



Artist Professional Mid-Career or Career Development Grant

Written Description of the Online Process, Setting Up an Account, Grant Applications, and Follow Up Forms

105 22nd Ave. NE, Waseca MN, 56093
cindy@plrac.org or info@plrac.org
(800) 298-1254 or (507) 833-8721

PLRAC ONLINE GRANTS



HOME ABOUT US GRANTS SERVICES NEWSLETTER MEDIA & LOGOS CONTACT US

APPLICANT LOGIN



What Services Do We Provide?

Grants for Organizations, Artists & Youth Scholarships

DIVE IN

Grant Writing Workshops and Technical Assistance

DON'T MISS OUT

Monthly Newsletter, Arts Calendar of Local Events

READ MORE



SERVING THE
9-COUNTY
REGION

PLRAC Online Grants:

- Go to the Prairie Lakes Regional Arts Council (PLRAC) website: www.plrac.org
- Click on the teal “Applicant Login” button at the top right corner of the Home page.

CREATING AN ACCOUNT

prairie lakes
regional arts council

Logon

Email Address*

Password*

Log On Create New Account

[Forgot your Password?](#)

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 office at info@prlac.org.

Click here to create a new account.

Grant Management Software provided by Foundant Technologies © 2023

Create an Account

- **First-time users must create an account.**
- **If you already have an account, log on with your email and password. If you forgot your password, click on the "Forgot your Password?" link to reset it.**

CREATING AN ACCOUNT



Cancel Account Creation

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

NOTE: You will not be able to change your organization information after registering.

If applying as an organization please enter your legal name and address information as shown on your IRS Tax Determination Letter.

Organization Name*

(Enter last name if individual artist)

EIN / Tax Identification Number (XX-XXXXXXX)*

(Enter N/A if applying as an individual artist)

Web Site

Telephone Number (###-###-#### x###)*

Organization Email

Mailing Address*

Physical Address

City*

State*

Postal Code*

Country

Next >

User Information

Executive Officer Question

Additional Executive Officer Information

Password

New Account Information:

Follow the instructions for an **individual artist**.

Enter your last name for the "Organization Name".

For the "Tax ID Number", enter N/A.

Questions with an asterisk (*) are required.

Click here to continue.

CREATING AN ACCOUNT

Organization Information

User Information

[Copy Address from Organization](#)

Salutation* First Name*

Middle Name Last Name*

Suffix (Sr, Jr, III, etc.) Business Title*

Email / Username* Email / Username Confirmation*

Telephone Number (###-###-#### x###)* Mobile Number (###-###-####)

Mailing Address* Physical Address

City* State*

Postal Code* Country

[← Previous](#) [Next >](#)

Executive Officer Question

Additional Executive Officer Information

Password

Click here to copy the organization address.

Account Information:

Artists can always click the “Copy Address from Organization” button.

The online system is also used by groups and organizations that may have different addresses for the group and the contact person.

However **artists** will always utilize their home address and can use the copy feature.

Once an account is created, your information is saved for future applications.

Click here to continue.

CREATING AN ACCOUNT



Cancel Account Creation

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

User Information

Executive Officer Question

Are you the Organization's Executive Officer?*

If applying as an individual answer Yes below.

Yes

No

< Previous

Next >

Additional Executive Officer Information

Password

Click here
to continue.

**Account
Information:
Executive Officer
Information**

**Individual
artists always
answer "Yes".**

CREATING AN ACCOUNT

Organization Information

User Information

Executive Officer Question

Additional Executive Officer Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following characters:
!@#\$\$%&*()_

Password*

Confirm Password*

[← Previous](#) [Create Account](#)


Click here to finish creating your account.

Account Information: **Password**

Enter and confirm your desired password.

We suggest your first and last name all “lower case” and a symbol.

Email Confirmation

 You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from, 'Administrator (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'Administrator (administrator@grantinterface.com)' from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

- I have received the email
- Continue without checking
- I have not received the email

[Send Email Again](#)

Select an option so you can continue.

Click here to continue to your grants dashboard.

[Continue](#)

Verification

Check your email for confirmation of your account.

YOUR DASHBOARD

Click here from any screen to return to your Dashboard.

Click here to start an Application.



Edit your account & contact info.
To edit your organization info, contact PLRAC.

Prairie Lakes Regional Arts Council

Mary Smith
Mary Smith

- Home
- Apply
- Organization History
- Fax to File

Applicant Dashboard

- Edit My Profile
- Sign Out

Applicant:

Ms. Mary Smith
abcarts@hickorytech.net
507-625-0000
100 Main St 100 Main St
Mankato, MN 56001 USA



Organization:

Smith
41-0000000
507-625-0000
100 Main St 100 Main St
Mankato, MN 56001 USA

Your current application will be visible.

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

Active Requests 1

Historical Requests 12

Click this tab to view your past grants.

Smith

Process: FY 2024 Artist Grant

Application Draft 09/18/2023
Decision Undecided

Edit Application

CHOOSING YOUR GRANT PROGRAM

PLRAC Grant Programs

- All grant programs currently available are listed on this page. Choose the Artist Grant.
- Before starting an application, you can visit PLRAC's website to learn more about eligibility and about the questions and documents required for the application.

Apply Page

FY 2024 Artist Grant Accepting Submissions from 06/01/2023 to 06/30/2024 [Apply](#)

The Artist Grant Application is combined for both Artist Programs. They are **Professional Mid-Career Artist Grant - \$3,000** and **Artist Career Development Grant - \$1,500**. These programs are made possible by funds provided by the McKnight Foundation under a program designed and administered by the Prairie Lakes Regional Arts Council (PLRAC).

Applicants must reside in Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County. Also, artists must have been a resident of the nine county PLRAC region for a minimum of six months prior to application. Artists are not eligible to apply if they received a grant from PLRAC last year. Applications are encouraged from artists in all art disciplines including dance, literature, media arts, music, theater, visual art, folk arts, traditional arts, etc.

Application Deadlines for FY 2024:
Professional Mid-Career Artist Grant Deadline: October 1, 2023
Artist Career Development Grant Deadline: March 1, 2024

[Preview](#)

Choose the Artist Grant to apply for.

APPLICATION

Application

Smith

Process: FY 2024 Artist Grant

Contact Info Request Documents 0

Applicant:
Ms. Mary Smith
abcarts@hickorytech.net
507-625-0000
100 Main St 100 Main St
Mankato, MN 56001 USA

Organization:
Smith
41-0000000
507-625-0000
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.

Application Application Packet Question List

Fields with an asterisk (*) are required.

Individual Artist Grant Guidelines

Please read these grant guidelines first! They contain important information that must be reviewed prior to starting an application: [Professional Mid-Career Artist Grant](#) or [Artist Career Development Grant Guidelines](#).

- There is one form for both artist grants.** There are additional questions for Professional Mid-Career applicants that are clearly identified.
- We recommend that you write your answers in a word-processing document first; then copy and paste them into the appropriate fields in this application. Microsoft Word version: [Artist Application Questions](#).
- Call or email the PLRAC office for assistance regarding grant program eligibility and corresponding applications.

General Information

Last Name*
Provide your last name for filing purposes.
Smith

Amount Requested*

\$3,000 Professional Mid-Career Artist Grant
 \$1,500 Artist Career Development Grant

Follow the instructions for an **“individual artist”**.

A printer-friendly question list (editable Word document) is available on the PLRAC website.

Print your in-progress or completed application or save it as a PDF. This option will appear after you have saved your application for the first time.

Questions with an asterisk are required.

APPLICATION

▼ Budget

Project Budget Form*

Download, save to your computer, and fill out the Excel budget form for your project: [Individual Artist Budget Form](#). When you are done, upload it back into your application.

Upload a file [1 MiB allowed]

Budget Narrative*

Describe your project budget in narrative form. This is needed to explain your expenses.

10,000 characters left of 10,000

▼ Project's Contribution to Artist's Professional Growth

Describe Where You Are Now as an Artist (Present Experience)*

Describe where you are now as an artist. Do you consider yourself an emerging artist or mid-career artist? Do you have any current or recent work or are you planning to move in a new direction? Will you need to do your work full-time or part-time?

Fill out the provided Budget form with your project expenses. It should match what you write in the Budget Narrative.

After you select your file, it will be uploaded when you save your application. If you want to change the file just upload the new one. The old document will be replaced for you.

As you type, this number changes to tell you the remaining number of characters that will fit into the text box.

Click and drag the text box corner to resize. Then you can see your entire answer on the screen.

WORK SAMPLES

Artist Resume*

Submit an up-to-date artist resume documenting your education, training and experience, work experience, volunteer or related arts experiences, etc. ([Click for more information.](#))

Upload a file [5 MiB allowed]

Artist Website

Provide your artist website, if available.



Work Sample Description Page*

The work sample description is a one page typed list providing specific details about your work samples. ([Click for more information.](#))

Upload a file [5 MiB allowed]

Upload a one page document with descriptions of the work samples.

Artist Work Samples

Upload your artist work samples and/or links. ([Click for more information.](#))

Work Samples (upload #1)

Upload a file [10 MiB allowed]

Work Samples (upload #2)

Upload a file [10 MiB allowed]

Work Samples (upload #3)

Upload a file [10 MiB allowed]

Work Samples (upload #4)

Upload a file [10 MiB allowed]

Work Samples (upload #5)

Upload a file [10 MiB allowed]

YouTube or other website address (#1)



YouTube or other website address (#2)



YouTube or other website address (#3)



Each upload should include an image of one piece of artwork for visual artists.

Attaching Resume and Work Samples

All artists need to upload an artistic resume and a Work Sample Description Page explaining your work samples.

There are five upload fields for visual art work sample images. Each image can be up to 10 MB in size.

Writers can upload their work sample into upload #1.

If you need help uploading your work samples, email cindy@plrac.org or info@plrac.org

WORK SAMPLES

YouTube or other website address (#1)



YouTube or other website address (#2)



YouTube or other website address (#3)



YouTube or website links for work samples that are larger than 10 MB.

Work Samples

Video and audio work sample files for musicians, dancers, theater, etc. are usually larger than 10 MB and cannot be uploaded. These artists should use the three fields provided for YouTube and other website links.

Local presentation

Artists are required to have a public presentation in the nine counties that PLRAC serves.

Provide your Artist Statement*

An artist statement is text that accompanies

10,000 characters left of 10,000

All applicants need to have lived in the nine county area for at least six months. It is required to upload a proof of residency.

Proof of Residency to Qualify for Artist Grant*

Upload your Minnesota driver's license or other document to verify residency. ([Click for more information.](#))

Upload a file [10 MIB allowed]

Presentation of Your Work to the Public*

Describe how you will present your work to the public at the conclusion of the project. [This is required to receive an artist grant from PLRAC.](#) ([Click for more information.](#))

10,000 characters left of 10,000

Describe how you will connect with the arts community.

Have you received an Artist grant previously from PLRAC?*

- Yes
 No

SUBMITTING YOUR APPLICATION

Status*

Enter "01". (This code represents that you are applying as an individual, not an organization.)

[View Status Codes](#)

Status is Required

Project Discipline*

Enter the code which best describes the artistic discipline of your project.

[View Discipline Codes](#)

Project Discipline is Required

If a required question is not answered, you will not be able to submit the application

▼ Certification and Signature

By checking the box below and signing my name below, 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.

Certification*

Check this box if you certify this application is true; and that you meet eligibility requirements

Electronic Signature (type your name)*

Click here to submit your application.

Scroll to the bottom of the application to save your draft.

Save Application

Submit Application

Submit Your Application

- You can save and return to your application as many times as you want.
- If you try to submit your application before it is finished, any incomplete required questions will be marked in red.
- If a required question is not answered, you will not be able to submit the application.
- Once you submit your application, you can no longer edit it.

HELPFUL TIPS

- Make sure to read all the instructions found throughout the application.
- If you want to work on your application offline, save a copy of the question list on your computer from the PLRAC website. You can type your answers into the Word document, save it again, and then copy and paste them into your online application.
- Try to be as clear and concise as possible, while still answering the questions fully.
- Some questions may need to be completed for your application even though they are not marked with an asterisk (*) as required. Please carefully complete all questions that apply to you.
- Prepare in advance the documents that you are going to upload.
- Save your draft often. If you remain on a page with inactivity for longer than 90 minutes, you will be logged off for security reasons.
- Contact PLRAC staff if you have questions or need help.
Office: 105 22nd Avenue NE, Waseca, MN 56093.
Email: cindy@plrac.org or info@plrac.org or call (800) 298-1254 or 507-833-8721.

BACK TO YOUR DASHBOARD



Prairie Lakes Regional Arts Council Mary Smith ▾

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

Applicant Dashboard

Applicant:
Ms. Mary Smith
abcarts@hickorytech.net
507-625-0000
100 Main St 100 Main St
Mankato, MN 56001 USA

[Contact Email](#) [History](#) [00000000](#)
507-625-0000
100 Main St 100 Main St
Mankato, MN 56001 USA

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

Active Requests **1** Historical Requests **12**

▼ Smith

Process: FY 2024 Artist Grant

Application	Draft	09/18/2023	Edit Application
Decision	Undecided		

View all applications you have in the online system.

- Stop Proxying as Mary Smith Smith
Last Logon: None
- Edit My Profile
- Sign Out

The status of your application.

Click here to edit your application.

Your dashboard lists all of the applications you have worked on.

To view the applications, click on View Organization History or the Historical Requests tab.

EMAIL SENT TO YOU

Subject: FY 2024 Artist Application Submission Verification

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

Sent: Sunday, October 1 9:33 AM

To: ABCarts@hickorytech.net

Dear Applicant,

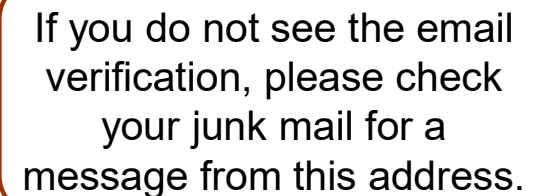
Thank you for submitting your Professional Mid-Career Artist grant application. It was successfully received. You will be contacted if any additional information is needed.

Professional Mid-Career Artist Grants will be reviewed at the PLRAC Board Meeting October 19, 2023. In the days following the meeting, you will be contacted about whether or not you were awarded a grant.

Sincerely,

Cindy Lewer, Program Manager

Prairie Lakes Regional Arts Council
105 22nd Avenue NE, Suite A
Waseca, MN 56093
www.plrac.org, cindy@plrac.org
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.

Application Submission Verification

Once you have submitted your Application, you will receive an email from our online grant system.

HOW TO FIND FORMS

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 www.plrac.org. Click on the teal Applicant Login button on the left side of the home page and enter your email address and password.

[Home](#) [Apply](#) [Organization History](#)

Applicant Dashboard

Applicant:
Ms. Mary Smith
abcarts@hickorytech.net
507-625-0000
100 Main St 100 Main St
Mankato, MN 56001 USA

Organization:
Smith
41-0000000
507-625-0000
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.

Active Requests **1**

Historical Requests **12**

▼ Smith

Process: FY 2024 Artist Grant

Application Submitted 09/18/2023 [View Application](#)
Decision Approved 09/18/2023

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
FY 2024 Professional Mid-Career Artist Contract	Mary Smith	Overall Award	11/01/2023 11:59 PM CDT	Assigned	Edit
FY 2024 Professional Mid-Career Artist Final Report	Mary Smith	Overall Award	11/01/2024 11:59 PM CDT	Assigned	Preview

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

If you have problems or questions, contact us at cindy@plrac.org, info@plrac.org, 1-800-298-1254 or (507) 833-8721 for assistance.

We'd be happy to help you. 18

FOLLOW UP FORM – CONTRACT



Prairie Lakes Regional Arts Council

Mary Smith

Apply Organization History

Applicant Dashboard

Applicant:

Ms. Mary Smith
abcarts@hickorytech.net
507-625-0000
100 Main St 100 Main St
Mankato, MN 56001 USA



Organization:

Smith
41-0000000
507-625-0000
100 Main St 100 Main St
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Contact Email History

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

Active Requests 1

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Smith

Process: FY 2024 Artist Grant

Application Submitted 09/18/2023
Decision Approved 09/18/2023

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
FY 2024 Professional Mid-Career Artist Contract	Mary Smith	Overall Award	11/01/2023 11:59 PM CDT	Assigned	Edit
FY 2024 Professional Mid-Career Artist Final Report	Mary Smith	Overall Award	11/01/2024 11:59 PM CDT	Assigned	Preview

You will only be allowed to 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.

Submit Your Contract

- After your grant 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.

FOLLOW UP FORM – CONTRACT

∨ Grant Contract - Professional Mid-Career Artist

Grant Contract By and Between the Prairie Lakes Regional Arts Council and the Grantee.

This Agreement is effective by and between the Prairie Lakes Regional Arts Council (PLRAC) and Grantee. **Review** and Submit this agreement within **30 Days** of receipt.

Whereas, the PLRAC has received funds from the McKnight Foundation for the sole purpose of implementing programs and activities.

Whereas, the Grantee has applied to the PLRAC Artist Grant Program; and

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

Whereas, the PLRAC desires to assist the Grantee by awarding a grant.

In addition, an artist may not use the Artist Grant for the following purposes:

- Costs for relocating the applicant's legal address/residence outside the state of Minnesota.
- Fulfillment of degree or course requirements for students.
- Activities that are essentially for the religious socialization of the participants or audience.
- Activities that attempt to influence any state or federal legislation or appropriating.
- 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).

The Artist Grantee agrees to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in it's use of these funds. Failure to comply may result in termination or forfeiture of the grant.

Artist Grantee must present one free event in the PLRAC nine-county area.

Therefore, Anna Pollock, the Executive Director of PLRAC authorizes this Contract.

Anna Pollock, Executive Director

Signature

Now, Therefore Be It Resolved, that the PLRAC and the Grantee agree as follows:

I agree to the above terms.*

- Yes
 No

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.

∨ Terms of Agreement

Artist Copyright Statement and Policy

“The PLRAC 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 PLRAC 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,

FOLLOW UP FORM – CONTRACT

∨ Certification

I understand that future grants will be contingent upon complete compliance with the terms of this Contract. The PLRAC reserves the right to audit financial records of the project which receive grant funds. I acknowledge that I've made a copy of the Contract for my records. This Contract becomes a legal document once submitted and approved by the PLRAC. A confirmation message will be sent upon approval.

Electronic Signature of Grantee*
Enter your first and last name.

Clicking "Yes", confirms your signature.*
Entering your signature information and clicking "Yes", certifies that you agree to the Contract to

Yes
 No

Enter your name and the address where the payment should be sent to.

Make Check Payable to:

First and Last Name*

Address*

City, State, and Zip Code*

Click to submit your contract.

Typed, electronic signatures are required on the contract.

Save Follow Up

Submit Follow Up

EMAIL SENT TO YOU

Subject: FY 2024 Artist Contract Submission Verification

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

Sent: Wednesday, October 25, 2023 9:33 AM

To: ABCarts@hickorytech.net

Dear Grantee,

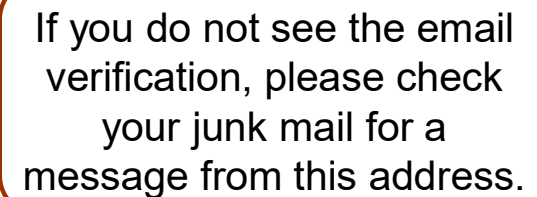
Thank you for submitting your Artist Grant Contract to Prairie Lakes Regional Arts Council. It was successfully received, and we will process your payment.

When your grant project is complete, log back into the online system to complete your Final Report. You can access the online portal from our website, www.plrac.org, and click on the "Applicant Login" button. Thank you!

Sincerely,

Cindy Lewer, Program Manager

Prairie Lakes Regional Arts Council
105 22nd Avenue NE, Suite A
Waseca, MN 56093
www.plrac.org, cindy@plrac.org
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.

Submit Your Contract

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

FOLLOW UP FORM – FINAL REPORT

Process: FY 2024 Artist Grant

Application Submitted 09/18/2023
Decision Approved 09/18/2023

[View Application](#)

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
FY 2024 Professional Mid-Career Artist Contract	Mary Smith	Overall Award		Complete	View
FY 2024 Professional Mid-Career Artist Final Report	Mary Smith	Overall Award	11/01/2024 11:59 PM CDT	Assigned	Edit

Once you have submitted the Contract, and PLRAC staff has reviewed 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.

Below you will see the answers you wrote on your grant. Review them and answer the questions following them.

Project Information

Describe the Project

1. Provide a detailed description of the project and how the grant funds will be used.
2. Explain the timeline for the project. Include planning and dates.

I will purchase supplies and create new work.

9,955 characters left of 10,000.

Project Description*

Above is the project description from your application. Please describe if the project differed

Some information from your original application will automatically be imported into your Final Report, such as project description, career development, and presentation, etc.

Submit Your Final Report

After your project is completed, log back into the online system from the PLRAC website www.plrac.org. Click on the teal Applicant Login button and complete the Final Report.

Click on “Edit” next to the Final Report to open the form.

Complete the Questions on Your Final Report.

FOLLOW UP FORM – FINAL REPORT

Uploads for your Final Report

Final Report Budget*

Download, save, and fill out the Excel [Final Report Budget Form](#) for your project. On the Budget Form, fill out the Estimated Expenses from the original application budget, which is saved in your grant. List the specific final Actual Expenses and Amounts for the Project. When the form is complete, upload it into the field below.

Upload a file [2 MB]

Upload completed Budget form.

Link to download the Final Report Budget form.

Project Expenses (Type in name above. Round amounts to the nearest \$10.)

Item Description	Estimated Expenses from original application budget	Actual Expenses
1. <u>Materials/Supplies</u>	\$2,500	\$2,500
2. <u>Publicity: Advertisements, Postage, Telephone</u>		
3. <u>Transportation</u> (Mileage, # of trips, From/To, etc.)		
4. <u>Lodging:</u> (List)		
5. <u>Rental:</u> Space, Equipment, etc.		
6. <u>Creative time</u> – "Creative time" may be listed if you need time off of work to create your artwork. Up to 50% of the funds can be used for artist creative time. Create an equation that show amount per hour, number of hours and total. For example: \$20 per hour x 25 hours = \$500	\$500	\$500
Total Expenses	\$3,000	\$3,000

Estimated Expenses from your original application budget are entered into this column by you.

Actual Expenses are entered into this column by you.

Actual Income is entered here

Budget Form:

- Download and complete the Final Report Budget form. Upload the completed Budget into your Final Report.
- Input your "Estimated" expenses and income from the original application budget.
- Then, input your "Actual" expenses and income in the appropriate column.

Note: You must spend the full amount of the grant.

Amount Requested From Prairie Lakes	
Professional Mid-Career Artist Grant	\$3,000
Artist Career Development Grant	\$1,500
Total Grant Request	
Other Funding Sources	
(Note: will not reduce grant award)	
1. Other funding sources if your project was more than the Grant Amount.	\$0
2. Income from Project and Describe:	\$0
Total Other Funding	\$0

FOLLOW UP FORM – FINAL REPORT

Receipts Upload #1*

Scan and upload copies of receipts or check stubs as a PDF document.

Upload a file [3 MiB allowed]

Multiple receipts can be scanned together into one PDF document.

Receipts Upload #2

Upload a file [3 MiB allowed]

New Work Upload #1

Please upload samples of the new work created during the grant period. (Written copies of literature, music, images of artwork, etc.) Multiple images can be included in one document.

If your audio/video files are larger than 10 MiB please provide URL links below.

Upload a file [3 MiB allowed]

Multiple pieces can be scanned together into one PDF document.

New Work Upload #2

Upload a file [3 MiB allowed]

New Work Upload #3

Upload a file [3 MiB allowed]

YouTube or other website address for audio/video (#1)

YouTube or other website address for audio/video (#2)

YouTube or other website address for audio/video (#3)

Publicity Example #1

Did you do any publicity for this project? Scan and upload examples of any publicity that was used and how the credit line was used, i.e. social media post, etc...

Upload a file [3 MiB allowed]

Be sure to show an example of the proper Credit Line.

Publicity Example #2

Upload a file [3 MiB allowed]

Uploads for your Final Report

Receipts:

- Upload copies of all receipts for any classes, supplies, or other items you purchase with grant funds.

New Work Samples:

- Upload images of the new work you created or supply a link to a new video or audio clip.

Publicity Examples:

- Upload scans of any publicity including the proper Credit Line.

EMAIL SENT TO YOU FOR SUBMITTED FINAL REPORT

Subject: FY 2024 Artist Grant Final Report Submission Verification

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

Sent: Friday, September 19, 2025 9:33 AM

To: ABCarts@hickorytech.net

Dear Grantee,

Thank you for submitting your Artist Grant Final Report. It was successfully received. You will be contacted if any additional information is needed.

Have a nice day!

Sincerely,

Cindy Lewer, Program Manager

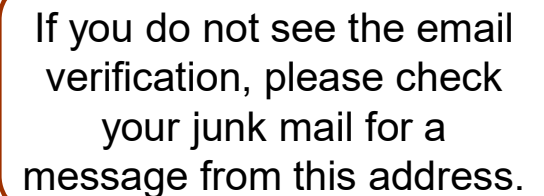
Prairie Lakes Regional Arts Council

105 22nd Avenue NE, Suite A

Waseca, MN 56093

www.plrac.org, info@plrac.org

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 an 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, cindy@plrac.org or info@plrac.org

**Cindy Lewer, Program Manager
105 22nd Avenue NE, Suite A, Waseca, MN 56093.**