



LEGACY INDIVIDUAL GRANT

2023-2024 INSTRUCTIONS FOR ONLINE APPLICATION

Revised: August 3, 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 (updated for Fiscal Year 2024):

Revised guidelines for the FY24 Individual Legacy Grant Rounds include the following:

- 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.
- Individual Legacy grants are now capped at \$6,000 total, with a \$3,000 cap for equipment requests.

Preparing to Apply for the LRAC Legacy Individual 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.

Required: Your artistic resumé or bio (2 MB)

Your artistic work samples

Refer to **Your Work Samples** section for the number of samples, the length of the sample, file types, and file sizes. If you need assistance preparing your work samples for the application, please contact the LRAC office one week before the grant deadline.

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Additional Required Information, if applicable:

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 you are 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)

Continued on next page.

- **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 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.
- **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*.

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."

For each section in the Legacy Individual 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, a tip sheet and more. There are no questions to answer in this section.

Individual or Organization?

Step 1: Select **Legacy Individual Arts & Cultural Heritage** from the drop down menu.

This opens the sections that correspond to this grant.

Select the **Individual button**.

This opens the corresponding individual sections below.

Legacy Individual Prep and Eligibility Quiz

Step 2: Review the **Required** and **Optional Requirements** 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

Confirm Your Information

Step 3: Confirm your Information.

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

Provide Project Information

Step 4: Complete all Project Information: Project Summary, Start Date, End Date, Event Dates and Project Locations

Project Summary

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

- to study with John Smith, world renowned artist, to learn his technique and to create new work.
- to purchase a used kiln in order to increase the amount of ceramic pieces and provide workshops and demonstrations to the public
- to develop a new traveling exhibit with an artist talk to tour the LRAC region

Project Start Date:

Your **Start Date** must be at least 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: Fall Grant Review date is November 21 and the start date would need to be after December 19, 2023 or 12/19/2023.

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

Project End Date:

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

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

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

Number of Public Events

Select the dates 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. If your event spans multiple consecutive days, please only include the date of the first day.

Project Location(s)

Select the **number of locations** at which 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 own home or studio.
- **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 from each location’s authorized individual. This will indicate that the location such as theatre, school, center, facility, community, etc. is on board with your project and willing to host your event if you receive the funding. This could be a PDF of an email or a letter from the institution on their letterhead. (1 MB size limit)

Provide additional context about the location arrangement and the activity that will be occurring at the location in the text box. *(500 characters with spacing)*

Step 5: Complete the Summary of Proposal:

Please give a brief description of your proposal, including dates and locations, keeping in mind that the Legacy funds can only support activities that address the three areas of Arts Access, Arts Education, and Arts & Cultural Heritage. *(3,000 Characters with spacing)*

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

1. Introduce yourself to the LRAC Board, explain your artistic background and development.
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 you and the community.

Community Letters of 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.

Legacy Narrative Questions

Step 7: Grant Narrative Questions

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 Individual 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**
- 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 8: 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 9: **Previous Funding**

In this section, you will provide information on any **Previous Grants** you have received from LRAC, *MSAB*, or other institutions.

Please include only artistic activities.

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

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

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

Please build your list in the following format:

LRAC, 2014, \$750 Artist Quick Start Grant to purchase new supplies & easel

MSAB, 2016, \$9,000 Artist Initiative Grant to train with Artist Michael Keaton

Evaluation

Step 10: **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 10A**
2. Qualitative (collecting observations) **continue with Step 10B**

Step 10A: 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 10B: 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 11: 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.

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.

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.

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 of 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 12A**)
- Website with the Resume/Bio and Work Samples (**Step 12B**)

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)

Paid Artistic Personnel

Paid Personnel (continued)

Step 11A 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 11B 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 12: 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.

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.

Provide the name, description, resume/bio or website and quote/letter of commitment

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.

ment for their proposed work on the project in the section below .

#1 Other Paid Personnel

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

Additional Project Personnel

(Additional Paid Personnel continued)

#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**.

#1 Paid Expense*

Enter the amount to be paid for their work.

\$

Be sure the fee matches both the Quote/Letter Commitment and the line item (C) expenses in the budget.

#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 13: Legacy Presentation Option:

All applicants will be permitted to make a presentation to the LRAC Board for the Grant Review. This is an optional choice to be indicated when submitting the application.

All presenting applicants will do the following:

1. Indicate your selection to present in the application. Those who choose to present will receive additional instruction from the LRAC office after the application deadline.
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.

Legacy Budget Summary

Step 14: Budget Summary

Click on the link to download the blank template Excel file for Legacy Grant Budget. This is an Excel file for the projected Expenses and Income for the 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 14A 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 14B: 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.

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.

Equipment and Supplies

Step 15: Equipment and Supplies

Equipment Request

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 that appears below:

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. If you are selecting the more expensive item, provide an explanation. *(1,000 characters with spacing)*

Supplies Request

Is your budget requesting supplies totaling \$500 or more? Yes or No?

If Yes, please provide a price list to document the proposed items to be purchased with the grant in the section that appears below.

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.

Individual Resume

Step 16: Individual Resume or Bio

If you are applying for an individual grant, you need to provide proof of your artistic background. Please **upload** a copy of your resume (short version, 2 to 3 pages) or bio highlighting your artistic journey.

Here are some resume tips and suggestions:

- If you have written an artist statement, place it at the top below your contact information.
- List your accomplishments in the field 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 the field, workshops, trainings, classes, degree work etc. even if you didn't complete the program.
- List all awards, honors, ribbons, prizes etc. you have received in the field. (if you have a larger number highlight the most recent of the best to keep it shorter)
- List all work in the field, both paid and volunteer positions; this could be projects, productions, exhibitions, contract work etc.

Upload your resume/ bio. Word documents and pdf files are acceptable. (1MB)

Step 17: Your Work Samples

Your work samples must be in the same discipline as your grant request. Only one discipline is acceptable. The corresponding section will open up below:

Work Sample Discipline Selection*

Select the discipline that corresponds to your work samples.

- Literary
- Music
- Performance
- Visual Arts
- NA

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.

Example: Big Sky, watercolor, 8x10", 2017

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 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 ten 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 10 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.)

Reporting

Step 18: Arts Data Collection

These reporting fields are not used in the evaluation of your grant request and are simply used for data collection purposes. They are used to gather information about grant applicants for the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data.

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

Signature Certification

Step 19: 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: 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.

Submitting Application

Step 20: 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 identified in **red boxes** within the application.