



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 login 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 plracc@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 2019 ACH Youth Scholarship
Application Submitted 06/25/2018 View Application

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT
FY 2019 ACH Youth Scholarship Grades 7-12 Contract PLRAC	John Smith	Overall Award	11/16/2018 12:00 AM CST	Assigned	Edit
FY 2019 ACH Youth Scholarship Grades 7-12 Final Report PLRAC	John Smith	Overall Award	08/31/2019 12:00 AM CDT	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



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
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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 2019 ACH Youth Scholarship
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Follow Up Forms

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FY 2019 ACH Youth Scholarship Grades 7-12 Final Report PLRAC	John Smith	Overall Award	08/31/2019 12:00 AM CDT	Assigned	

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.

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 16, 2018.

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;

In addition, the student may not use the Youth Scholarship funds for the following purposes:

- a. Payment of costs for projects that will take place outside the geographic boundaries of the nine-county PLRAC region.
- b. Activities that are essentially for the religious socialization of the participants or audience.
- c. Activities that attempt to influence any state or federal legislation or appropriating.

In addition, the grantee agrees to comply with all federal, state, and local, laws, rules, regulations and ordinances in its use and expenditure of these funds. Failure to comply may result in termination or forfeiture of the grant.

In addition, the student agrees not to relocate legal residence outside the 9-county PLRAC region during the year of the grant project. Note: If the student leaves the PLRAC region before completion of the grant project, the scholarship funds must be returned.

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

Brenda Byron, Executive Director
Signature

Now, Therefore Be It Resolved, that the PLRAC and the Youth Scholarship Recipient agree as follows:

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.

EMAIL SENT TO YOU

Subject: FY 2019 Youth Scholarship Contract Submission Verification

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

Sent: Thursday, November 1, 2018 9:33 AM

To: def@hickorytech.net

Dear Youth Scholarship Recipient,

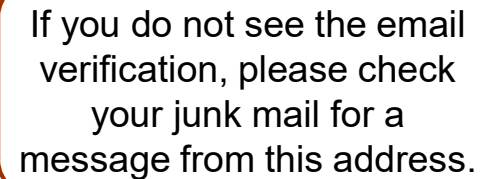
Thank you for submitting your Youth Scholarship Contract to Prairie Lakes Regional Arts Council. It was successfully received. Payment will be sent to your instructor on January 15, 2019.

When your scholarship activities are complete, log back into the online system to complete your Final Report by August 31, 2019. 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	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
FY 2019 ACH Youth Scholarship Grades 7-12 Contract PLRAC	John Smith	Overall Award		Complete	View
FY 2019 ACH Youth Scholarship Grades 7-12 Final Report PLRAC	John Smith	Overall Award	08/31/2019 12:00 AM CDT	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. Ask them to complete the form and return it to you.

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

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 2019:

Grades 7-12: Deadline 10/1/18, Review 10/25/18, Earliest Start Date 11/1/18

Grades 3-6: Deadline 11/1/18, Review 11/15/18, Earliest Start Date 1/1/19

Project End Date

Projects for students in grades 7-12 must be completed by August 1, 2019 and projects for grades 3-6 must be completed by September 1, 2019. 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, 2019 and the reports for grades 3-6 are due by September 15, 2019.

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. Upload 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.

If you are unsure who your Senator and Representative are, visit www.leg.state.mn.us for an easy way to find out. Scroll down to the "Who Represents Me" block. Click on the words, then in the new window enter your home address and click "search". Your current legislators will be displayed and when you click on their name their contact information will appear. You only need to mail or email your Representative from the MN House and your Senator from the MN Senate. (These two people should be at the top of the list.) You do not need to send letters to legislators in Washington D.C. You will need to save a copy of each letter and upload them into your Final Report.

[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 2019 Youth Scholarship Final Report Submission Verification

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

Sent: Friday, August 3, 2019 9:33 AM

To: def@hickorytech.net

Dear Youth Scholarship Recipient,

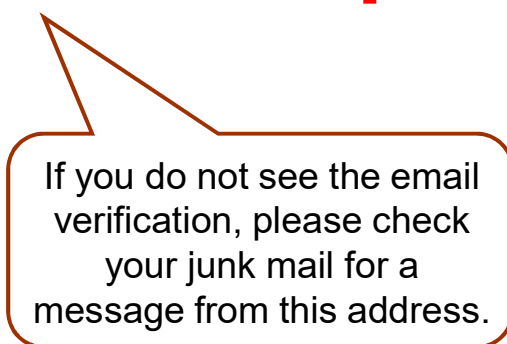
Thank you for submitting your Youth Scholarship Final Report, with the Student Account Form from your Instructor attached, to Prairie Lakes Regional Arts Council. It was successfully received. You will be contacted if any additional information is needed.

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.**