

A. Eligibility Requirements and Grant Amount

The school 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, and Watonwan County. The School Arts Project Grant is open to all public or private non-parochial elementary, middle or secondary schools (K-12) in the nine-county area. Cooperation between parochial and public schools is encouraged. This means that public schools can be the applicant and collaborate with a parochial school to also have their students participate in the proposed arts activity. *Applications from individuals or for-profit businesses 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 School Arts Project Grant is to provide educational partnerships between local and regional professional artists and K-12 schools within the nine-county area. This may include dance, literature, media arts, music, theater, visual art, folk and traditional art. Grants may be for Artist Residencies, Live Arts Performances in the School or Mini-Workshops, or Arts-Related Field Trips. All projects must include at least one hour of in-service for artist-teacher contact time.

2. School Arts Project Grants range from \$500 to \$2,500. We are interested in receiving new applications for arts projects for BIPOC cultural activities and/or underserved population. Details are listed on page 2. The arts council encourages innovative programming and growth. Repeat projects may not always be funded.

One School Arts Project Grant per school building is allowed each fiscal year, with a maximum of three grants per School District each year from any Prairie Lakes grant program. 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 1st 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 schools 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.

School 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 school applicants or those with different projects (those not receiving a grant in FY 2023) 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 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 Project Director and Principal or Superintendent.

4. The Arts Education Category of the Arts and Cultural Heritage (ACH) Grant, is a different program available to schools with a maximum of \$6,000. 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. This grant is for larger budget school residencies and programs; but is not meant to supplant discontinued or nonexistent arts programs in schools. Schools will not be eligible to receive both a School Arts Project Grant and an ACH Grant in the same fiscal year. The school must choose which one to apply for: the School Arts Project Grant of \$2,500 or the ACH Grant of \$6,000.

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.

C. General Information for School Arts Project Grants

1. Required support material for School Arts Project Grant

- a. Resumes of artists involved in residency, mini-workshop or live arts performance. This includes artist's educational and professional background and teaching or residency experience. Schools should select artists that have credentials that meet their needs. Their quality of work will be considered as part of the application process.
- b. Support material for field trip locations. This should include fliers from professional institutions, scheduling times and dates, performance or exhibition information, etc.

2. Artist Residencies

- a. Residencies must allow at least one core group or class of students to work with the artist daily, or several times a week, throughout the residency.
- b. A teacher must be present in the classroom at all times during a residency.
- c. Artist's fees should be about \$250 a day. Exceptional costs may be considered where reasonable justification is included in the application. (Schools may be willing to pay a higher fee based on the artist's credentials.) Given these guidelines, fees and expenses are negotiable between the artist(s) and the school.
- d. Residencies must involve the general community in some significant aspect. Examples: receptions, poetry readings, exhibitions of the artist or students' work, or a public performance.
- e. Schools can utilize an artist-in-residence for a public art project like a school mural or other hands-on activity the artist does with the students, and it becomes a permanent part of the school building. Below is a general description about public art and what is involved with that process.

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. In the proposal the applicant would need to describe: Why this Public Art is needed, how it will represent the school, and what input was solicited in the planning phase. The school would also have to identify and describe 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.*

3. Live Art Performances and Mini-Workshops

- a. These activities must involve a significant number of the students at the school and involve the general community in some significant aspect (e.g., parents and community members notified and invited to the performance, information in school newsletter or letter to the editor in paper, etc.).
- b. Must show artistic quality and represent one of these art areas: dance, literature, media arts, music, theater, visual art, folk and traditional art.

4. Arts Related Field Trips

- a. Field trips may not include costs associated with food or beverages for participants.
- b. Field trips must be within the state of Minnesota only. No travel expenses for travel outside of Minnesota.
- c. Field trips must also involve the general community in some aspect. Examples: joint bus trips, slide show reviews, volunteer involvement as guides, participants or chaperones. Students and teachers can share the program with other students or community groups following a field trip (e.g., Rotary, senior citizens group, school newsletter, letter to the editor in paper, etc.).

D. How to Apply: Online Grant Process.

1. Go to our website www.plrac.org and Click on **Applicant Login** button on the upper right side of the homepage, or on the School Grant Program page. Also, on the School 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 Workshop PowerPoint document (PDF).
2. If your school received a School 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 school online. If the school is a first-time applicant, an online account will need to be created using an email address and a password.
 - a. You will need the school's IRS issued Employee Identification Number (EIN) to complete the registration.
 - b. Register yourself as a user under that school. Multiple contact people can be listed for your school. 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, 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 School 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 School 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 School Arts Project Grant page of the Prairie Lakes website 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, School 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 School 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 school funds as well as the revenue. Your expense and revenue portions of your budget must “break even” with the grant award included in revenue.
 - 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 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 deadlines are ineligible. There are no exceptions to this policy.
 - c. The application records the date of submission so make sure that you meet the deadline date for submission online.
 - d. A pre-review of the application, budget, narrative, etc. is available prior to the deadline date; two 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 ranks all applications and makes final approval.

E. Restrictions on Use of Funds

1. Funds cannot be used for support of "routine" school activities in theater, dance, music and visual arts such as: school plays, one-act plays, dance line, band or choir concerts, music competitions, summer band programs or spat camp, summer choral camp, visual art classes and displays, etc.
2. Grant funds cannot be used for equipment, capital investments, endowment funds, purchase, or commission of works of art, or solely for production costs associated with the creation of an arts event, such as costumes, sets, matting and framing.

F. Non-Fundable School Arts Project Grant Projects

The following projects 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. (e.g. 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.

G. 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? Did they state what the students will learn from the artist or experience?
2. Need for the Project. Is there need for the project and enhancement to the current arts curriculum? Have they described how the project will be integrated into what students are already learning?
3. Ability of the School to Accomplish the Project. Is the plan and schedule feasible? Have they explained how the activity will be promoted? Is the budget feasible?

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.

H. Grantee Responsibilities

The grant recipient must:

1. Not limit participation in the project on the basis of national origin, race, color, religion, age, sex, 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 with funds appropriated from 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.

I. Payment Process Note: Payment of School 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.

J. School 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 cannot be included on the budget form. An Excel document called School Arts Project Budget Form is included in the application to be downloaded, completed, saved and uploaded to the grant application. Round all numbers to nearest \$10.

1. Artist(s) Wages - List artist wages for residency. *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) Mileage, Meals, Lodging Expenses - Include transportation, hotel, and food for artist(s). *Mileage maximum is \$.65 per mile.*
3. Expendable Supplies and Materials - List may include art supplies needed for residencies and project administration, etc.
4. Miscellaneous – No food expenses are allowed on the budget: costs for receptions, cast parties or other food/snacks.
5. Field Trip Transportation. Fee for bus to bring students to location of field trip.
6. Field Trip Ticket or Admission Fee(s). List the cost of each ticket and the number of participants.

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 School funds committed or budgeted for the project.
2. List sources of other grants, other than the School 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. 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. $\text{Income} + \text{Grant Amount Requested} = \text{Total Support for the Project}$. 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 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 Chair 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.

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

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 9.

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.

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