

## **Youth Scholarship**

### **Fiscal Year 2018 Guidelines**

Grades 7-12: Application Deadline: October 1, 2017  
Review date: October 27, 2017  
Grades 3-6: Application Deadline: November 1, 2017  
Review date: November 17, 2017

## **Youth Scholarship Guidelines Page for Grades 7-12 and Grades 3-6**

### **A. Youth Scholarship Policy Information**

Students must live in the 9-county region that Prairie Lakes serves including: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca and Watonwan Counties. **The Youth Scholarship of \$300 for grades 7-12 and \$200 for grades 3-6, will provide select students the opportunity to study their chosen art with a practicing professional artist, attend an arts workshop, series of classes or special training opportunity.** Projects for grades 7-12 can take place November 1, 2017 through August 1, 2018. Projects for grades 3-6 can take place January 1 through August 31, 2018. These activities must be within the state of Minnesota only. **Artistic areas include: dance, literature, media arts, music, theater and visual arts.** These scholarships are not based on financial need but rather for students that are active and excelling in their art form; and are being rewarded for their goals, ambitions and achievement. The on-going learning component of the lessons, classes, etc. is an important factor.

Students in grades 7-12 must be participating with an instructor, an organization or arts discipline for at least two years in order to be eligible. Students in grades 3-6 must be participating for at least one year to be eligible. The scholarship can be used to take lessons or pay fees to a private instructor or a non-profit arts organization serving youth. Examples include: Area Art Centers, Dance Conservatory of Southern MN, Mankato Area Youth Symphony Orchestra, Mankato Ballet Company, Mankato Children's Chorus, Mankato or New Ulm Suzuki School of Music, other youth dance or music organizations, or art centers and groups which offer art classes to youth, etc. Students may **not** use this scholarship to participate in a school or organization band or choir trip, or other arts or music trips.

### **B. Grant Deadline, Questions and Review Criteria**

The application for grades 7-12 is due October 1, 2017 and grades 3-6 is due November 1, 2017. There is only one deadline per year for each scholarship program. Students should remember to answer their application questions with several sentences in a paragraph answer. In general, students scored higher in the review process if they provided more detailed answers to the questions and had more years of experience in their art form.

The Prairie Lakes Board considers three criteria for grades 7-12. The maximum points for category A. Years of Experience is 4 points, B. Student's Answers to the Questions is 8 points and C. Instructor Recommendation is 4 points; for total points of 16 maximum for grades 7-12.

The Prairie Lakes Board considers two criteria for grades 3-6. The maximum points for category A. Student's Answers to the Questions is 8 points & B. Instructor Recommendation is 4 points; for total points of 12 maximum for grades 3-6. The complete list of the criteria for both grade levels is available to view or download within the online application.

### **C. How to Apply: FY 2018 Online Grant Process.**

1. Go to our website [www.plrac.org](http://www.plrac.org) and Click on **Applicant Login** button, listed in the left menu on the homepage; or on the Grants Program page.
2. If you have applied for a grant online in the past, log in with the same email address and password. If you forgot your password, you can reset it from the login page. If you would like Prairie Lakes staff to copy your grant from last year into a new application for the current year, please contact our office.

New applicants need to register online. If the student is a first time applicant, an online account will need to be created using an email address and a password.

- Follow all directions in the registration process for “individual artist”. (Example: **enter N/A** in the EIN/Tax Identification Number field.)
- Students will need to complete all \*required fields, including a Salutation (Mr., Miss, or Ms.). In the Business Title field enter “Student”.
- After you choose “yes” as the Executive Officer you can click the “Next” button to skip the next screen requesting additional Executive Officer information. (Extra Executive Officer information is collected only from organizations that apply, not individuals.)
- When the registration process is completed you will be directed to your own dashboard and the “Apply” page.
- 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 password you create for any future applications or follow-up materials. All automated communication for your scholarship will also come to this email address, so be sure to add [administrator@grantinterface.com](mailto:administrator@grantinterface.com) to your safe senders email list. Once the registration process is completed and an account had been established, the application process can begin.

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 will select FY 2018 ACH Youth Scholarship, and click on **Apply** under that section.
- The grant programs include: FY 2018 Arts & Cultural Heritage (ACH), ACH Youth Scholarship, Small Arts and Arts-In-Education 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. A Word document of application questions can be downloaded from within the online application or our website, [www.plrac.org](http://www.plrac.org).
- Keep in mind that formatting such as bold, italics, bulleting, etc. do not transfer to the online application form. When working in Word, periodically do a character count to ensure your answer does not exceed the character limit for each question.
- Review the Grant Guidelines, Review Criteria, and Application Questions that are on the Grants Program page of the Prairie Lakes website [www.plrac.org](http://www.plrac.org) or within the online application for your Youth Scholarship.
- 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. You are required to use the Save button at the bottom of the application to finalize the uploading of the document into the application.
- We recommend that you create a separate file folder in your computer, labeled for each particular application. In this folder store your word draft, downloads of the questions from the grant application process, support documents such as your recommendation letter from your instructor, etc.

5. Submit the application online and include: Supporting materials which are essential to the project (i.e. Student Recommendation Letter from your instructor.).

- Answer all required questions on the grant application. There are different questions that students grades 7-12 answer and students in grades 3-6 answer. Each section is clearly identified. 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 answers to required fields you will not be able to submit.
- When you log back in to continue working, your draft application will be located at the bottom of your dashboard, under your contact information.

6. Applicants are encouraged to call the Prairie Lakes office at 1-800-298-1254 or email [plrac@hickorytech.net](mailto:plrac@hickorytech.net) with questions.

- **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.
- Contact our office if you would like staff to review your application in its draft form within the online grant system. We are able to view your application as you are completing it.
- A Final Report will be required at the completion of the scholarship. The Final Report for grades 7-12 is due August 31, 2018 and grades 3-6 is due September 15, 2018.

**\*A Letter of Recommendation is required for the student to be eligible.** It is required that the instructor provide you with the Letter of Recommendation that you can upload into your online application. A sample Recommendation Letter Form will need to be downloaded from the online application and emailed to the instructor to complete. It is also available on the Prairie Lakes website, grants page.

<http://www.plrac.org/grants.html>