



Youth Scholarship
Grades 7-12 & Grades 3-6

Written Description of the Online
Contract and Final Report

HOW TO FIND FORMS

Youth Scholarship Applicants

You don't have to find the automatic email to complete your Contract or Final Report. You can just log into the system from the PLRAC website with your email address and password.

prairie lakes regional arts council

Logon Page

Email Address*

Password*

Forgot your Password?

Log On Create New Account

Welcome to the Prairie Lakes Arts Council's online grant portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials. **Be sure to keep this log in information for your organization's records.**

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator, Brenda Byron, at plracs@hickorytech.net to receive your username and password.

Click here after you enter your email address and password.



prairie lakes regional arts council

John Smith

Apply Organization History Fax to File

Applicant Dashboard

Applicant:
Mr. John Smith
def@hickorytech.net
555-555-5555
100 Main St 100 Main St
Mankato, MN 56001 USA

Organization:
Smith
N/A
555-555-5555
100 Main St 100 Main St
Mankato, MN 56001 USA

Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

John Smith

Process: FY 2018 ACH Youth Scholarship
Application Submitted 10/10/2017 View Application

Follow Up Forms

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
FY 2018 ACH Youth Scholarship Grades 7-12 Contract PLRAC	John Smith	Overall Grant	11/17/2017	Assigned	Edit
FY 2018 ACH Youth Scholarship Grades 7-12 Final Report PLRAC	John Smith	Overall Grant	08/31/2018	Assigned	

You'll be able to see your dashboard and the forms assigned to you.

If you have problems call the PLRAC office at 1-800-298-1254 for assistance. We'd be happy to help you.

FOLLOW UP FORM – CONTRACT



Students

Submit Your Contract

- After your scholarship is approved, you will be assigned two follow up forms: the Contract and the Final Report.
- Click on “Edit” next to the Contract to open the form.

Prairie Lakes Regional Arts Council John Smith ▾

[Home](#) [Apply](#) [Organization History](#) [Fax to File](#)

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Applicant:
Mr. John Smith
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Organization:
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[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

▾ John Smith

Process: FY 2018 ACH Youth Scholarship

Application	Submitted	10/10/2017	View Application
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Follow Up Forms

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FY 2018 ACH Youth Scholarship Grades 7-12 Contract PLRAC	John Smith	Overall Grant	11/17/2017	Assigned	Edit
FY 2018 ACH Youth Scholarship Grades 7-12 Final Report PLRAC	John Smith	Overall Grant	08/31/2018	Assigned	

You will only be allowed to view and edit the Contract first. Once you have submitted the Contract and PLRAC staff has approved it, the “Edit” button will appear next to the Final Report.

FOLLOW UP FORM – CONTRACT

∨ Grant Contract

Grant Contract By and Between the Prairie Lakes Regional Arts Council (PLRAC) and the Youth Scholarship Recipient.

This Agreement is effective by and between the Prairie Lakes Regional Arts Council and Youth Scholarship Recipient.
Review and Submit this agreement by November 17, 2017.

Whereas, the PLRAC has received funds from the Minnesota Legislature for the sole purpose of implementing programs and activities that are consistent with the constitutional purpose and legislative intent of the Arts and Cultural Heritage fund.

Whereas, the Youth Scholarship Recipient has applied to the PLRAC Arts and Cultural Heritage Youth Scholarship Program; and

Whereas, the PLRAC has found the Youth Scholarship Recipient's proposal to meet or exceed the established review criteria;

Whereas, the PLRAC desires to assist the Youth Scholarship Recipient by awarding a grant;

Whereas, Brenda Byron, the Executive Director of PLRAC authorizes this contract.

Brenda Byron

Signature

Now, Therefore Be It Resolved, that the PLRAC and the Youth Scholarship Recipient

I agree to the above terms.*

Yes

No

Students

Select “Yes” or “No” for the check boxes throughout the contract.

Read each section and click your answer. Answers are required for each section. You will not be able to submit the contract unless all the sections are completed.

EMAILS SENT TO YOU

Subject: FY 2018 Youth Scholarship Contract Submission Verification

From: Administrator [mailto:administrator@grantinterface.com]

Sent: Tuesday, November 1, 2017 9:33 AM

To: def@hickorytech.net

Dear Youth Scholarship Recipient,

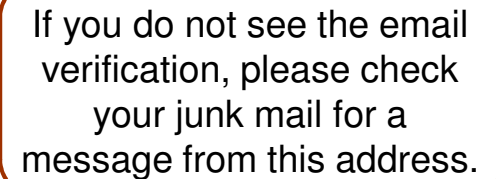
Thank you for submitting your Youth Scholarship Contract to Prairie Lakes Regional Arts Council. It was successfully received. Payment will be sent to your instructor on January 15, 2018.

When your scholarship activities are complete, log back into the online system to complete your Final Report by August 31, 2018. You can access the online portal from our website, www.plrac.org, and click on the "Applicant Login" button. Thank you!

Sincerely,

Brenda Byron, Executive Director

Prairie Lakes Regional Arts Council
105 22nd Avenue NE, Suite A
Waseca, MN 56093
www.plrac.org, plrac@hickorytech.net
1-800-298-1254, (507) 833-8721



If you do not see the email verification, please check your junk mail for a message from this address.

Students

Submit Your Contract

- Once you have submitted your Contract, you will receive this email from our online grant system.

FOLLOW UP FORM – FINAL REPORT

Follow Up Forms

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
FY 2018 ACH Youth Scholarship Grades 7-12 Contract PLRAC	John Smith	Overall Grant	11/17/2017	Complete	View
FY 2018 ACH Youth Scholarship Grades 7-12 Final Report PLRAC	John Smith	Overall Grant	08/31/2018	Assigned	Edit

Once you have submitted the Contract, and PLRAC staff has reviewed it and approved it, the “Edit” button will appear next to the Final Report. You will still be able to view your contract, however once a form is submitted you are no longer able to make changes.

Students

Submit Your Final Report

- After your project is completed, log back into the online system and complete the Final Report.
- Click on “Edit” next to the Final Report to open the form.

Student Account Form from Instructor

Student Account Form*
Download, save, and email this [Student Account Form](#) to your instructor.

After your instructor has completed the form and emailed it back to you, upload it into the field below.

[2 MiB allowed]

Student Account Form has been submitted*
A Student Account Form was submitted by my instructor for this youth scholarship and is attached.
 Yes

Other Receipts
(Optional) Upload other receipts or documents that show how your scholarship funds were used.

[2 MiB allowed]

The Final Report includes the Student Account Form that is completed by your instructor.

FOLLOW UP FORM – FINAL REPORT

Some of the fields below will reflect answers you submitted in your scholarship application. Review them and answer the questions following them.

Project Start Date

The start date for a Prairie Lakes youth scholarship is defined as the point at which the project is set in motion (e.g. lessons, classes, rehearsals, etc.). No expenses can be incurred prior to the project start date.

Earliest start dates for FY 2018:

Grades 7-12: Deadline 10/1/17, Review 10/26/17, Earliest Start Date 11/1/17

Grades 3-6: Deadline 11/1/17, Review 11/16/17, Earliest Start Date 1/1/18

Project End Date

Projects for students in grades 7-12 must be completed by August 1, 2018 and projects for grades 3-6 must be completed by September 1, 2018. Any changes must be requested and cleared in writing in advance with Prairie Lakes. A Final Report that is completed by the student, and a Student Account Form that is completed by the instructor, must be submitted at the end of the project. The reports for grades 7-12 are due by August 31, 2018 and the reports for grades 3-6 are due by September 15, 2018.

Dates Youth Scholarship Funds were Used*

Above are the project start and end dates you submitted in your Youth Scholarship application. Are these the actual dates that the scholarship funds were utilized?

- Yes
 No

Legislative Thank You Letters

Thank You Letters to State Legislators*

I sent Thank You letters to my Senator and Representative in my District. Attach a copy of each letter. (These two letters are required as part of your Youth Scholarship.)

Download a [sample letter](#) and [Senator and Representative addresses](#) and email addresses here.

[1 MIB allowed]

2nd Legislator Letter Upload

[1 MIB allowed]

Students: Complete the Questions on Your Final Report.

Some information from your original application will automatically be imported into your Final Report.

Original Question

New question within your Final Report

A requirement for your Final Report is to send thank you letters to your State Senator and Representative.

Upload copies of Legislator Thank You Letters

EMAIL SENT TO YOU

FOR SUBMITTED FINAL REPORT

Subject: FY 2018 Youth Scholarship Final Report Submission Verification

From: Administrator [mailto:administrator@grantinterface.com]

Sent: Friday, August 4, 2018 9:33 AM

To: def@hickorytech.net

Dear Youth Scholarship Recipient,

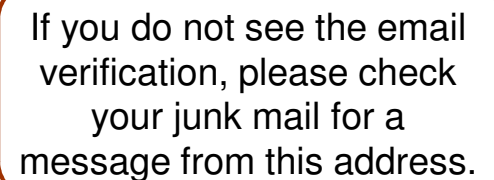
Thank you for submitting your Youth Scholarship Final Report, with the Student Account Form from your Instructor attached, to Prairie Lakes Regional Arts Council. It was successfully received. You will be contacted if any additional information is needed.

The next deadline to apply for a new Youth Scholarship for Grades 7-12 is October 1, 2018. Have a nice day!

Sincerely,

Brenda Byron, Executive Director

Prairie Lakes Regional Arts Council
105 22nd Avenue NE, Suite A
Waseca, MN 56093
www.plrac.org, plrac@hickorytech.net
1-800-298-1254, (507) 833-8721



If you do not see the email verification, please check your junk mail for a message from this address.

Final Report Submission Verification

Once you have submitted your Final Report, you will receive this email from our online grant system.



We would be happy to assist you if you have questions about the online application process or Follow-up Forms at 507-833-8721, (800) 298-1254 or plrac@hickorytech.net.

**Brenda Byron, Executive Director or Cindy Lewer, Program Manager
Office address: 105 22nd Avenue NE, Waseca, MN 56093.**