

A. POLICY INFORMATION AND GRANT DEADLINES

The Prairie Lakes Regional Arts Council (PLRAC) serves Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, and Watonwan counties. This program is made possible by general fund dollars provided by the Minnesota State Legislature, under a program designed and operated by PLRAC. The Arts-In-Education grant program is open to all public or private non-parochial elementary, middle or secondary schools (K-12) in the nine county area. Cooperation between parochial and public schools is encouraged. This means that public schools can be the applicant and collaborate with a parochial school to also have their students participate in the proposed arts activity.

The purpose of the Program is to provide educational partnerships between local and regional professional artists and (K-12) schools within the nine county area. This may include dance, literature, media arts, music, theater, and visual arts activities. Grants may be for: A. Artist Residencies, B. Live Arts Performances or Mini-Workshops, or C. Arts-Related Field Trips. Residencies, mini-workshops, live arts performances and field trips must include at least one hour of in-service for artist-teacher contact time. Further details are listed on page 4.

1. The Monthly Deadlines are July 1, 2016 thru May 1, 2017, or until funds are exhausted. Applicants should plan their projects six months in advance and submit an application at least 60 days and preferably 90 days in advance of the project starting date. The review and notification process takes approximately 4 weeks; payment is one month prior to the event. The arts council encourages innovative programming and growth. Repeat projects may not always be funded. School Applicants may only receive one of these grants per fiscal year; and the grant must be used within one year.

2. Arts-In-Education Grants are matching grants ranging from \$200 to \$2,000 and this grant must be matched with at least 10% cash. To eliminate barriers for schools to access these grants, we have reduced the cash match to 10% for the project, if needed. Applicants must provide a 10% cash match of the total project expenses. No in-kind is allowed on the budget page of the application or travel expenses outside of Minnesota in FY 2017. The maximum request should be the difference between the Total Income (Match) for the Project and the Total Project Expenses. Projects must be completed within one year of the awarding of the grant, unless an extension has been specifically requested and granted.

A different program available to schools through Prairie Lakes is called the Arts and Cultural Heritage (ACH) Grant, Arts Education Category, with a maximum grant of \$4,000. This grant is for larger budget school residencies and programs; but is not meant to supplant discontinued or nonexistent arts programs in schools. In FY 2017 it will be allowed that a school can apply for both an ACH Grant for Arts Education activities with students and an AIE Grant within the same year, as long as each application is for a specifically different project, with different expenses.

3. One Arts-In-Education (AIE) grant per school building is allowed each fiscal year. When a school district is located in more than one county, the grant is credited to the county of the school building site where the grant will be performed. Schools that have all students in one building can apply for more than one grant if the projects serve different age groups of students; contact PLRAC staff for clarification. If you have any questions about the county your grant is credited to, contact the PLRAC staff.

4. New School Applicants or those with different projects (those not receiving a grant in FY 2016) must contact staff prior to submitting an application to review the project, budget and inquire about funds

available. Submit an application early as this is a first come, first serve program. Applications must be submitted before 11:59 p.m. of the deadline date to be eligible for consideration. Applicants may only receive one AIE grant per year, except if schools have all students in one building they can apply for more than one grant if the projects serve different age groups of students like Elementary, Junior High, or High School. Contact PLRAC staff for clarification.

The projects should not occur prior to final grant approval, but exceptions may apply if the applicant just begins rehearsal or planning for the main event or concert. New applicants must contact the staff prior to submitting an application to discuss their the project and budget. Failure to do so will make the application ineligible. Staff analyzes the application for eligibility, budget accuracy, clarity and completeness; and contacts the applicant if changes are required. The PLRAC Board reviews and ranks all applications and makes final approval.

B. HOW TO APPLY: New in FY 2017 we will be starting an online grant process.

1. Go to our website www.plrac.org and Click on **Applicant Login** button, listed in the left menu on the homepage; or on the Grants Program page. There is also a written description of the online login process that you can download and save from the Grants Program page.
2. Register your organization online. If the organization is a first time applicant, an online account will need to be created using an email address and a password.
 - You will need your EIN number to complete the organizational registration. This is your IRS issued Employer Identification Number.
 - Register yourself as a user under that organization. Multiple contact people can be listed for your organization. However, only one email address and password will be associated with the account. You can share the email address and password with others so they can log in and enter information prior to submitting an application.
 - Important: The email address you use to register with will be your user login to get back into the system. You will need this login and a password you create for any future applications or follow-up materials. All automated communication for your grant will also come to this email address from administrator@grantinterface.com, so be sure to add it to your safe senders email list.
3. After Registering, you will see the Applicant Dashboard with a horizontal toolbar above the “Applicant Dashboard” title. The horizontal toolbar includes brown words that will highlight in tan when you scroll across them.

Tip: Clicking on the home icon anytime on the toolbar will bring you back to the Applicant Dashboard.

 - Click on Apply, on the horizontal toolbar.
 - Several different Grant Programs will be listed and you select the appropriate one, and click on **Apply** under that section.
 - The grant programs include: Arts & Cultural Heritage (ACH), ACH Youth Scholarship, Small Arts and AIE Grant, and Artist Grant.
4. Start completing your application on-line by clicking into the appropriate Grant category.
 - We recommend that you write your answers in a Word document first; and then copy and paste them into the appropriate fields in the application.
 - Review the Grant Guidelines and Application Questions that are on the Grants Program page of the PLRAC website for your arts grant program.

Tip: The online application form allows you to save your work and come back to it later. The “Save” button is located at the bottom of the page. It is recommended that you save your work often, even while continuing to work on it, so as not to lose any work. Always save before exiting the online grant system, as any work you have done or any files you have uploaded may not have automatically saved.

5. Submit the application online and include: Supporting materials which are essential to the project (i.e. artist resumes, staff resumes, Arts-In-Education Budget form, etc.).
 - Answer all required questions on the grant application. You will be able to see all the questions and go in and out of the application as you collect answers and complete. If you are missing items you will not be able to submit.
 - Complete your Arts-In-Education budget in an excel file and upload it to your grant. Make sure it includes both estimated expenses and revenue. Your expense and revenue portions of your budget must “break even” with the grant award included in revenue. If your organization is providing the match please list your organization in the revenue portion with the money you are providing to match. If earned income through ticket sales or participant fees generates the match make sure your numbers are supported within other parts of your narrative and application.

6. Applicants are encouraged to call the PLRAC office at 1-800-298-1254 to discuss eligibility or to have a draft of the application reviewed at least two weeks prior to the deadline date.
 - **Applications must be submitted by 11:59 p.m. on the deadline date.**
 - Applications received after the deadlines are ineligible. There are no exceptions to this policy.
 - The application records the date of submission so make sure that you meet the deadline date for submission on-line.
 - A pre-review of the application, budget, narrative, etc. is available prior to the deadline date. Two weeks prior to our deadline is best. Contact our office to ask for a review of your application in its draft form within the on-line grant system. We are able to view your application as you are completing it.

Using Fax-to-File:

A Fax-to-File feature is available within the application to help convert documents from hard copy to digital PDF format. Fax-to-File is located in the upper left portion of your screen under tools. Click on Fax-to-File and you will be presented with a toll-free number. Once you have a fax number, you will have 20-minutes to fax documents for conversion. Click the “Finished Faxing” button to see a list of files. Converted documents will be available to download to your computer. After downloading, the documents can then be uploaded.

C. APPLICATION REVIEW PROCEDURE

Arts-In-Education grant applications will be reviewed on a monthly basis, however there is not a board meeting in December or June. Applications must be submitted by the 1st of each month to be eligible for review that month. Those received after that date will be reviewed the following month. The board may recommend approval at the full amount requested, a partial grant, or denial of funding. On occasion the board may request clarification or modification of the grant application; prior to approval. **Notification is approximately 4 weeks after the grant deadline.**

D. REVIEW CRITERIA

There are three criteria used to evaluate applications and each has a value of 10 points.

1. **Artistic Quality and Merit of the project**, demonstrated by: the artistic quality of the artist to perform the activity (schools must submit the required support materials as outlined below); the merit of the activity and stated goals; the involvement of parents and community in the activity; and effective use of artist - teacher contact time.
2. **Ability of the school to accomplish the project**, demonstrated by: budget feasibility and fiscal responsibility; how the activity will be publicized, documented, and evaluated; and feasibility of the plan and schedule.
3. **Artistic Need for the Project**, enhancement to the current arts curriculum and availability of arts experiences in the area.

E. RESTRICTIONS ON USE OF FUNDS

1. Funds can't be used for support of "routine" school activities in theater, dance, music and visual arts such as: school plays, one-act plays, dance line, band or choir concerts, music competitions, summer band programs or spat camp, visual art classes and displays, etc.
2. Grant funds cannot be used for equipment, capital investments, endowment funds, purchase or commission of works of art, or solely for production costs associated with the creation of an arts event, such as costumes, sets, matting and framing.

F. NON-FUNDABLE ARTS-IN-EDUCATION GRANTS

Projects that will not be considered for funding are those in which:

1. Activities that do not have arts programming and arts activities, arts education or cultural heritage of the arts as their primary focus.
2. Funds are requested to produce fundraising activities involving the Arts such as benefits, receptions, or if the intent is to donate the proceeds (earnings) to another non-profit.
3. Events or project where the purpose is re-granting monies to another event or non-profit group.
4. Applicants have listed travel expenses outside of the state of Minnesota as a PLRAC grant expenses (use of funds) on their budget.
5. The application form and all required materials are not submitted by the deadline date specified in the grant program information.
6. The applicant has an overdue Final Report from a previous grant.
7. The applicant is not in compliance with any active contract with the arts council.
8. The applicant does not make all events open to the general public or whenever feasible, does not establish admission charges for the events.
9. Participants (youth) are required to pay a registration or participation fee and no scholarships are offered.
10. Funds are requested to pay fees for touring costs, performances, or exhibitions carried out exclusively by student organizations or schools that do not include the public.
11. Funds are requested for proposals that are essentially historical, and lack a strong artistic component.
12. Funds are requested to support strictly commercial activities intended for mass-market distribution.
13. Funds are requested for activities that attempt to influence any state/federal legislation or appropriation.
14. Funds are requested to pay for endowment funds, property acquisition, new construction or major building improvements that are not directly related to arts programming, are not eligible.
15. Funds are requested for new building projects.
16. Funds are requested for payment of debts incurred before the grant application is approved.
17. Funds are requested to support activities which are essentially for the religious socialization of the participants or audience (a religious service cannot be any part of a proposal).
18. Funds are requested to support activities in primary or secondary level parochial schools.
19. Funds are requested for support of "routine" school activities in theater, dance, music and visual arts. Activities such as school plays, one-act plays, dance line, pop concerts, music competitions, visual art classes and displays, summer marching band programs of the school, etc.
20. Funds are requested for an event which is a magic show, parade, or marching bands in a parade.
21. To supplant discontinued or nonexistent arts programs in schools.
22. Applicable to ACH Grant Only. Applicants cannot purchase equipment for or improve facilities within K-12 public schools. The exception will be, if a nonprofit arts group uses the school facility for rehearsal, classes, performances, or exhibitions, and it needs equipment or facility improvements for its own work. The arts organization could apply for and receive a grant and could develop a cooperative agreement with the school that spells out how the school could also benefit from the purchased equipment or improvements.
23. To compensate ongoing school personnel in full or in part.
24. To pay an artist or arts organization to provide essentially the same services that an ongoing teacher or arts specialist would be expected to provide.
25. For tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education

requirements to retain a teaching license.

26. Artists are required to pay excessive entry or exhibition fees in order to exhibit or perform in the project or program for which funding is sought.
27. The proposal budget contains combined funding from a regional arts council and the Minnesota State Arts Board (MSAB) that amount to more than one-half of the proposal's total cash expenses. No more than 50% of the income can be from State Grants; PLRAC and MSAB combined.
28. The proposal may not be eligible if the applicant's project could be funded through other Arts and Cultural Heritage funding sources such as the Children's Museums of MN block grant, Minnesota Historical Society, Regional Library System, Statewide County Fair funding, etc. It is up to the applicant to describe how the arts project and use of funds are different, if they are the recipient of other ACH Funding through another agency.

G. GRANTEE RESPONSIBILITIES The grant recipient must:

1. Not limit participation in the project on the basis of national origin, race, color, religion, age, sex, handicap, or ability to pay.
2. Use grant funds only for the expenses described in the project grant application.
3. Be responsible for completion of the project and for proper management of the grant.
4. Maintain records and receipts showing evidence of grant expenses and income.
5. Submit the Final Report form within 60 days of completion of the project. All future grants will be contingent upon completion compliance with the terms of this grant.
6. Include the following credit line in all advertising, news releases, printed programs, and promotional material: **"This activity is funded, in part, by the Prairie Lakes Regional Arts Council with an appropriation from the Minnesota State Legislature with money from the State's general fund."**

H. PAYMENT PROCESS

1. A Contract and Request for 80% Payment Form and a Final Report and Request for 20% Form are assigned to the grantee and will be accessed through the online account. (In cases of partial funding, the grantee must also submit a revised budget and a letter explaining how the proposal will be modified in response to the reduced budget.)
2. The grantee indicates agreement with the contract terms and completes the Contract and Request for 80% Payment Form. The form will be electronically signed and submitted online.
3. 80% of the grant funds will be paid to the applicant one month prior to the event.
4. Within 60 days of completion of the proposal, the Final Report and Request for Final 20% Payment Form must be submitted online. A copy of the Thank You letter sent to legislators, acknowledging the grant, must be uploaded into the Final Report. After approval of this information, the remaining 20% of the grant is paid to the grantee. Failure to submit a final report will result in the applicant not being considered for funding for the next two years.
5. Include the following credit line in all advertising, news releases, printed programs, and promotional material: **"This activity is funded, in part, by the Prairie Lakes Regional Arts Council with an appropriation from the Minnesota State Legislature with money from the State's general fund."**

I. GENERAL INFORMATION FOR ARTS-IN-EDUCATION GRANTS

Residencies, mini-workshops, live arts performances and field trips must include at least one hour of in-service for artist-teacher contact time. Schools should select artists that have credentials that meet their needs. Their quality of work will be considered as part of the application process. Applicants must submit a schedule for the artist residency, mini-workshop, live arts performance or field trip in addition to the application form.

Required Support Material for Arts-In-Education

- * Resumes of artists involved in residency, mini-workshop or live arts performance. Preferably no more than two pages, including artist's educational and professional background and teaching or residency experience.
- * Support material for field trip locations. This should include fliers from professional institutions, scheduling

times and dates, performance or exhibition information, etc.

A. Artist Residencies

1. Residencies must allow at least one core group or class of students to work with the artist daily throughout the residency.
2. A teacher must be present in the classroom at all times during a residency.
3. Artist's fees should be about \$250 a day and may need to follow the MN State Arts Board (MSAB) guidelines, presently \$250/day plus expenses, if the artist is on the MSAB roster of artists. Exceptional costs may be considered where reasonable justification is included in the application. (Schools may be willing to pay a higher fee based on the artist's credentials.) Given these guidelines, fees and expenses are negotiable between the artist(s) and the school.
4. Residencies must involve the general community in some significant aspect. Examples: receptions, poetry readings, exhibitions of the artist or students' work, or a public performance.
5. Schools can utilize an artist-in-residence for a Public Art project like a school mural or other hands-on activity the artist does with the students and it becomes a permanent part of the school building. Below is a general description about public art and what is involved with that process.

Public Art is the creation of a sculpture, mural, public performances, temporary works, and other grassroots forms of public art that engage the community in new ways. The applicant should identify a qualified artist to design and complete the work; working with a committee of citizens. In the proposal the applicant would need to describe: Why this public art is needed, how it will represent the community or the community's history, and what community input was solicited in the planning phase. Also, was a committee formed to discuss and plan the project? Public art often requires collaborations between the city, school, community at large, etc. The applicant would also have to identify and describe which organization would be responsible for the long-term upkeep of the public art. Also, submit the artist's resume and documentation of their professional capacity to complete a mural, sculpture, or temporary art installation, etc. and list examples of past work. We recommend applicants inform themselves about Public Art and its processes and a resource is Forecast Public Art in St. Paul which has a Public Art Toolkit for communities. <http://forecastpublicart.org/toolkit/didactic.html>. *Please contact the PLRAC office for more guidance and information on Public Art projects if needed.*

B. Live Art Performances and Mini-workshops

1. These activities must involve a significant number of the students at the school, and involve the general community in some significant aspect (i.e. parents and community members notified and invited to the performance, information in school newsletter or letter to the editor in paper, etc.).
2. Must show artistic quality and represent one of these art areas: dance, literature, music, theater, or visual art.

C. Arts Related Field trips

1. Field trips may not include costs associated with food or beverages for participants.
2. Field trips must be within the state of Minnesota only. No travel expenses for travel outside of Minnesota.
3. Field trips must also involve the general community in some significant aspect. Examples: joint bus trips, slide show reviews, volunteer involvement as guides, participants or chaperones. Students and teachers can share the program with other students or community groups following a field trip (i.e. Rotary, senior citizens group, school newsletter, letter to the editor in paper, etc.).

NOTE: Upon request, PLRAC grant application materials will be made available in an alternate format such as large type, disk or on audiotape. Please call the PLRAC office in Waseca at 1-800-298-1254. For individuals with a disability and in need of TTY, contact the Minnesota Relay Service at 1-800-627-3529.

J. SURVEY. A survey is not required for Small Arts or Arts-In-Education Grants at this time. However, a survey is required for the larger Arts and Cultural Heritage Grants. Some Small Arts Grantees are already utilizing a survey at their events to assist them when planning their project. An example survey is listed below.

