

# LRAC Organization Legacy Grant Tip Sheet



Here are the best practices for completing your LRAC Organization Legacy Grant.

**Select the Start Date**

The project start date must be **after** the LRAC Board Grant Review Date; (contact office for specific date or review the grants calendar online, [click here](#))

**Winter: LRAC November Board Meeting**

**Summer: LRAC April Board Meeting**

**Update** the basic profile information including emails, phone numbers, paid staff, & board members.

**Verify** that you are up to date on your CDP Profile Budget if you are an arts organization.

**Submit It Early**

Submit the application a week or two before the deadline date. Then the application may be revised and corrected if needed. This will allow the LRAC staff to review your grant for errors and/or omissions, as time allows.

**Ask For Assistance**

Request for assistance could be made as you work through each section of the grant or when you have completed the application. You may contact the LRAC office by emails, phone calls, in person appointments or any combination of these communications.

**Read Application Before Starting**

Read the questions in Investment Evaluations first, before drafting the Summary of Proposal. Incorporate these concepts into your Summary of Proposal general outline.

The Summary of Proposal section should be treated as a persuasive essay. It should provide an introduction to the organization and its artistic goals.

Describe the project in detail answering all basic questions, and discuss the long term artistic benefits of the project. The maximum length is 4,500 characters with spacing.

The length could be a page to a page and ½ in order to make a convincing argument. Be sure to be concise and specific. Don't ramble or add unrelated text for text sake.

When answering the five Investment Evaluation questions, expand in greater detail on the each topic, although some repetition is acceptable.

**Write Draft in Word Doc**

Complete all editing, spell checking & verifying the number count in a word processing program first. Copy & paste the text into the grant application. Be aware of the size of each text box.

The number count is **characters with spacing**.

**How Much to Ask For In Each Category**

Each item on the Budget page needs to be matched to a funding category; Access, Education or Heritage. Be aware of the percentage break down for each funding category so the amount requested doesn't exceed the amount available in that grant round.

**Contact the LRAC for each grant round's available pool of funding:**

<b>Access</b>	<b>79.5%</b>
<b>Education</b>	<b>15.3%</b>
<b>Heritage</b>	<b>5.2%</b>

**Be "SMART"**

In the Outcome Evaluation section develop your SMART statement first, *specific, measurable, achievable, realistic and time bound*. Be creative in measuring the benefits of your project. Answer the question, "How will we know that the project was worthwhile, successful, effective, etc...?"

(Continued on back)

## *LRAC Organization Legacy Grant Tip Sheet (continued)*

### **Save and Submit**

Be sure to save the page before moving to another page in the online application process with the update/enter button. All pages must be marked completed before submitting the grant.

Complete the **Mark Page Complete** step for each section (*leave the Basic Information Page2 until last*).

Make no changes to the page when marking them complete and then return to the Legacy Grant Home page from the link at the top of the page. When submitting the application, if there are any omissions, it will be listed in red lettering.

A submission confirmation email will be sent to the you and LRAC. You may edit your submitted application up to the deadline date.

Once submitted, *print a PDF copy* for your records using the link at the bottom of the Legacy Organization Grant Home Page.

### **Prepare a Passionate Presentation**

All applications requesting over \$10,000 are required to make an oral presentation to the LRAC Board at the Legacy Grant Round Review, contact the LRAC Office for the exact date.

The presentation will be 5 minutes in length along with 5 minutes for questions from the LRAC Board. No handouts are permitted, (no displays, power points or visual aids of any kind). If the application is just under \$10,000, the LRAC board might wonder if the budget was tweaked to avoid the presentation.

A presentation schedule will be announced prior to the Legacy Grant round with 30 minute leeway on both sides of the designated time, contingent on LRAC Board deliberations.

### **Have you submitted all of the required attachments?**

- ◆ You must submit a signed **Electronic Signature Page**. A blank form is available on the Attachment Page 6.
- ◆ You must provide **Resumes** for all paid personnel, guest artists & project directors. (2 pages max, PDFs preferred).
- ◆ You must provide **letter of intent or commitment** for all key personnel. (no contracts!) A sample letter is available in the Attachment Page 8.
- ◆ You must provide **Work samples**: JPGs, audio files, PDFs, links to websites or videos for all key personnel.
- ◆ If requested, you must submit two equipment quotes for each item in the grant.

### **All attachments must be submitted by email ([LRAC4@lracgrants.org](mailto:LRAC4@lracgrants.org)) by midnight on the Deadline Date.**

*All applications received on the deadline date are "As Is" applications, no revisions or corrections are permitted to the application.*

- We encourage you to work with LRAC staff to develop your grant proposal. Please contact the office to schedule an one-on-one appointment with Betsy Ostenson either in-person or by telephone, Tuesday through Thursday, 9:00 am to 5:00 pm. We are here to assist you in developing the best project possible.

Advice or assistance to the applicants from the LRAC staff or Board during the application process does not guarantee that the application will be completely free of errors or omissions. The completeness and accuracy of an application and supporting materials are solely the responsibility of the applicant.