



LRAC4.org

2017-2018 LRAC GRANT PROGRAM GRANT GUIDELINES AND APPLICATION INSTRUCTIONS

ARTIST QUICK START GRANT

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: \$750

Purpose: For activities and projects resulting in career development and artistic achievement.

For: Individuals in the LRAC nine county region, open to all disciplines; literary, music, performance, and visual arts.

Revised: July 1, 2017

Grant Schedule

Grant Round Start Date: Monday, July 10, 2017

Application Deadline: **Midnight, Tuesday, August 8, 2017**

Grant Review: Tuesday, September 19, 2017

For Projects taking place after September 20, 2017.

FUNDED BY:

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.

I. GENERAL INFORMATION

- The LRAC/McKnight Artist Quick Start-Grant Program enables individuals in the region to take advantage of artistic opportunities.
- The grant request is \$750.
- No match is required, either in cash or in-kind contributions.
- The project start date must be after the grant review date, September 20, 2017.
- Grantees have up to 12 months from their start date to complete their project.
- The application must be submitted to the LRAC grants on line application web site by midnight of the deadline date.
(New this year) Supporting documents are uploaded into the application.
- A final report must be submitted online by the applicant within 30 days after project completion.

II. ELIGIBILITY OF APPLICANT

Eligible individual applicants must be **all of the following** as of the application deadline:

1. An applicant is an individual artist in any arts discipline.
2. An applicant is a resident of the LRAC region for a minimum of 6 months.
The LRAC region includes the nine counties of Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin. 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. An applicant is at least 18 years of age.
4. An applicant is a United States citizen or have permanent resident alien status.
5. An applicant has submitted a complete and accurate application online with all supporting documents and work samples.

Who is not eligible to apply?

- An applicant has received a LRAC Artist Quick Start Grant within the **previous 12 months**.
- An applicant has received a LRAC Career Development grant within the **previous 3 years**.
- An applicant has a LRAC Fellowship grant within the **previous 5 years**.
- An applicant has an outstanding final report due to the LRAC.
- An applicant cannot relocate their legal residence outside the 9 county LRAC region during the year of the grant project or until the approval of the final report. *Note: if grantee leaves the LRAC region before completion of the grant project, the grant funds be returned.*
- LRAC Board Directors, LRAC employees, or an independent contractor for LRAC or family members of LRAC Board, employees or independent contractors. Family members are defined as spouse, domestic parent, parent, child or spouse of a child.

III ELIGIBILITY OF PROJECT

The grant can be used to fund any number of artistic opportunities for individual artists. Any events related to this project must be open to the general public.

Examples of LRAC Basic Artist Grant requests could include:

Training: Costs to attend a workshop or master class to further develop the artist's career. **Tuition or materials for college or university credits are not eligible.**

Production or Presentation: Costs involved in visual art show preparations, portfolio production, music production, video production, editorial assistance, development of promotional brochure, online and social media promotion, etc. *Continuation of past work is not eligible for a grant request.*

Supplies: Purchase of incidental supplies and materials necessary for the completion or production of new work which is pivotal to the artist's career.

Equipment: Purchase of specific equipment, which is vital to the artist's career development. 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.**

The applicant must solicit and document more than one quote or estimate for capital equipment expenses totaling more than \$500. While it is not necessary to accept the low quote, the applicant must indicate why the accepted quote was selected for the purchase.

Services: Rental of facilities for the presentation of new work.

Creative time, travel or living expenses to create artwork.

Note: **Travel funding will be paid out 50% up front and 50% upon completion.**

The LRAC Artist Quick Start Grant will not fund:

- 1.** Any project that does not have the fine arts as its primary focus.
- 2.** Tuition or materials for college or university credit.
- 3.** Projects that have received funding from the Minnesota State Arts Board.
- 4.** Projects that are a routine completion of work in progress or are a continuation of past work unless there is a new or expanded focus or audience.
- 5.** Development of curriculum plans, teaching materials, teaching programs or workshops, regardless of location to be presented.
- 6.** The translation or editing of material that is not a literary work of art or that is the work of someone other than the applicant.
- 7.** Payment of debts incurred before the grant request is approved.
- 8.** All activities that are essentially for the religious socialization of the participants or audience.
- 9.** Living or travel costs which are intended to provide experiences and not artistic growth.
- 10.** All events from which proceeds will benefit a secondary group.

Any events related to this project must be open to the general public.

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 meeting, grant applications are reviewed in the same order in which they were submitted online.
- The LRAC Board observes strict procedures to prevent any conflict of interest.
- All the artist work samples are reviewed by the LRAC Board prior to the grant review meeting.
- LRAC Board determines the eligibility of the application, based on both **applicant eligibility** and **project eligibility**.
- 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 V.
- Through majority vote, the LRAC Board determines whether the grant application will be eligible for full funded or denied funding.

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

Ranking

- ◊ Each approved grant application will be ranked by allotting an equal number of points to each **Review Criteria**. Then the grants are awarded according to their order of ranking.
- ◊ 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, or it may receive partial funding .

Notification Process

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

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 **after 3 p.m. the following day**

If funding is approved, the applicant will be required to submit a W 9 form, a Grant Contract and the Request for Payment form on line..

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

V. REVIEW CRITERIA

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.**



"This activity is funded in part by a grant from the Lake Region Arts Council with funding from the McKnight Foundation."

VII. 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 W-9 from, 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. ***Any significant revisions in the project must be requested and cleared, in advance and in writing, with the LRAC office.***

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 revisions submitted between LRAC Board meetings will be considered at the next scheduled meeting.

Depending on the decision made by LRAC at the meetings, the grantee may or may not be required to return money to LRAC or may or may not receive their final 20% payment

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.

VI. GRANT RECIPIENT RESPONSIBILITIES

The grant recipient must:

1. **Sign, date, and submit the W-9 form, Grant Contract and Request for Payment** to the LRAC within 45 days of receiving the funding notice.
2. **Complete** the project within 12 months of the start date.
3. **Expend** granted funds only for the project described in the grant application.
4. *Any significant revisions in the project must be requested and cleared, in advance and in writing, with the LRAC office.* 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.
5. Any requests for revisions submitted between LRAC Board meetings will be considered at the next scheduled meeting. **Depending on the decision made by LRAC at the meetings, the grantee may or may not be required to return money to LRAC or may or may not receive their final 20% payment**
6. **Maintain** reports showing evidence of grant income and expenditures and proper management of grant funds.
7. **Insure** that access to participation in the project will not be limited on the basis of national origin, race, religion, age or sex.
8. **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."
7. **Submit** the Final Report Form *within 30 days of completion of the project* along with the supporting materials and documentation of expenses.
Logon into the LRAC All Online Grant Home page,
8. **Upload** the Final Report's attachments into the final report.
These documents should include:
 - any purchase invoices
 - any new work samples
 - all publicity containing the LRAC credit line as listed in item 6.
9. **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.

VII. 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.

VIII. 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.

IX. 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.

X.APPLICATION INSTRUCTIONS

Application Assistance

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

In addition, 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, but would then not be able to review the 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 Webinars

First time applicants are encouraged to complete the new grant training webinars available starting July 2017. 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 Individuals
2. LRAC Grant Programs Overview
3. LRAC Artist Quick Start Grant

LRAC Online Grant Application

New this Year: LRAC is switching over to a new online grant application system. All applicants will need to start by creating a logon profile in the new 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.

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

If you are a returning LRAC applicant, you will need to create a new logon profile in new LRAC online system.

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 **midnight of the deadline date**.

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 therefore to the applicant's advantage to submit the grant application in advance of the deadline date.

Supporting Documents and Work Samples

New this Year: Supporting documents and work samples will be uploaded into the Attachment section of the online grant application. There is no authorized signature page in the new 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.*