



CAREER DEVELOPMENT GRANT

2023 INSTRUCTIONS FOR ONLINE APPLICATION

Revised: January 28, 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 are a first time applicant, LRAC is here to help you with your application.

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

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

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

Things to Remember

- Grant applications are due by 5:00 pm on the deadline day.
- The grant deadline day is the first Thursday of April unless otherwise indicated in the grant guidelines.
- Project start date must be at least four weeks from the grant review date. (June 13, 2023)

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

Please contact LRAC office for latest information.

Preparing to Apply for the LRAC Career Development Grant:

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

Required documents:

- Your artistic resumé or bio (no more than 2 MB)
- Your artistic work samples (refer to the **Individual Work Samples** section for the number of samples, the length of the sample, file types, and file sizes.)

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

Additional Supporting Documents:

Your grant budget 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 supporting document demonstrates to the LRAC Board (who review and rank your grant application) the reasoning behind your grant application's budget. 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

- **Equipment quotes:** for each item costing \$500 or more (two quotes required) (1 MB per quote)
If you are 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.
- **Mentorship: one on one study,** Mentor's website or Resumé/bio for paid mentor (1 MB) and Work samples for paid mentor (1 MB) and Negotiated Fee for paid individual (1 MB)

If you are hiring a professional in your field to work one on one with you, you'll need to demonstrate that the individual has the necessary skills to teach you. Work samples should be images, videos, or audio files of their work.

There are three options for this step: 1. their resume and work samples in one file,

2. their resume with a link to a website with work samples, or

3. a link to a website with their bio/resume and work samples.

- **Rental quotes:** studio or performance space (1 MB)
If you are renting studio or performance space, provide a quote for the price with details from the owner or organization.
- **Service quotes:** contractors, editors, publishers, etc.(1 MB)
If you are hiring the services of professional to work on your project such as editors for literary work website designers, contractors for other services, provide a quote for their time and services with detailed description.
- **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*.
- **Trainings and Workshops:** websites
If your project is to attend training or workshops in your discipline, you'll need to provide a link to the class's information website page. The website page should list the details about the class to document the quality of the instruction, such as the teacher's bio, class description, supplies needed or provide and the cost or fee.
- **Travel Expenses:** Provide details for the travel expenses.(1,000 characters with spacing)
 - *Mileage: number of miles time the current IRS business rate.
 - *Food: current rate is \$40 per day, depending on the location, times the number of days
 - *Lodging: list the average nightly rate times the number of nights.

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

Welcome

Welcome Section

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

Individual or Organization?

Step 1: Select Career Development from the drop down menu.

This opens the sections that correspond to this grant.

Select the Individual button.

This opens the resume and works sample section.

Career Development Prep and Eligibility Quiz

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

Take the **Eligibility Quizzes:**

Applicant Eligibility to determine your eligibility

Project Eligibility to determine your project's eligibility

Complete the Basic Information

Step 3: Complete the Basic Information

Last Name, First Name, Middle Initial (optional),

Publicity Name (optional), Under 18 (minor), Website (optional)

Provide Project Information

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

Project Summary

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

Project Start Date:

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

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

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

Project End Date:

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

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

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

Project Location(s)

Select the **number of locations** your project 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 home/studio/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 own 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)

Career Development Project Description

Step 5: Provide your Project Description

Please describe the project or equipment for which you need financial assistance. Be sure to include information on locations, date(s), time(s) or public showing(s) if applicable. (1,000 characters with spacing).

Tip: This is the who, what, where, and when for this project. Describe exactly what you want to do and how you would spend the money, providing details for the timeline and expenses of the grant.

Community Support

Step 6: 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.

Step 7: Complete the Narrative Questions

Complete your Artist Statement (1,000 characters with spacing)

Your artist statement should cover; why you make your art, what it signifies or represents, how you make it, what it is made out of, and briefly, what it means to you. If it is a technical process that is new or unknown to the general public, provide some description in laymen's term for the reviewers.

Tip: Provide some background on your development as an artist (dancer, writer, performer, musician etc.) What inspires you to create? What do you want the public to experience interacting with your work?

Describe Your Goals (1,000 characters with spacing)

Use this narrative space to describe your career goals as an artist and how this project or equipment would significantly contribute to your professional growth.

Tip: Ask yourself, "Where will this project take me? How will it make a difference for me as an emerging artist in my field?"

Step 8: If your project involves **Marketing** to a **Target Audience**, complete this section (if your audience does not involve anyone else, put NA for your answers).

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?

If this project is just for your artistic growth without a public component, list **NA for both questions**.

Target Audience:

Who is the target audience for this project? (500 characters with spacing)

Marketing:

What is your plan to reach your target audience? (1,000 characters with spacing)

Step 9: List your **Previous Funding**

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

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

Tip: Keep your list of past funded grants in an electronic file and transfer the data to this section. Update it with new grant awards in order to stay current. If you are a returning applicant, the *Copy Feature* will be a useful tool for prefilling this data.

Please build your list in the following format:

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

Build Your Budget

Step 10: Build Your Budget

What are your budget expenses?

Select each of the items you are requesting as part of your project.

Checking the box will make the category appear in the section below:

- ☐ Equipment
- ☐ One on One Mentorship
- ☐ Rental Fees (studio, exhibit or performance space)
- ☐ Services (such as editors, marketing, or website development)
- ☐ Supplies and Materials
- ☐ Time to Create New Work
- ☐ Trainings and Workshops
- ☐ Travel Expenses (mileage, food, and lodging)
- ☐ Other Expenses not paid by the grant

Refer to the **Additional Required Information** page for each of the required supporting documents needed for the budget categories.

Tip: Check the boxes on the items you would like the grant to pay for. The total expenses may exceed the grant amount.

See the Example for the Equipment section below:

Enter the dollar amount for each category, rounded to the nearest \$10.

Provide a detailed description for the category (1,000 characters with spacing)

Equipment Expenses*

Enter the total amount you are spending on equipment, rounded to the nearest \$10

\$

Equipment Expenses*

Provide a detailed description of all the equipment you will be purchasing for the project.

(1,000 characters with spacing)

This include the name price, vendor and purpose of the equipment for your project.

Budget Summary - McKnight Grants

Step 11: Total Income and Total Expenses

- **Total Income \$_____:** Enter an approximate amount for any income you might earn from the grant project. *Note: You are not required to earn any income as part of the grant project.*
- **Income Description:** Provide a brief description of any estimated income from the grant project. (1,000 characters with spacing) **Tip:** The projected income will not reduce the amount of grant award.
- **Total Expenses \$_____:** Add up the Total Expenses for this grant project based on your **Build a Budget**. **Tip:** The Total Expenses may be greater than the Grant Request. **BE SURE TO DOUBLE CHECK YOUR MATH! In-accurate budgets will make the application ineligible.**
- **Expenses Description:** If your Total Expenses are greater than the Grant Request, provide an explanation for how you will cover the financial difference. (1,000 characters with spacing)

- **Total In-kind Expenses:** \$_____

List any estimated in-kind expenses of the project. *If there are none, enter 0.*

Definition: An in-kind expense is a gift of goods and services. In-kind goods and services are typically goods and services that you would have to buy if the items or services hadn't been donated to you. Examples: supplies, lodging, marketing, etc.

The value of the donated supplies or services may be recorded as the amount that you would have to pay for similar items.

Career Development
Grant Request

Step 12: Enter the Career Development Grant Request

List the Total Amount you are requesting for your Career Development Grant, rounding to the nearest \$10. **The GRANT REQUEST can not be greater than \$2,000.**

Individual Resume

Step 13: Your Resumé or Bio

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

Here are some resumé tips and suggestions:

- If you have written an artist statement, place it below your contact information.
- List your artistic accomplishments in order, most recent to oldest. There is no time limit. You may go as far back as you want to highlight the scope of your work.
- Provide all educational experiences in your field, workshops, trainings, classes, degree work etc., even if you didn't complete the program.
- List all awards, honors, ribbons, prizes etc. received in your field. (if you have a larger number highlight the most recent and prestigious to keep it shorter)
- List all work in the field, both paid and volunteer positions; this could be projects, productions, exhibitions, contract work etc.

Individual Work Samples

Step 14: Your Work Samples

Select your discipline for your work samples. Your work samples must be in the same discipline as your grant request. A corresponding section will open below.

Visual Arts:

Upload ten *JPEG* images, *Size limit: 1MB* per image.

Provide the title, medium, size of work and year created with any context to explain the work. Describe any techniques or artistic focus for the work.

(And/Or) **Visual Arts Website Link:** Provide a website link for installation work. Describe details of the video with information about the location and year of the work. (*1,000 characters with spacing*)

Note: if you include the website link for one of your work samples, please limit the other images to nine in order to have a total of ten work samples.

Performing Arts (Music, Dance, Theatre):

Provide a website link. Enter the *full URL address* for your website. This could be a YouTube site, Vimeo account, Drop Box, Google Docs, etc. Be sure the site is unlocked for public viewing or provide a password.
Samples are limited to three minutes in length. Provide a brief description of each segment of the sample for context in the text box. (*1,000 characters with spacing*)

Best Practice: Make a sample video featuring several cuttings of your best work provides a broader work sample than single performance.

Literary Arts:

Upload two representative samples of your writing, no more than 5 pages per sample. Acceptable file formats are *Word documents or PDFs*. **Size Limit:** 1MB each. Provide a brief description of the work and the backstory if needed in the text box. (Example: This is the first chapter in a historic novel based in Dalton, MN in the 1950's.)

Step 15: 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, County, MN House District**
- The **Special Characteristics** and **Race/Ethnicity** questions 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.
- **Discipline:** select the art form you work in most of the time. #14 is an option if you work in multiple disciplines.
- **Project Discipline:** select the specific discipline for this grant project.
- **Adult Artist Participating:** If you are on the only artist, Enter 1. If any additional artists are participating in your project either paid or volunteers, count each one for your total.
- **Adult Audiences Benefiting:** This is your best guess of the number of adults that will participate in your project either as audience members, gallery

viewers, workshop attendees, etc. Do not count media or online numbers or repeat attendees.

- **Online Adult Audiences Benefiting:** Same as above, but for online activities.
- **Children/Youth Benefiting:** This is your best guess of the number of children/youth (18 and under) that will participate in your Project Grant either as audience members, gallery viewers, workshop attendees, etc. Do not count media or online numbers or repeat attendees.
- **Online Children/Youth Benefiting:** Same as above, but for online activities.
- **Counties impacted:** Check each of the counties in the LRAC that might benefit from your project. *Example:* where will your project take place or where will your audience members be coming from to see your project.
- **Board Members:** Please list NA for not applicable.

Signature Certification**Step 16: Electronic Signature Certification**

LRAC is authorized to accept an electronic signature from you in this section of the grant application.

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

Individual Certification Statement

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

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

Individual Signature

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

Certificate Date

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

Submit Application**Step 17: 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.