

**Prairie Lakes Regional Arts Council**  
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**Small Arts Project Grant**  
**Fiscal Year 2024 Program Guidelines**  
July 1, 2023 – April 1, 2024  
**Deadline: 1<sup>st</sup> of each month**

**A. Eligibility Requirements and Grant Amount.**

The applicant organization must have an address and provide arts programming within the Prairie Lakes Regional Arts Council region. The counties are: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County. Non-profit tax-exempt 501(c)(3) arts organizations, non-profit community groups, public organizations, or units of government that **produce or sponsor arts activities** within the region are eligible. An arts group located within the region, formed as a limited liability company (LLC) with a not-for-profit intent may be eligible to apply if they are using a fiscal sponsor. *Applications from individuals are not eligible.*

This program is made possible by State General funds provided by the Minnesota State Legislature, under a program designed by Prairie Lakes Regional Arts Council.

**1. The purpose of the Small Arts Project Grant is to provide funding for arts organizations directly engaged in the creation of art, the production of artistic performances, or the sponsorship of quality arts activities in our local communities that may have a smaller budget.** Disciplines include dance, literature, media arts, music, theater, visual art, folk and traditional art. A variety of activities including art and music festivals, community choirs, dance performances, literary readings, instrumental and vocal music concerts, public art projects, theater productions, visual art classes and exhibitions are eligible. The organization should describe their arts programming and request funds for those activities in the expense categories listed on the application budget. Funds may be used for on-going programs, in-person or virtual, and groups are encouraged to offer new and different activities with the grant funds or enhance their events.

**2. Small Arts Project Grants range from \$500 to \$2,500; and BIPOC cultural projects can apply for up to \$4,000. Contact PLRAC staff to find out if your project would qualify.** We are interested in receiving new applications for arts projects for BIPOC cultural activities and/or underserved populations. Details are listed on [page 2](#). The arts council encourages innovative programming and growth. Repeat projects may not always be funded.

Small Arts Project applicants may only receive one grant each Fiscal Year (July 1-June 30); and projects must be completed within one year of the awarding of the grant unless an extension has been requested and granted by the Executive Director of Prairie Lakes. In-kind or travel expenses outside of Minnesota are not allowed on the budget page of the application.

**The Grant Deadline is monthly on the 1<sup>st</sup> of the Month, July 1, 2023 thru April 1, 2024, or until funds are exhausted.** The monthly deadlines allow for more flexibility in the planning, but groups are still recommended to plan 6 months in advance and apply for this grant at least 60 days prior to the project starting date, and preferably 90 days. The review and notification process takes approximately 4 weeks; payment is one month prior to the event.

Small Arts Project Grant applications will be reviewed on a monthly basis; however, there is not a board meeting in December or June. Applications must be submitted by the 1st of each month to be eligible for review that month. Those received after that date will be reviewed the following month. The board may recommend approval at the full amount requested, a partial grant, or denial of funding. On occasion the board may request clarification or modification of the grant application; prior to approval and applicants will be contacted. Notification is approximately 4 weeks after the grant deadline.

**3. New applicants or groups with different projects (those not receiving a grant in FY 2023 or 2022) must**

**contact staff prior to submitting an application to review the project, budget and inquire about funds available; otherwise, the applicant will not be considered eligible for funding.** Apply early as this is a first come, first serve program. Applications must be submitted online before 11:59 p.m., of the deadline date to be eligible for consideration. No grant will be considered complete without the electronic signatures of the Grant Manager and Board President (or officer of your organization) and Fiscal Sponsor (if applicable, see number 3. on page 7).

**4. The Arts and Cultural Heritage (ACH) Grant, is a different program available to larger arts organizations with larger budgets and year-round programming with a maximum of \$6,000 to \$9,000.** The ACH Grant requires the applicant to do more evaluation of the project and conduct a survey of the audience members or constituents it serves. Arts Organizations will not be eligible to receive both a Small Arts Project Grant and an ACH Grant in the same fiscal year. The organization must choose which one to apply for: the Small Arts Project Grant of \$2,500 or the ACH Grant with a higher maximum. **Community Education offices will be limited to one Small Arts Grant or one Arts and Cultural Heritage Grant per fiscal year.**

#### **B. Equity and Inclusion in our policies, programs, and the community we serve.**

Prairie Lakes values an equitable, diverse, and inclusive community and this is reflected in our policies, programs, and the community we serve. We are committed to countering systemic inequities that exclude individuals and communities from access to the arts based on race, gender, disability, national origin, sexual orientation, class, age, and geography. This may include historically marginalized and underserved groups such as: Black, Indigenous and People of Color (BIPOC), People with Disabilities, LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, etc.), and Senior Citizens.

Therefore, a few questions are being asked about Equity and Inclusion in our grant applications so your project can provide Access to the event. These questions encourage applicants to think broadly and plan intentionally to reach more people through their arts programming and activities.

**If you need extra assistance in the application process, please contact the Prairie Lakes office at [plrac@hickorytech.net](mailto:plrac@hickorytech.net) and we would be happy to assist you.**

#### **C. Description of Small Arts Project Grant.**

These grants are for projects that involve the creation, performance, exhibition of art, or activities which are intended to develop and enhance artists, art resources or arts audiences within the community or region. Funds may be used to develop or deliver ways of meaningfully engaging students, participants, or audiences. This arts programming may be in-person or through virtual activities and events. Expenses may include artist fees, artist expenses, publicity, rental fees, salaries, supplies, etc.

#### **1. Applicants that want to have Public Art projects for their community are requested to follow a process of engaging the community in the decision making.**

Public Art is the creation of a sculpture, mural, public performances, temporary works, and other grassroots forms of public art that engage the community in new ways. The applicant should identify a qualified artist to design and complete the work, working with a committee of citizens. In the proposal the applicant would need to describe: Why this public art is needed, how it will represent the community or the community's history, and what community input was solicited in the planning phase. Also, was a committee formed to discuss and plan the project? Public Art often requires collaborations between the city, school, community at large, etc. The applicant would also have to identify and describe which organization would be responsible for the long-term upkeep of the Public Art. Also, submit the artist's resume and documentation of their professional capacity to complete a mural, sculpture, or temporary art installation, etc. and list examples of past work. We recommend applicants inform themselves about public art and its processes and a resource is Forecast Public Art in St. Paul which has a Public Art Toolkit for communities. <http://forecastpublicart.org/toolkit/didactic.html>. *Please contact the Prairie Lakes office for more guidance and information on Public Art projects if needed.*

**2. Applicants presenting music groups must list the music genre per group, the city they are from, and the cost per group.** The types of music genres that can be funded with grant money are bluegrass, blues, country, ethnic (Czech, German, Irish, Native American, etc.), folk, old-time-traditional, jazz, rock, etc. Prairie Lakes encourages the payment of fair market wages for all professional artists involved in projects seeking Council support. Artist fees for DJ's or Karaoke are not eligible for grant money. Arts celebrations in communities can use grant funds for music groups that are performing in a community setting, but not for marching band fees that are participating during a parade.

**3. Projects may also include the sponsorship of touring artists from within our region, state, or nation.** The artist fee for outstate artists is permitted, but not their travel expenses in this state funded program. The state legislature has enacted a restriction on travel expenses outside of Minnesota.

#### **D. How to Apply: Online Grant Process.**

1. Go to our website [www.plrac.org](http://www.plrac.org) and click on **Applicant Login** button on the upper right side of the homepage, or on the Small Arts Program page. Also, on the Small Arts Grant Program page you will see a link to a document which is a Tutorial for organizations explaining how to set up an account, apply for a grant, etc. and a Workshop PowerPoint document (PDF).
2. If your organization received a Small Arts Project Grant in FY 2023, log into the account that is already created to apply for a new grant in FY 2024. A draft of your last year's grant can be copied by Prairie Lakes staff. Please contact us to request this. **Don't create a new account!** Use the same login email address and **password** your group previously used. Don't click on Apply at the top left margin; instead look below to your Applicant Dashboard. Click on **Edit Application**.
3. New applicants need to Register your organization online. If the organization is a first-time applicant, an online account will need to be created using an email address and a password.
  - a. You will need your organization's IRS issued Employee Identification Number (EIN) to complete the organizational registration.
  - b. Register yourself as a user under that organization. Multiple contact people can be listed for your organization. However, only one email address and password will be associated with the account. You can share the email address and password with others, so they can log in and enter information prior to submitting an application.
  - c. 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 from [administrator@grantinterface.com](mailto:administrator@grantinterface.com), so be sure to add it to your safe sender's 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 Applicant Dashboard with a horizontal toolbar above the "Applicant Dashboard" title. The horizontal toolbar includes brown words that will highlight in tan when you scroll across them. Click on **Apply**, on the horizontal toolbar. Several different grant programs will be listed, and you will select Small Arts Project and click on **Apply** under that section.

**Tip:** Clicking on the home icon anytime on the toolbar will bring you back to the Applicant Dashboard.

5. Start completing your application online by clicking Small Arts Project.
  - a. 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. There is a word document of questions available on the Small Arts Project Grant page of the Prairie Lakes website [www.plrac.org](http://www.plrac.org) or within the online application.

- 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. 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 to finalize the uploading of the document into the application.
  - d. We recommend that you create a separate folder in your computer, labeled for each particular application. In this folder store your word document draft of the questions, downloads, budgets, support documents, etc.
6. Submit the application online and include: Supporting materials which are essential to the project (e.g., artist resumes, staff resumes, Small Arts Project Budget Form, etc.). Supporting materials must be uploaded into the application.
- 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 items, you will not be able to submit the application and a message will pop up which shows what questions need to be answered.
  - b. Download, save and complete your Small Arts Project Budget in an Excel file and then upload it to your grant application. Make sure it includes both estimated expenses showing what you will pay with the grant funds and what you will pay with organizational funds as well as the revenue. Your expense and revenue portions of your budget must “break even” with the grant award included in revenue. If earned income through ticket sales or participant fees generates income, make sure your numbers are supported within other parts of your narrative and application.
  - c. When you log back in to continue working, your draft application will be located at the bottom of your Applicant Dashboard, under your contact information.
7. Applicants are encouraged to call the Prairie Lakes office at 1-507-833-8721, 1-800-298-1254 or email [plrac@hickorytech.net](mailto:plrac@hickorytech.net) to discuss eligibility. If you need extra assistance in the application process, please contact the PLRAC office and we would be happy to assist you.
- a. **Applications must be submitted online by 11:59 p.m. on the deadline date.**
  - b. Applications received after the deadline 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 weeks prior to our deadline is best. Contact our office to ask for a review of 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.

The projects should not occur prior to final grant approval, but exceptions may apply if the applicant just begins rehearsal or planning for the main event or concert. New applicants must contact the staff prior to submitting an application to discuss their project and budget. Failure to do so will make the application ineligible. Staff analyzes the application for eligibility, budget accuracy, clarity, and completeness; and contacts the applicant if changes are required. The Prairie Lakes Board reviews and scores all applications and makes final approval.

#### **E. Restrictions and Non-Fundable Small Arts Project Grants.**

The following activities or use of funds are **not** allowed:

1. Activities that do not have arts programming and arts activities, arts education, or cultural heritage of the arts as their primary focus.
2. Funds are requested to produce fundraising activities involving the Arts such as benefits, receptions, or if the intent is to donate the proceeds (earnings) to another non-profit.
3. Events or projects where the purpose is re-granting monies to another event or non-profit group.
4. Applicants have listed travel expenses outside of the state of Minnesota as a Prairie Lakes grant expense (use of funds) on their budget.
5. The application form and all required materials are not submitted online by the deadline date specified in the grant program information.
6. **The applicant has an overdue Final Report from a previous grant.**
7. The applicant is not in compliance with any active contract with the arts council.
8. The applicant does not make all events open to the general public or whenever feasible, does not establish admission charges for the events.
9. Participants (youth) are required to pay a registration or participation fee and no scholarships are offered.
10. Funds are requested to pay fees for touring costs, performances, or exhibitions carried out exclusively by student organizations or schools that do not include the public.
11. Funds are requested for projects that are essentially historical and lack a strong artistic component.
12. Funds are requested to support strictly commercial activities intended for retail or mass-market distribution (i.e., limited-edition prints, note cards, copies of CD or DVDs for musicians and performers).
13. Funds are requested for activities that attempt to influence any state or federal legislation or appropriation.
14. Funds are requested to pay for endowment funds, property acquisition, new construction or major building improvements that are not directly related to arts programming, are not eligible.
15. Funds are requested for new building projects.
16. Funds are requested for payment of debts incurred before the grant application is approved.
17. Funds are requested for activities that are essentially for the religious socialization of the participants or audience.
18. Funds are requested to support activities in primary or secondary level parochial schools.
19. Funds are requested for support of “routine” school activities in theater, dance, music and visual arts. Activities such as school plays, one-act plays, dance line, pop concerts, music competitions, visual art classes and displays, summer marching band programs of the school, spat camp or summer choral camp, etc.
20. Funds are requested for an event which is a magic show, parade, or marching bands in a parade.
21. To supplant discontinued or nonexistent arts programs in schools.
22. Applicant cannot purchase equipment for or improve facilities within K-12 public schools. The exception will be, if a nonprofit arts group uses the school facility for rehearsal, classes, performances, or exhibitions, and it needs equipment or facility improvements for its own work. The arts organization could apply for and receive a grant and could develop a cooperative agreement with the school that spells out how the school could also benefit from the purchased equipment or improvements.
23. To compensate ongoing school personnel in full or in part.
24. To pay an artist or arts organization to provide essentially the same services that an ongoing teacher or arts specialist would be expected to provide.
25. For tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
26. Artists are required to pay excessive entry or exhibition fees in order to exhibit or perform in the project or program for which funding is sought.
27. The project budget contains combined funding from a regional arts council and the Minnesota State Arts Board (MSAB) that amount to more than 90% of the project’s total cash expenses. Grantees should keep track of the funds separately, and funds should be used for different expenses.
28. The project may not be eligible if the applicant’s project could be funded through other Arts and Cultural Heritage funding sources such as the Children’s Museums of MN block grant, Minnesota Historical Society, Regional Library System, Statewide County Fair funding, etc. It is up to the applicant to describe how the

arts project and use of funds are different, if they are the recipient of other ACH Funding through another agency.

29. State funding restriction: Funds are requested for costs for relocating the applicant's legal address/residence outside the state of Minnesota.
30. Funds are requested to pay for costs for projects that will take place outside the geographic boundaries of the nine-county PLRAC region.

#### **F. Grant Review Criteria.**

Three criteria are used by the Prairie Lakes Board to evaluate and score applications and there are 10 points per category, total of 30 points. Applicants do not answer these questions; we are only providing them for your information.

1. Artistic Quality and Merit. Are the qualifications of the artists and the proposed activities in the application good quality? Does the project increase access to the arts?
2. Need for the Project. Does the applicant discuss community interest and involvement in the project? Does the budget demonstrate financial need?
3. Ability of the Organization to Accomplish the Project. Is the leadership of the organization strong? Is the budget feasible and fiscally responsible? Does the organization demonstrate appropriate planning and a marketing plan?

Based on these review standards the arts council shall make one of the following decisions: (1) Full funding of the amount requested; (2) Partial funding; (3) No funding; or (4) Table the request, pending receipt of additional information or modification. An application with an average score of 15 points or more out of 30 total points, may be funded.

#### **G. Grantee Responsibilities.**

The grant recipient must:

1. Not limit participation in the project based on race, gender, disability, national origin, sexual orientation, class, age, geography, handicap, or ability to pay.
2. Use grant funds only for the expenses described in the project grant application.
3. Be responsible for completion of the project and for proper management of the grant.
4. Include the following credit line in all advertising, news releases, printed programs, and promotional material: **“This activity is made possible in part by a grant from the Prairie Lakes Regional Arts Council from funds appropriated by the Minnesota State Legislature from its general fund.”**
5. Maintain records and receipts showing evidence of grant expenses and income.
6. Submit the Final Report form within 60 days of completion of the project. All future grants will be contingent upon completion compliance with the terms of this grant.
7. 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 the termination or forfeiture of the grant.

#### **H. Payment Process. Note:** Payment of Small Arts Project Grants is contingent upon State funds received.

1. A Contract and a Final Report are assigned to the grantee and will be accessed through the online account. (In cases of partial funding, the grantee must also submit a revised budget and a letter explaining how the project will be modified in response to the reduced budget.)
2. The grantee indicates agreement with the contract terms and completes the Contract. The Contract will be electronically signed and submitted online.
3. 100% of the grant funds will be paid to the applicant one month prior to the event.
4. Within 60 days of completion of the project, the Final Report must be submitted online. A copy of each Thank You letter sent to both legislators, acknowledging the grant, must be uploaded into the Final Report. Failure to submit a Final Report will result in the applicant not being considered for funding for the next two years.

## **I. General Information for Small Arts Project Grant.**

### **1. Applying Organization.**

The **Applying Organization** is the group that will be administering the actual the project. Individuals may not apply. The **Grants Manager** should be the person responsible for the day-to-day details of the project, the person to whom correspondence and telephone calls are to be directed, and someone who is readily available during regular business hours. This person is responsible for the timely submission of all required forms and reports to Prairie Lakes.

### **2. Non-Profit and Tax-Exempt Information.**

Attach Articles of Incorporation and Minnesota Non-profit Corporation Certificate from the MN Secretary of State and the Federal Internal Revenue Service Tax-exempt notification letter, UNLESS you've previously submitted them to Prairie Lakes' permanent file in the office. Please call to verify if we have them on file.

### **3. Fiscal Sponsor.**

Minnesota Statutes require that public money may be distributed to unincorporated organizations only through a Fiscal Sponsor, which are a non-profit 501(c)(3) tax-exempt organization, according to the Federal IRS. If your organization is incorporated as a "non-profit 501(c)(3) organization" do not complete this section. If you need a fiscal sponsor, your organization should enter into a specific contractual agreement with the non-profit 501(c)(3) fiscal sponsor prior to applying for grant funds and attach a copy of the contract to your grant application. A Chamber of Commerce (501c4) does need to use a fiscal sponsor when applying for a grant. A Fiscal Sponsor may be any non-profit 501(c)(3) corporation or governmental unit that agrees to handle the administration of your funds. For example: An organization that is non-profit 501(c)(3), City, Historical Society, MN Extension Service, Public School, etc.

**An example of a Fiscal Sponsor Contract is available from the Prairie Lakes office or download it from the online grant application.** The Fiscal Sponsor will receive and dispense funds and is legally responsible for completion of the project and management of the grant funds. The Prairie Lakes staff can also advise organizations on how to file Articles of Incorporation with the Minnesota Secretary of State and apply for tax-exempt status from the Federal Internal Revenue Service (IRS).

## **J. Small Arts Project Grant Budget Form.**

### **Project Expenses**

List all cash expenses related to the project under this heading. If an expense is not applicable, please put NA or \$0 in the blank. The grant does not require a cash match. In-kind contributions or travel expenses outside the state of Minnesota are not allowed on the budget form. An Excel document called Small Arts Project Budget Form is included in the application to be downloaded, completed, saved and uploaded into the grant application. Round all numbers to nearest \$10.

Headings on the budget expense: **Organization** = arts organization's expenses; **Grant** = how the grant funds will be used, listed under each category; then add the two amounts together for the **Total** column. Use the following expenses.

1. **Artist(s) Fees** - List each group and their individual artist fee or stipend for music groups, artists, etc. that will be part of the project and budget. Put the total fee or stipend in the column that the organization will pay and the total amount that will be paid with the SA Grant. Prairie Lakes encourages the payment of fair market wages for all professional artists involved in projects requesting a grant.  
*Note: The artist fee for outstate artists is permitted, but not their travel expenses in this state funded program. The state legislature has enacted a restriction on travel expenses outside of MN.*
2. **Artist(s) Travel and Expenses** - Include transportation, hotel and food for guest artist(s); may include local mileage for the administration or production of the project. (*Mileage maximum is \$.65 per mile.*)

3. Publicity - List costs individually for advertising: radio, newspaper, printing of brochures or posters, etc. *Pro-rate or list only a portion of the Publicity expenses, if this project is part of a larger community celebration.*
4. Rental Fees - Rental of space or equipment specifically needed for the activity.
5. Salaries or Wages - List may include project director, artistic director, clerical staff or other personnel assisting with specific arts activities with this project. Estimate the amount of time they will spend on the project and multiply by their hourly wage. *(Do not include regular paid staff that normally perform this function as part of their job.)*
6. Expendable Supplies and Materials - List may include costumes, music, playbooks, audio and videotape, supplies needed for project administration, etc. Music stands, microphones and some equipment that directly relates to the arts programming you are doing is eligible.
7. Miscellaneous – office supplies, postage, telephone, royalties, piano tuning, insurance, scholarships, etc. **Scholarships are required for youth projects that have a registration or participation fee.** These should be noted in your narrative description of the project. Note: No food expenses are allowed on the budget: costs for receptions, cast parties or other food/snacks.

### **Project Income**

Identify and document amounts of Cash for the project expenses. Use the list below. Round all numbers to the nearest \$10.

1. List Organizational funds committed or budgeted for the project. This may also include profits from the previous years' Small Arts Project Grant which was noted on the last years Final Report.
2. List sources of other grants, other than the Small Arts Project Grant requested. Tell us whether these grants have been received or are anticipated.
3. List estimated Earned Income and details. For instance, ticket sales and fees should show the estimated number of people multiplied by the price of one ticket or fee.
4. Other community fundraising may include city or county funding, donations from charitable gambling groups or service groups such as: the American Legion, Eagles, Fireman's Association, Lions, Lutheran Brotherhood, Rotary, VFW, etc. Tell us whether this income has been received or is anticipated.

Total the **Project Income** and enter the “**Grant Amount Requested**” from Prairie Lakes.

**Total Support** for the project is the two figures added together.  $\text{Income} + \text{Grant Amount Requested} = \text{Total Support for the Project}$ . Note: Total Income for the Project should also equal Total Expenses. The Grant Amount Requested and Total Project Expenses from the Budget need to be entered in the first section of the SA grant application.

### **K. Appeals Process.**

Groups and organizations applying to Prairie Lakes may appeal the recommendations of the grant review panel; however, the appeal must be based on alleged procedural errors. Appeals on judgments of merit or quality or ability will not be heard. The appeals process is as follows:

1. Appellants must submit a formal letter of appeal to the Executive Director stating the reason(s) for the appeal. Letters of appeal must be received within 30 days of written notification of the board's decision on the original application. A copy will be sent to the President of the Board of Directors of Prairie Lakes.
2. Appellants will receive written notification from Prairie Lakes of receipt of their request for an appeal. This notification will include the date and time the request for appeal will be brought to the board.
3. The board will review the written appeal request at its first meeting following the receipt of the request. The board meets approximately ten times a year.
4. The board will take one of the following actions:
  - a. Determine that the appellant does not show sufficient cause for appeal;
  - b. Direct the staff to investigate the appellant's request and materials and present a recommendation to a



- subsequent board or executive committee meeting;
- c. Request the appellant appear before the board or executive committee at a subsequent meeting and address his or her appeal at that time;
  - d. Determine that the appellant does show sufficient cause for appeal and offer settlement to the appellant;
  - e. Request that a 3–5-member appeal panel be put together to reconsider the application (discussion of the nature of the appeal will not be brought up during this meeting). The appeal panel decision is binding.
5. Within 45 days of receipt of a request for appeal, appellant will receive notification of the board's decision on the action that will be taken concerning the request.
  6. Appellants will be notified in writing of the final board action or appeal panel decision.
  7. Following the appeal to the board, if the appellant continues to dispute the decision of the board or appeal panel regarding his or her appeal from the board, this appeal will be conducted as a contested case pursuant to the Administrative Procedure Act, Minnesota Statutes, and sections 14.48 to 14.62.
  8. There is no right of appeal for disputes of decisions of the board and/or its advisory committees with respect to artistic quality or merit, artistic excellence, and leadership.

#### **L. Artistic Discipline Codes.**

These grants are for projects that involve the creation, performance, or exhibition of art. The list of discipline codes for the art project is listed on page 10.

#### **M. Accessibility of Programs and Materials.**

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](mailto:plrac@hickorytech.net).

Upon request, Prairie Lakes grant application materials will be made available in an alternate format such as **large print**, computer flash drive 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.



# DISCIPLINE CODES



- 01 Dance—general
  - 01A ballet
  - 01B ethnic/jazz/folk-inspired
  - 01C modern
  
- 02 Music—general
  - 02A band
  - 02B chamber
  - 02C choral
  - 02D new -experimental, electronic
  - 02E ethnic/folk-inspired
  - 02F jazz
  - 02G popular
  - 02H solo/recital
  - 02I orchestral
  
- 03 Opera/Musical Theater—general
  - 03A opera
  - 03B musical theater
  
- 04 Theater—general
  - 04A theater, in general
  - 04B mime
  - 04C puppetry
  - 04D theater for young people
  - 04E storytelling
  - 10C playwriting/scriptwriting
  
- 05 Visual Arts—general
  - 05A experimental
  - 05B graphics (includes drawing, cartooning, printmaking, book arts)
  - 05D painting
  - 05F sculpture
  
- 06 Design Arts—general
  - 06A architecture
  - 06B fashion
  - 06D industrial
  - 06E interior
  - 06F landscape architecture
  - 06G urban/ metropolitan

- 07 Crafts—general
  - 07A clay (includes ceramics)
  - 07B fiber (includes basketry)
  - 07C glass
  - 07D leather
  - 07E metal
  - 07F paper
  - 07G plastic
  - 07H wood
  - 07I mixed media
  
- 08 Photography (include holography)
  
- 09 Media Arts—general
  - 09A film
  - 09B audio
  - 09C video
  - 09D technology/experimental
  - 09E screenwriting
  
- 10 Literature—general
  - 10A fiction
  - 10B non-fiction
  - 10C playwriting/ scriptwriting
  - 10D poetry
  
- 11 Interdisciplinary (includes collaborations & performance art)
  
- 12 Folklife/Traditional Arts—general
  - 12A Dance
  - 12B Music
  - 12C Crafts and visual arts
  - 12D Oral traditions