**Prairie Lakes Regional Arts Council**

105 22nd Avenue NE, Suite A

Waseca, MN  56093-2612

(507) 833-8721 or (800) 298-1254

plrac@hickorytech.net, www.plrac.org

**Artist Development Grant of $1,500**

**Fiscal Year 2021 Program Guidelines**

July 1, 2020 – June 30, 2021

**Deadline: June 1, 2020.**

## A. Artist Program, Amount and Eligibility.

Due to the current COVID-19 health situation, Prairie Lakes will be temporarily suspending the current Artist Grant Program and replacing it with this new artist grant to allow more artists to apply for funding and with the purpose of providing more flexible support. We are initiating the program quickly to serve artists that need funds to continue their creativity.

1. **The Artist Development Grant of $1,500 has a deadline of June 1, 2020.**

   This project grant provides financial support to artists committed to advancing their work and careers.  Artists at all stages of development are eligible. Artists may expand their present work, advance in skill or technique, or move in a new direction. This grant is for a specific project that contributes directly to your growth and development as a professional.

   a. Because of current COVID-19 restrictions, artist grant requirements are more flexible this year. Funds may be used for supplies, mentorships, etc. as usual, but for this round of grants, artists are able to use up to 100% of funds for creative time and/or living expenses if needed.

   b. We would like artists to explain how this grant will help them continue to do creative work during this challenging time. If requesting funds for creative time and/or living expenses be sure to explain how COVID-19 has impacted you in those areas.

   c. A final exhibit or performance is NOT required for this grant. However, this may be a good time to develop your social media and online presence through Facebook, Twitter, or a website.

   d. Applicants must show that they can do the project without needing to violate any public health guidelines.

2. **The Goal is to Award 33 Artist Grants for a total of $49,500 with funds from The McKnight Foundation.**



3. Applications are encouraged from artists in all art disciplines.  This may include dance, literature, media arts, music, theater, visual art, etc.

4. Applicants must have resided in Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County for a minimum of twelve months prior to application.

## B. Grant Deadlines and Earliest Starting Dates.

Grant applications must be received by the deadline date. The artist grant period is one year. However, artists can conclude their project earlier if they spend all funds and have documentation of how funds were used.

<u>Application deadline June 1, 2020</u>. The application will be reviewed at the June 25, 2020 board meeting; and the Earliest Starting Date is August 1, 2020.

<u>Tentative: An additional deadline will be added on July 1, 2020 if all funds are not awarded in June.</u> The application will be reviewed at the July 23, 2020 board meeting; and the Earliest Starting Date is Sept. 1, 2020.

## C. Application Assistance.

The Prairie Lakes staff is available to assist applicants in project development and answer questions about the grant application process. <u>First time applicants are strongly encouraged to contact the Prairie Lakes office to discuss the eligibility of their activity or project; and applicants in general are encouraged to contact the staff early in the planning process.</u> The Prairie Lakes staff will review the application and identify any concerns, upon request

submitted via email to our office, at least two weeks before the application deadline. Staff assistance does not guarantee or imply that a grant request will be funded. The content and accuracy of an application are solely the responsibility of the applicant.

Helpful Hints for the Application:
1. Plan ahead. It takes time to write a good application.
2. Have a person not involved in your project read your application. It helps to have a fresh set of eyes look at your application.
3. Save a copy of the Application Questions and answer them first in a Word document. Then you can cut and paste them into the appropriate fields in the online application.
4. The board members of Prairie Lakes are more interested in artists being straight forward in their answers and specific rather than vague. *This will make your application seem more tangible and ready to implement to the Review Panel of Prairie Lakes Board Members.*

The goal of PLRAC as an organization is to strive for Equity and Inclusion in our policies, programs, and the community we serve.  We encourage artists to think about how their arts activities are available to the community and underserved groups such as:
* IPOC (**I**ndigenous people and **P**eople **o**f **C**olor including Native American, Black/African/African American, Afro Latino, Caribbean, Chicano/Mexican, Central American, South American, Middle Eastern/North African, Southeast Asian/Asian/Pacific Islander, Immigrants, Refugees, and Muslim individuals.);
* Economically disadvantaged
* Youth and Seniors
* People with Disabilities
* LGBT (Lesbian, Gay, Bisexual, Transgender, etc.)

**D. How to Apply:  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 Grant Program page.  On the Grant Program page of our website you can find an online **Tutorial for Artists** explaining how to set up an account, apply for a grant, etc.

1. If you have applied for a grant online in the past, log in with the same email address and password. Do not create a new account.  If you forgot your password, you could reset it from the login page.

2. New applicants need to register online. If the artist is a first-time applicant, an online account will need to be created using an email address and a password.
   a. Follow all directions in the registration process for "individual artist". (Example: enter N/A in the EIN/Tax Identification Number field.)
   b. Artists will need to complete all *required fields, including a Salutation (Mr., Miss, or Ms.). In the Business Title field enter "Artist".
   c. 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.)
   d. When the registration process is completed you will be directed to your own dashboard and the "Apply" page.
   e. 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, so be sure to add administrator@grantinterface.com to your safe senders email list.  Once the registration process is completed and an account has been established, the application process can begin.

4. After Registering, you will see the <u>Applicant Dashboard with a horizontal toolbar above the "Applicant Dashboard" title</u>. The horizontal toolbar includes brown words that will highlight in tan when you scroll across them.
   **Tip**: <u>Clicking on the Home icon anytime on the toolbar will bring you back to the Applicant Dashboard.</u>
   a. Click on **Apply**, on the horizontal toolbar.
   b. Several different Grant Programs will be listed, you will select "Artist Grant" and click on **Apply** under that section.

5. Start completing your application online by clicking into the appropriate Grant category "Artist Grant".
   a. <u>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</u>. A Word document of application questions can be down-loaded from within the online application or our website, <u>www.plrac.org</u>.
   b. 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.
   c. Review the Grant Guidelines, Review Criteria and Application Questions that are on the Grants Program page of the Prairie Lakes website <u>www.plrac.org</u> or within the online application for your Artist Grant.
   d. 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.
   e. 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, budgets, support documents, etc.

6. <u>Submit the application online and include</u>: Supporting materials which are required for this grant (i.e. resume, work samples and work sample description page).
   a. 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 it. If you are missing answers to required fields, you will not be able to submit.
   b. Download and complete your Budget in an Excel file and then upload it to your grant. Make sure it includes estimated expenses.
   c. When you log back in to continue working, your draft application will be located at the bottom of your dashboard, under your contact information.

7. Applicants are encouraged to email the Prairie Lakes office at <u>plrac@hickorytech.net</u> to discuss eligibility.
   a. <u>Applications must be submitted by 11:59 p.m. on the deadline date</u>**.**
   b. Applications received after the deadlines are ineligible. There are no exceptions to this policy.
   c. The application records the date of submission so make sure that you meet the deadline date for submission online.
   d. A pre-review of the application, budget, narrative, etc. is available prior to the deadline date; two or more weeks prior to our deadline is best. Contact our office if you would like staff to review your application in its draft form within the online grant system. We can view your application as you are completing it. Staff assistance does not guarantee or imply that a grant request will be funded. The content and accuracy of an application are solely the responsibility of the applicant.

**E. Artist Copyright Statement and Policy.**
"The Prairie Lakes actively supports artists as they create original works. Artists must be diligent when analyzing how much of their content is inspired by others and when they are committing plagiarism. The content or artworks funded by Prairie Lakes must be conceived and created by the funded artist(s). Appropriation of images, lyrics,

or texts from historic or popular culture sources must be accurately cited. If sources are under copyright, documentation of permission must be given. Remember, all creative work is the intellectual property of the artist." Please feel free to contact the Prairie Lakes office if you have questions about this policy.

**F. Eligibility and Restrictions: Artist Development Grant.**
The Artist Development Applicant must be 18 years of age, a U.S. citizen or have permanent resident alien status. **They must currently reside in and have been a resident of the nine county Prairie Lakes region for a minimum of twelve months prior to application**; and do not intend to relocate outside the 9-county region during the year of the grant project. Residency is determined by voting location, payment of state income taxes or a valid Minnesota driver's license listing a town in our region. You must upload your Minnesota driver's license or other document to verify residency.

1. The $1,500 grant must support a specific career-developing project as opposed to unrestricted support.

2. Projects must be completed within twelve months of the starting date. Artists can apply for this grant even if they have received a previous Prairie Lakes artist grant in the past year or two years.

3. Grant money cannot be used for payment of supplies or expenses incurred before August 1st.

4. No Full-time students are eligible (enrolled in college, university, vocational school, high school, etc.); for the one-year period of this grant. **However, part-time students taking two or less classes per semester or grading period may be eligible**, and they need to upload their class schedule with their application. Part-time students also need to upload a copy of their driver's license showing Minnesota residency in our 9-county area to be eligible.

5. Projects are not eligible if they request grant money for:
   a. Costs for relocating the applicant's legal address/residence outside the state of Minnesota.
   b. Fulfillment of degree or course requirements for students.
   c. Activities that are essentially for the religious socialization of the participants or audience.
   d. Activities that attempt to influence any state or federal legislation or appropriating.
   e. Strictly commercial activities or projects intended for retail or mass-market distribution (i.e. limited-edition prints, note cards, copies of CD or DVDs for musicians and performers).

**G. Eligible Projects.**
Examples of projects that are likely to be funded are described in the following list. The list is not meant to be limiting or all-inclusive. Artists may use up to 100% of the grant for "creative time" and/or living expenses if needed.

1. Production and Presentation - Costs involved in visual art show preparations, portfolio production, studio time for producing a CD/DVD for a composer or musician, a DVD for a choreographer, editorial assistance for a writer, etc.

2. Workshops, Training, Research or Mentorship – Registration fee, travel and other costs involved in attending a workshop in your field, advanced training, or apprenticeship with a professional artist. Mentorship with another artist requires that you also submit their resume (showing background and expertise) and state what you hope to learn from them.

3. Supplies and Equipment - Purchase of supplies, materials, or equipment necessary for the completion or production of new work. (i.e. visual art: paint, brushes, canvas, matting and framing, etc.)

4. Creative time and living expenses – "Creative time" may include time working on your art and/or replacing income if you reduced other paid employment to create your artwork. Living expenses such as rent and/or utilities may also be part of your budget. For this grant round, up to 100% of the funds can be used for artistic creative time and/or living expenses as needed.

## H. Budget Examples.

Describe the expenses for your project, with specific amounts for each category. (i.e. materials, supplies, equipment, registration fee, travel, etc.) Editing and studio time should list number of hours and hourly rate for time #__hrs. @ $__ per hour. Mileage may be reimbursed at $.50 per mile. "Creative time" and/or living expenses may also be part of the budget, up to 100% of the grant, if needed.

### Examples of an Artist Development Grant Budget.

### Any Type of Artist - Creative Time and Living expenses
| | |
|---|---|
| Creative Time ($10 hour x 50 hours) | $ 500 |
| Living expense (Rent for two months @ $500) | $1,000 |
| Total | $1,500 |

### Visual Art: Materials and Supplies
| | |
|---|---|
| Supplies: paint $150, brushes $100, canvas $270 | $ 520 |
| Matting and framing (8 pieces @ $60 each) | $ 480 |
| Creative Time ($10 hour x 50 hours) | $ 500 |
| Total | $1,500 |

### Literature Workshop
| | |
|---|---|
| Registration and/or class fees | $ 300 |
| Hotel (2 nights) mileage and meals | $ 500 |
| Editing (35 hrs. @ $20/hr.), paper & postage | $ 700 |
| Total | $1,500 |

### Literature Time and Living expense
| | |
|---|---|
| Writer's Retreat Location ($100 night x 8 days) | $ 800 |
| Loft classes (2 @ $100 each) | $ 200 |
| Living expense (Rent for one month $500) | $ 500 |
| Total | $1,500 |

### Musician Studio Time
| | |
|---|---|
| Music Recording Studio: 10 hours at $80 per hour = | $1,300 |
| Fee for two additional musicians @ $100 each = | $ 200 |
| Total | $1,500 |

## I. Review Criteria

The board will use the following criteria to evaluate each Artist grant application, for a total of 30 points. Applicants do not answer these questions; we are only providing them for your information.

1. Project's contribution to the artist's artistic growth. (0-10 points)
   Is the project described well? Is the budget realistic? Will this project assist in the artistic development of the applicant? Does the artist explain how this grant will help them continue to do creative work during this challenging time? Has this person explained financial need if asking for living expenses and creative time?

2. Evidence of serious artistic commitment. (0-10 points)
   Does the applicant appear to have sufficient initiative and ability? Does their resume reflect a variety of experiences and public exposure of their artwork?

3. Demonstration of work and exceptional talent. (0-10 points)
   Does the work sample reflect artistic quality? Is their skill and technique clearly evident?

## J. Grant Review Process.

Staff analyzes the application for eligibility, budget accuracy, clarity, and completeness, and contacts the applicant if changes are required. Grant applications are reviewed and ranked by the board based on the stated criteria. However, applications that don't score at least half of the points possible will not be funded. Therefore, if an

artist scores less than 15 points, out of 30 points possible, then the application cannot be funded. High scoring grant applications are then scored and ranked. Only the top ranked grants will receive funding.

## K.  Payment Process and Final Report.

Upon notification of the grant award, the applicant must electronically sign and return the online Grant Contract within 30 days. After the contract has been submitted to the Prairie Lakes office, a check for 80% of the grant award is sent to the grantee. The grantee may claim the remaining 20% by submitting an online Final Report within 60 days of the project's completion. Within 60 days of completion of the project, the Final Report must be submitted online.  After approval of the Final Report, the remaining 20% of the grant will be paid to the grantee.

The Final Report is an Extremely Important Document.  If the project has been carefully managed, there should be little difference between the final project description and budget and the initial application project description and budget. Prairie Lakes realizes that as projects develop, some minor differences may arise, but applicants should take every precaution to ensure implementation, operation, and evaluation of the project as promised. Grantees that fail to submit a required Final Report and receipts of their expenses within the prescribed time with good cause, and subject to Council approval, will automatically be considered ineligible for funding for three years from the completion of the project.

## L.  Grantee Responsibilities.

The Grant Recipient Must:
1.  Use grant funds only for the expenses listed in their application.  Any significant revisions in the project must be requested and cleared, in advance and in writing, with the Prairie Lake's Executive Director.
2.  Be responsible for completion of the project and for proper management of grant funds. Documentation and receipts for expenses must be submitted with the Final Report. The Final Report must be submitted within 60 days after the completion of the project.
3.  Include the following credit line in all programs, postcards and publicity related to the project: **"This activity is made possible by an Artist Grant from the Prairie Lakes Regional Arts Council with funds provided by the McKnight Foundation."**

## M. Artist Statement.

An Artist Statement is Required as part of this application. An artist statement is text that accompanies and explains the artist's intentions of their body of work. A strong artist statement supplements the visual information in the application so that the Prairie Lakes board member who is reading your grant can better understand your work. Your artist statement should stand on its own so that the reader can imagine what your work looks like even if they have not seen it.

## Things that should be mentioned in your Artist Statement.
1.  **How** - An explanation of the materials and media – What tools do you use? Be as specific as you can.
2.  **What** - An explanation of the subject matter and concepts explored. What are you communicating? Again, be specific. What sets your work apart from other work?
3.  **Why** - Why these two aspects reinforce one another.

## N. Artist Resume.

An Artistic Resume is Required as part of this application. It must be uploaded in one of the following formats: computer generated Word document or PDF.  The resume should not exceed two one-sided pages in length.  A resume should include your Name, Address, Phone, Email; and could include any or all of the following: Education, Training and Experience in the art form, Work Experience, Volunteer or related arts experience, Public and private exposure of your artwork (i.e. exhibitions, collections, commissions, published literary work, participation in music groups or performances), Grant Awards, Professional Associations and Interests.

Example Resume information is described below:

1.  Under **Education and Training**, mention your formal arts education (certificates or degrees from art schools or universities), workshops or classes taken, and mentorship opportunities with key artists or culturally significant individuals, if appropriate.

2.  Under **Employment**, mention your arts-related job experiences. Do not list non-arts occupational details unless you feel this information might help the review panel better understand your art, or why there were gaps in the years you were producing art.

3.  Title the next section based on your discipline: **Readings, Publications, Exhibitions, Performances**, etc. List selected activities by their date, starting with the most recent.

4.  Under **Awards and Collections,** list awards you have received and both public and private collections that have acquired your work. Private individuals that own your work can be put together under one heading.

5.  Other headings you may want to include in your resume: **Mentors** with whom you have worked; **Presentations/Artist in Education/Workshops** which you have taught or attended, including residencies in schools; **Commissions** which you have received; **Panels and Committees** on which you have served; or **Volunteer Arts Experience**.

## O.  Work Sample Description.

The Work Sample Description is a one-page typed list providing specific details about your work samples; upload this to the online application. Work samples should be recent (within the last four years) and should support the intentions stated in your application.

a.  Put your name, email, and daytime phone number at the top of the work sample description page.

b.  If you are a Visual Artist, upload the **Digital JPG images.** Provide a list of the artwork in numerical order #1 through #5 viewing order. Also include the title of the work, dimensions, medium, and date it was completed for each work listed.

c.  If you are submitting **Literary Samples** (fiction, non-fiction, prose, poetry, plays, etc.): list the title, page numbers, and the completion date of each work.

d.  Musicians should list titles of works and recording date of each. Upload an audio or video file or provide a link to a YouTube or your website.
   1.  If the music or production represented involved others, explain your role in the work (for example, a choreographer may or may not appear in submitted material);
   2.  If you are performing, give a description to help the Review Panel identify you (for example, "I'm the vocalist or banjo player in this musical piece"); and
   3.  Indicate any technical instructions for presentation.

e.  You may also include a brief explanation of the work on your Work Sample Description Page. If you are a multidisciplinary artist and submitting two forms of work samples also describe why.

**P.  Submit Work Samples:**  Remember that artistic merit is one of the primary criterions for the selection of grantees. Your work sample should represent your work to its best advantage. Work samples should be fairly recent (**within the last four years**) and should support the intentions stated in your application.

Upload digital JPG images into the online Artist Grant Application, make sure the objects pictured are well lit and in focus.  With a little care, good quality video and sound recordings can be made on home equipment. In all cases, make sure the work sample adequately reflects the quality of your work.

**Note: If your audio/video file is larger than 2 MiB, you must provide a website URL to an audio/video page** (ex. YouTube, Vimeo) **where we can listen to or view your selected sample.**

**Visual Artists:** Upload at least 5 digital JPG images, maximum of 2 MiB per image. For each JPG image provide a number, starting with #1 up to #5 on the Work Sample Description page. Also include the title of the work, dimensions, and date it was completed.

**Literary Arts:** Fiction, non-fiction, prose, poetry, plays, etc. - 5 pages maximum. Must be a computer-generated Word document and double-spaced, except poetry which can be single-spaced. Upload this cover sheet with title, writer's name and a brief synopsis of the contents, into the online application.

**Performers:** Singers, musicians, dancers, actors, etc. Submit visual or audible record of your work, maximum of 5 minutes. Upload into the online application an audio or video file or link to YouTube video. You may also upload a written score (printed or computer generated) or a condensed score, into the application as a document.

**\*Note for Performers:** If your audio/video file is larger than 2 MiB, you must provide a website URL to an audio/video page (ex. YouTube, Vimeo) where we can listen to or view your selected sample

**Helpful Tips for Work Samples.**
1. The five work samples for **visual artists** should be five different pieces that reflect your current work or direction of work described in your artist application. The images should only show the artwork. It is recommended that you crop out background objects and people. Only submit close-ups of a couple pieces if needed to see detail. Otherwise it helps the board to see more pieces of work.

2. For **writers**, don't submit the first 5 pages of a novel or play, submit sections that are the most interesting, have conflict or show the strongest part of the work. The work sample page could describe why you have selected these sections of the literary work.

3. For **musicians,** select 2 songs with a few minutes from each, where you are featured, and it demonstrates your strongest work; only put these selections on the uploaded music work sample for a total of 5 minutes. The same for **theater/performers,** select sections of performances, where you are featured, and it demonstrates your strongest work.

**Special Note for Multi-Discipline work:**
*If your artist project is multidisciplinary you can submit two types of work samples. For example:
1. visual artist wants to demonstrate presentation of their work: Upload JPG images and a video file or link to the presentation of artwork; or
2. poet combines their work with photography, upload a written sample and JPG images; or
3. children's book author combines their work with their own illustrations, upload a written sample and JPG images of your illustrations; or
4. playwright could upload 5 pages of script and a 5-minute video or link of play excerpt.

**S. Certification and Signature.**
Applicants will need to certify their application with an electronic signature by typing in their name. Note that the typed name constitutes as a legal signature in agreement to the following statement:

By signing my name on the online grant application, I certify that I meet all the eligibility requirements listed in the guidelines. Also, that all the information contained in this application and its attachments are true and correct to the best of my knowledge; and that I have submitted a complete application. I also certify that I intend to use the grant funds only for allowable purposes.

If any of the information in the guidelines is unclear, contact the Prairie Lakes office at (800) 298-1254, (507) 833-8721 or plrac@hickorytech.net.

Upon request, Prairie Lakes grant application materials will be made available in an alternate format such as large type, disk or on audiotape. Please call the Prairie Lakes office in Waseca at 1-800-298-1254. For TTY, contact the Minnesota Relay Service at 1-800-627-3529.