Decision. This includes applications that are approved but not funded or declared applicant or project ineligible.

All awarded grants are labeled as **“Approved”** in the Decision. Grantees need to log back into the LRAC Foundant online grant system to complete the CD Contract, Request for Payment and W-9 form.

Applicants wishing to know the funding decision after the LRAC Grant Review may log back into the LRAC Grant Site to check out the status of their application or call the LRAC office on **the Thursday after the grant review.**

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



## V. REVIEW CRITERIA (new this year\*)

Grants requests will be reviewed on the basis of the following three criteria, with artistic quality being the most significant:

- A. Overall excellence of the artwork, and demonstration of exceptional talent.**
- B. The project's contribution to the artist's professional growth.**
- C. Evidence of serious professional commitment.**

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

All reviewing LRAC Board members will rank each application on a scale of 1 to 10 in the three criteria; Overall Talent, Professional Growth, and Serious Commitment. A perfect score would be a 30 (10, 10, 10).

The average score is generated based on the number of reviewing LRAC Board members.

**\*An application must have an average score of at least 65% to be approved for funding.** A board member that declares a conflict of interest for an applicant will not rank the application.

## VI. GRANT PAYMENT AND FINAL REPORT

1. A check for 80% of the grant award will be sent to the grantee within 30 days after the signed Grant Contract and Request for Payment are received in the LRAC office.
2. The grantee may claim the remaining 20% of the grant award after submitting an approved final report, budget and supporting documents within 30 days of the project's completion date.
3. The final report is an extremely important document. If the project has been carefully managed, the project description and budget in the original application and the final report should be very similar.
4. The project will be carried out in compliance with the project description, budget, and dates as set forth in the application. It is LRAC's goal to work with grantees about postponing or revising their LRAC Grant activities. As soon as you know your grant needs a change, notify the LRAC office, so we can help you decide the best action to take and so we can keep your grant eligible for funding.

LRAC staff may approve minor changes, but LRAC Board must approve in advance, major changes in; expenses in excess of \$500, changing artists, venues, or dates, scope, focus or artistic intention of the project.

Any requests for revision submitted between LRAC Board meetings will be considered at the next scheduled meeting. 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 or may not receive their final 20% payment.

To request a change, contact the office and you will be provided with a virtual Request for Grant Change form.

5. Applicants who fail to submit the final report within the prescribed time, without good cause, subject to LRAC Board approval, will automatically be considered ineligible for future funding.

## VII. GRANT RECIPIENT RESPONSIBILITIES

The grant recipient must:

1. **Sign, date, and submit online the Grant Contract, Request for Payment and W-9 forms** to the LRAC within **45 days** of the grant award date.
2. **Grant activities** and spending cannot start before the contract is signed and submitted to the LRAC online grant system.
3. **Complete** the project within 12 months of the start date.
4. **Expend** granted funds only for the project described in the grant application.
5. ***Any significant revisions in the project must be requested and cleared, in advance and in writing, with the LRAC office.*** As soon as you know your grant needs a change, notify the LRAC office, so we can help you decide the best action to take and so we can keep your grant eligible for funding. LRAC staff may approve minor changes, but LRAC Board must approve in advance, major changes in; expenses in excess of \$500, changing artists, venues, or dates, scope, focus or artistic intention of the project.
6. Any requests for revision submitted between LRAC Board meetings will be considered at the next scheduled meeting. **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 or may not receive their final 20% payment.** To request a change, contact the office and you will be provided with a virtual Request for Grant Change form.
7. **Maintain** reports showing evidence of grant income and expenditures and proper management of grant funds.
8. **Ensure** that access to participation in the project will not be limited on the basis of national origin, race, religion, age or sex.
9. **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.
10. **Include** the following credit line in any advertising, news releases, printed programs or promotional material related to the grant: **"This activity is funded in part by a grant from the Lake Region Arts Council with McKnight Foundation funding."**
11. **Submit** the Final Report Form ***within 30 days of completion of the project*** along with the supporting materials and documentation of expenses. **Logon** to the LRAC grant management website, and **Upload** the Final Report's attachments into the final report. These documents should include:
  - any purchase receipts
  - any new work samples
  - all publicity containing the LRAC credit line as listed in item 10.
12. **Return the entire grant award** to the LRAC in the event the project cannot be completed as stated in the application or if the grantee leaves the LRAC region before the project is completed.
 

**Note:** If necessary, additional, clearly outlined conditions may be added to the contract. An audit of the project and/or the applicant may be performed by the LRAC if deemed necessary.

In the case of a grant for travel and living expenses to create artwork, the applicant will receive an initial payment of 50% of the grant. The final 50% will be paid upon submission of the final report and documentation of artwork.

## VIII. GRANT TERMINATION

A grant contract may be terminated at any time upon the written request of the grantee, but such termination does not necessarily relieve the grant recipient of the responsibilities stipulated in the contract.

The LRAC may terminate a grant contract at any time upon the failure of the grantee to comply with one or more of the contract conditions or a grant may be terminated at any time by mutual agreement.

The grant contract is considered terminated if the applicant leaves the region before the project is completed.

## IX. REVOCATION OF FUNDS

If termination occurs after funds have been distributed, the entire amount of the distributed grant award must be returned to the LRAC.

## 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.