Youth Scholarship
Grades 7-12 & Grades 3-6

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

PLRAC ONLINE GRANTS

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

Create an Account

- **First-time users must create an account.**

- **If you already have an account, log on with your email and password.**

CREATING AN ACCOUNT

prairie/lakes
regional arts council

Cancel Account Creation

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

ⓘ 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.

4

CREATING AN ACCOUNT

Organization Information

User Information

Copy Address from Organization

Click here to copy the organization address.

Salutation*

First Name*

Middle Name

Last Name*

Suffix (Sr, Jr, III, etc.)

Business Title*

Enter "Student" in the Business Title field.

Email / Username*

Email / Username Confirma...

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

Mobile Number (###-...

Mailing Address*

Physical Address

City*

State*

Postal Code*

Country

‹ Previous

Next ›

Click here to continue.

Executive Officer Question

Additional Executive Officer Information

Password

Account Information:

Students 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 **students** will always utilize their home address and can use the copy feature.

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

5

CREATING AN ACCOUNT

Account Information:

Executive Officer Information

Students always answer "Yes".

Organizations may enter a Board President or someone who has a leadership role.

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 ___ ___aracters: !@#$%&*()_

Password*

Confirm Password*

‹ Previous

Create Account

Click here to finish creating your account.

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

Account Information:

Password

Enter and confirm your desired password.

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

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

John Smith ▾

John Smith

🏠   📄 Apply   🕘 Organization History   📠 Fax to File

8:06:01 AM

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

👤 Edit My Profile

[→ Sign Out

Your current application will be visible.

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

Check here to see if your instructor has completed the online forms assigned to them.

Click this tab to view your past scholarships.

Active Requests ①   Historical Requests ⑤

∨ John Smith

Process: FY 2022 ACH Youth Scholarship

Application   Draft   05/14/2021   Edit Application   Third Parties: 0/0
Decision   Undecided

8

CHOOSING YOUR GRANT PROGRAM

FY 2022 Artist Development Grant — Accepting Submissions from 04/30/2021 to 06/30/2022 — Apply

The **$1,500 Artist Development Grant** is the one Artist Grant Program offered by PLRAC for FY 2022. Grant requirements will continue to be 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.

This program is 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 twelve months prior to application. Applications are encouraged from artists in all art disciplines. This may include: dance, literature, media arts, music, theater, visual art, folk arts, traditional arts, etc.

The deadline and earliest start date for FY 2022:
Artist Development Grant Deadline is **September 1, 2021**. The earliest start date is October 1, 2021.

👁 Preview

FY 2022 ACH Youth Scholarship — Accepting Submissions from 05/14/2021 to 06/30/2022 — Apply

Youth Scholarships. 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 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. These activities must be within the state of Minnesota only. Artistic areas include: dance, literature, media arts, music, theater visual art, folk, and traditional art.

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 is an important factor. Lessons can be conducted in-person or online via Skype, Zoom, or other live platforms.

The deadlines for FY 2022 in this grant program are:
Grade 7-12: October 1, 2021
Grades 3-6: November 1, 2021

CLEAN WATER LAND & LEGACY AMENDMENT

Choose the Youth Scholarship to apply for.

👁 Preview

PLRAC Grant Programs

- All grant programs currently available are listed on this page. Choose the Youth Scholarship.

- Before starting an application, you can visit PLRAC's website to learn more about eligibility and about the questions and documents required for the scholarship.

9

APPLICATION

Follow the instructions for your age group; grades 7-12 or grades 3-6.

Application

John Smith

Process: FY 2022 ACH Youth Scholarship

Contact Info	Request

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

Contact Email History

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

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

📄 Application

📄 Application Packet   📄 Question List

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

ⓘ Fields with an asterisk (*) are required.

First and Last Name*
Provide your first and last name for filing purposes.

John Smith

Amount Requested*
○ $300 for grades 7-12
○ $200 for grades 3-6

CLEAN WATER LAND & LEGACY AMENDMENT

Questions with an asterisk are required.

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.

⌄ FY 2021 ACH Youth Scholarship Guidelines

Please read these grant guidelines first! They contain important information that must be reviewed prior to starting an application: Youth Scholarship Grant Guidelines for both grades 7-12 and grades 3-6.

APPLICATION

⌄ Grades 7-12 Application Questions

Answer the following questions **if you are applying for the $300 scholarship for grades 7-12.** It is very important to be clear and specific in your answers and use several sentences or paragraphs to describe yourself.

Art Form to Study

Describe what art form you want to study from November 2021 to August 2022 (i.e. ~~literature, media arts, music, theater, visual arts, etc.)~~ and what specific aspect of this art form you want to focus on with an instructor, classes, ~~~~ining workshop. List the name of the instructor or arts organization you will use this scholarship to pay for. This activity must be within the stat~~~~ota only. Lessons can be conducted in-person or online via Skype, Zoom, or other live platforms. (Grades 7-12)

⊘ 10,000 characters left of 10,000

> Sections are clearly identified for the two different age groups applying.

⌄ Grades 3-6 Application Questions

Answer the following questions **if you are applying for the $200 scholarship for grades 3-6.** It is very important to be clear and specific in your answers and use several sentences or paragraphs to describe yourself.

Interest in Art Form

Why are you interested in this art form, and if this is something new for you, what brought on this recent interest? (Grades 3-6)

10,000 characters left of 10,000

The application is used for both age groups applying for Youth Scholarships.

There are some sections that only grades 7-12 complete and some sections that only grades 3-6 complete.

Follow the instructions for your age group.

11

APPLICATION

Grades 7-12 Instructor Recommendation Form

Third Party Email

Youth Scholarships require that a student must have a Recommendation Form submitted from an adult mentor, current instructor, teacher, organization, etc.; or you will not be eligible.

Enter your instructor's email address in the field below to request that they complete the Grades 7-12 online Recommendation Form on your behalf. Click on the "Compose Email" button and write your instructor a note telling them that they will receive an additional email from Prairie Lakes' online system that will include a link to your online Recommendation form. Click "Send" when you have completed your note.

You will be able to see the status of their online Recommendation Form from your dashboard. However, you will not be able to view your instructor's responses. Contact the PLRAC office if you need further assistance or if your instructor does not use email.

✉ [   ] Compose Email

Grades 3-6 Instructor Recommendation Form

Third Party Email

Youth Scholarships require that a student must have a Recommendation Form submitted from an adult mentor, current instructor, teacher, organization, etc.; or you will not be eligible.

Enter your instructor's email address in the field below to request that they complete the Grades 3-6 online Recommendation Form on your behalf. Click on the "Compose Email" button and write your instructor a note telling them that they will receive an additional email from Prairie Lakes' online system that will include a link to your online Recommendation Form. Click "Send" when you have completed your note.

You will be able to see the status of their online Recommendation Form from your dashboard. However, you will not be able to view your instructor's responses. Contact the PLRAC office if you need further assistance or if your instructor does not use email.

✉ [   ] Compose Email

An online Recommendation Form from your instructor is required.

Enter the email address for your instructor in the field for the appropriate age group.

Your instructor will receive a link to an online form to complete and submit.

Enter your instructor's email address in the appropriate age group's field and click the Compose Email Button.

Compose Email   ✕

Please enter a personal message to include in the email we send.

Subject*

[Youth Scholarship Recommendation Form]

Body*

[Please complete the online Recommendation Form for my Youth Scholarship application. You will receive a link to the online form!]

✓ 9,872 characters left of 10,000

[Cancel]   [Send]

Write your instructor a note and click the Send Button.

12

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.
02H Solo/Recital for piano or guitar lessons; and 02I Orchestral for violin/cello le
View Discipline Codes

Project Discipline is Required

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

Certification*

☐ Check this box if you certify this application as detailed above.

Parent or Guardian Electronic Signature (name)*

Student Electronic Signature (name)*

Click here to submit your application.

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

Save Application   Submit Application

∨ John Smith

Process: FY 2022 ACH Youth Scholarship

Application   Submitted 05/14/2021   View Application   Third Parties: 1/1
De

Check the status of your Recommendation Letter from your dashboard. If your instructor has submitted it, you will see "1/1". If they have not, you will see "0/1".

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.

- Check to see if your instructor has completed the online Recommendation Form before you submit your application.

- Once you submit your application, you can no longer edit it.

13

<u>HELPFUL TIPS</u>

- Make sure to read all of 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: plrac@hickorytech.net or call (800) 298-1254 or 507-833-8721

EMAIL SENT TO YOU

Subject: FY 2022 Youth Scholarship Application Submission Verification

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

Sent: Saturday, September 25, 2021 9:33 AM
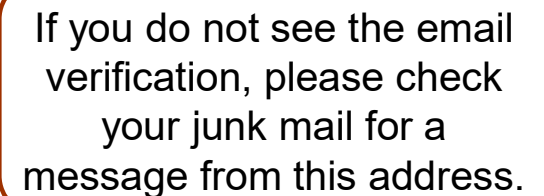To: def@hickorytech.net

---

Dear Applicant,

Thank you for submitting your Youth Scholarship application to Prairie Lakes Regional Arts Council. It was successfully received. You will be contacted if any additional information is needed.

Applications for grades 7-12 will be reviewed at the Prairie Lakes Board Meeting October 28, 2021 and grades 3-6 at the Board Meeting on November 18, 2021. After your application is reviewed, you will be contacted with the next steps in the application process.

Sincerely,

Cindy Lewer, Program Manager

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.

Application Submission Verification

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

15

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 www.plrac.org. Click on the teal Applicant Login button and enter your email address and password.

Click here after you enter your email address and password.

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.

16

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.

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.

17

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 15, 2021.

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 th **of the grant project.** Note: If the student leaves the PLRAC region before completion of the grant project, the sch 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 P   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 2022 Youth Scholarship Contract Submission Verification

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

Sent: Friday, November 5, 2020 9:33 AM
To: def@hickorytech.net

Dear Youth Scholarship Recipient,
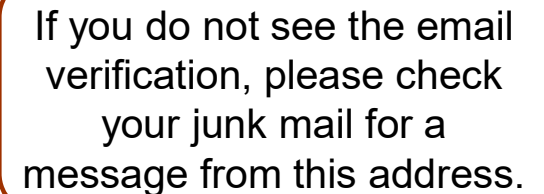
Thank you for submitting your Youth Scholarship Contract to Prairie Lakes Regional Arts Council. It was successfully received. Payment will be sent to your instructor on January 15, 2022.

When your scholarship activities are complete, log back into the online system to complete your Final Report by August 31, 2022. You can access the online portal from our website, www.plrac.org, and click on the teal "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, 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.

19

FOLLOW UP FORM – FINAL REPORT

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
FY 2022 ACH Youth Scholarship Grades 7-12 Contract	John Smith	Overall Award		Complete	View
FY 2022 ACH Youth Scholarship Grades 7-12 Final Report	John Smith	Overall Award	08/31/2022 11:45 PM CDT	Assigned	Edit

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

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.

∨ Grades 7-12 Instructor Student Account Form

Third Party Email*
The Youth Scholarship Final Report requires a student to have an online Student Account Form submitted by the instructor that they studied with.

Enter your instructor's email address in the field below to request that they complete the Grades 7-12 Student Account Form on your behalf. Click on the "Compose Email" button and write your instructor a note telling them that they will receive an additional email from Prairie Lakes' online system that will include a link to your online Student Account Form. Click "Send" when you have completed your note.

You will be able to see the status of their online Student Account Form from your dashboard. However, you will not be able to view your instructor's responses. Contact the PLRAC office if you need further assistance or if your instructor does not use email.

☐ | Compose Email

Enter your instructor's email address and click the Compose Email Button.

Compose Email   ✕

Please enter a personal message to include in the email we send.

Subject*
Online Student Account Form

Body*
Please complete the online Student Account form for my Youth Scholarship. You will receive an additional email with the link to the online form. Thank you!

✓ 9,845 characters left of 10,000

Cancel   Send

Write your instructor a note and click the Send Button.

Students

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.

20

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 2022:
Grades 7-12: Deadline 10/1/21, Review 10/28/21, Earliest Start Date 11/1/21
Grades 3-6: Deadline 11/1/21, Review 11/18/21, Earliest Start Date 1/1/22

📅 01/07/2022

Project End Date

Projects for students in grades 7-12 must be completed by August 1, 2022 and projects for grades 3-6 must be completed by September 1, 2022. 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, 2022 and the reports for grades 3-6 are due by September 15, 2022.

📅 06/02/2022

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 both 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. Type your address in the text area under the "Who Represents Me?" question in either the House of Representatives or Senate boxes. Click the blue "Go" button, and your current legislators will be displayed. 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.

Upload a file [1 MiB allowed]

2nd Legislator Letter Upload

Upload a file [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 both your State Senator and Representative.

Upload both copies of Legislator Thank You Letters

21

EMAIL SENT TO YOU

FOR SUBMITTED FINAL REPORT

Subject: FY 2022 Youth Scholarship Final Report Submission Verification

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

Sent: Friday, August 4, 2022 9:33 AM
To: def@hickorytech.net

___

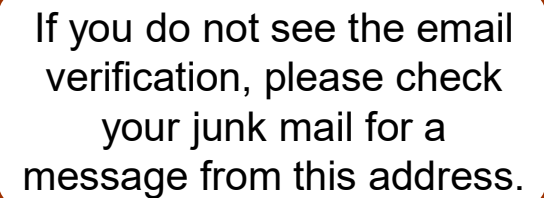Dear Youth Scholarship Recipient,

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, 2022. 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, 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.

22

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 <u>plrac@hickorytech.net</u>.

Cindy Lewer, Program Manager
Office address: 105 22nd Avenue NE, Waseca, MN 56093.