



**Biennial Plan**  
**For Fiscal Year 2010 - 2011**  
(July 1, 2009 - June 30, 2011)

**Reviewed by Board – April 23, 2009**  
To be submitted by: May 15, 2009

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## **MISSION STATEMENT**

The Prairie Lakes Regional Arts Council is established to support and nurture a diversity of arts activities in the counties of Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca and Watonwan. We assist, encourage and enhance the quality and availability of art experiences.

## **USE OF THIS PLAN**

This document has been prepared to meet the requirements of the Minnesota State Legislature to qualify the Prairie Lakes Regional Arts Council for receipt of a block allocation to be used in funding local arts development programs and activities. In addition, this two year plan is to provide a basis for decisions to be made by the Prairie Lakes Regional Arts Council regarding awarding arts grants and overall activities as a Council; and to act as a guide against which progress can be measured as the Council strives to attain its stated goals and objectives in the next biennium (July 1, 2009 – June 30, 2011).

## **OVERVIEW**

The Prairie Lakes Regional Arts Council was incorporated as a 501©3 non-profit organization in 1993; and was designated as the official regional arts council to serve South Central Minnesota by the Minnesota State Arts Board. Previously, the Region Nine Arts Advisory Council served the area and was a small program of the Region Nine Development Commission, from 1977-1993. We are one of eleven regional arts councils in Minnesota. The Council provides services and programs for the development of local and regional artists, arts organizations and arts audiences. The premise underlying the regional arts council system is that local people should have both policy-making and grant-making power for developing the arts in their region. Brenda Flintrop has been the Regional Arts Council Director since 1989.

## **REGIONAL UPDATE**

The 2000 Census Data identified 222,790 people living in the Region 9 area. This was only a 3% growth rate since the 1990 census. The nine-county area we serve is Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca and Watonwan. Blue Earth County remains the most populated county in the region with 55,941 residents. No other county has more than 30,000 people. The least populated county is Watonwan with 11,876 people. Mankato is the largest central city in the region with a population of 32,427. Three cities with populations over 10,000 include: Fairmont (10,889), New Ulm (13,594) and North Mankato (11,798). Two communities approaching this size include St. Peter (9,747) and Waseca (9,611). Four mid-size towns having populations ranging from 3,500 – 4,600 are St. James, LeSueur, Blue Earth and Sleepy Eye. The majority of other small towns range in size from 250 – 2,500 on average.

Small towns tend to focus on local events at the school, sporting events, and community concerts and plays. Many of the arts organizations in the region have been serving their communities for years. Thus, they may have received grants from the regional arts council for several years. Some arts activities are concentrated in the population hub cities of Mankato, North Mankato and St. Peter. However, many art organizations and community groups in out lying towns are sponsoring arts events.

In assessing the number and types of art projects funded it is evident that several art disciplines are served more with our state funded grants. In Region Nine we are fortunate to have a large variety of musical organizations and activities, both vocal and instrumental. This represents the largest art discipline we review and fund through grant applications (about 49%). In a given year, the board will review about 90-95

applications. In FY 2008-09 visual art projects and exhibitions composed about 21% of all funded activities, theater performances 16%, literature projects have recently increased and they were 10%, dance is less common and represents about 4%. Under-served areas continue to be dance, literature, media art and ethnic music and dance. Several trends in the region have affected the availability of arts experiences for the residents. Small communities face obstacles as they struggle to improve their quality of life through the arts. There is a lack of recognition for existing arts organizations and difficulty in building an audience; there are only a few adequate facilities for performances and exhibits; limited public and private funding; lower family income; limited awareness of opportunities outside the community; and limited access to high quality, culturally diverse arts experiences due to lengthy travel time and lack of public transportation.

The drastic state cuts to the arts in FY 2004-05 had a devastating impact on our grant programs. Fortunately, the Regional Arts Council funding formula first provides money for a general operating base and percentage for land area served and then population is computed. If state funding were totally based on population, our region's needs could not be met. Additional state funds were received in FY 2008-09 and this provided for larger grant maximums and more grants being awarded. Therefore, we will be in a similar situation to FY 2004 as far as reduced state grant funds and programs, for FY 2010-2011.

In our Art Project Grant Programs we continually set grant maximums and still can not fund all requests. We will try to maintain our same grant programs in FY 2010-11, but realistically, it will be impossible to fully serve the same number of constituents as in FY 2009.

**Summary of State funding for Prairie Lakes Regional Art Council:**

FY 1999 - \$216,758	FY 2002 - \$208,170	FY 2004 & 2005 - \$142,442
FY 2000 & 2001 - \$213,612	FY 2003 - \$199,844	FY 2006 & 2007 - \$143,175
		<b>FY 2008 &amp; 2009 - \$171,637</b>

**Summary of Grants awarded in FY 2008 and FY 2009:**

In FY 2008 Prairie Lakes awarded 83 grants for a total of \$127,865 (State funds \$93,865 & McKnight \$34,000). The grants ranged in size from \$150 - \$3,000; and about 34% of those activities focused on youth. In FY 2008 Art Project grants were \$85,465; Small Arts and Arts-In-Education \$18,900; PLRAC/McKnight Capital \$4,500; PLRAC/McKnight Fellowship \$10,000; and PLRAC/McKnight Emerging Artist Grants \$9,000.

In FY 2009 we awarded 91 grants for a total of \$127,902. These included Art Project grants of \$85,002; Small Arts and Arts-In-Education of \$18,900; PLRAC/McKnight Capital \$4,500; PLRAC/McKnight Operating Support \$10,500; and PLRAC/McKnight Emerging Artist Grants of \$9,000.

**PLANNING PROCESS DISCUSSION**

At the time of our planning, the Governor's recommendation for State Arts Funding included a 33% cut in FY 2010, a 66% cut in FY 2011, and elimination of the MN State Arts Board as a state agency after FY 2011. This would reduce our state funding from \$171,637 to \$114,996 and \$58,356 respectively.

**FY 2010:** 7/1/09 to 6/30/10 - 33% cut = \$114,996; and **FY 2011:** 7/1/10 to 6/30/11 - 66% cut = \$58,356

During our planning process we noted that the 66% cut proposed by the Governor; could possibly be offset if the Sales Tax Amendment Funds are received in FY 2011: 7/1/10 to 6/30/11. The potential state funding may be double or triple the current funding "in general terms"; and on April 9, 2009 a specific dollar amount

of \$370,546, was identified by the RAC Forum for our region, as part of the regional arts council funding formula. Previous to that time, we had used estimated figures that we compiled in 2007 as part of a planning exercise with the MN State Arts Board. Therefore, the Prairie Lakes Board also held a planning retreat to discuss the new funding that may be available from the Sales Tax Amendment and created a list of programs and a budget to address this scenario.

In addition, given the drastic state cuts anticipated in FY 2010-11 the board and staff decided to take a hard look at all administrative and salary expenses, services and grant programs; and we discussed a scenario of budget cuts of 20% and 30%. In January 2009 the board held two planning meetings and reviewed a four-year Grant Program Summary FY 2005-2008, an analysis of grant funds awarded by county vs. percentage of population, and several other documents, prepared by staff. They prioritized the State and McKnight Foundation funded programs and discussed elimination of some and setting lower maximums per program. They reviewed budgets with state cuts ranging from 20-30%. The Governor's recommendation, in January 2009 was to cut state arts funding by 33% in FY 2010 and 66% in FY 2011. However, since that time the House and Senate have proposed a smaller cut to state funding and **therefore, we are submitting a budget which reflects a cut of 15% at this time.** The actual percentage cut to the MN State Arts Board and the Regional Arts Council's may differ slightly. We are prepared to adjust accordingly, once the final amount is determined.

Basically, the board recommends reducing the grant maximums for Art Project and Program Support grants to \$1,000 and \$2,000 respectively, the Small Arts Project and Arts-In-Education grants to \$500; and the Operating Support and Artist Fellowship grants will be discontinued. The total state grants available will be \$67,780 in FY 2010, and may increase in FY 2011, if additional money is received.

In FY 2010-2011 a majority of administrative expenses have been reduced, the council may meet less often and reduce their meeting and travel expenses. We will discontinue the annual printed quarterly newsletter, which was previously sent to over 1400 constituents; and will continue with a monthly arts calendar that is emailed to constituents. Staff has been asked to take a pay freeze for FY 2010-2011 and there may be a reduction in hours for the Administrative Assistant/Bookkeeper if needed.

## **PLANNING PROCESS TIMELINE**

This plan was developed through the following process:

- October 23, 2008      Staff discussed the FY 2008 Final Report submitted to the MN State Arts Board and noted how this information will be used as the board plans for the next biennium.
- November 20, 2008      Staff presented information about past needs assessment survey results, and how it relates to current grant programs. A needs assessment committee was identified to meet in December with staff. Staff noted that the Constitutional Amendment passed for the Clean Water, Land and Arts and Culture. The board agreed to hold two meetings in January to do planning for both a cut in state funding for FY 2010-11, due to the state budget deficit and a possible increase with amendment funds in 1-2 years. The Executive committee will be contacted and may meet in December about the planning documents needed to prepare for the two January Board Planning Sessions, and development of FY 2010-2011 Plan.

- December 29, 2008 The Needs Assessment Committee met to discuss the Needs Assessment Survey Questions for Artists and Arts Organizations. Staff created an electronic survey using “Survey Monkey”. The electronic survey questions were approved at the board meeting on January 22, 2009.
- January 10, 2009 Saturday Board Retreat – Focus on new state funds anticipated. Staff reviewed the components of the Biennial Plan and FY 2010-11 Program Goals; noting that state funding may increase significantly with the Arts Legacy Amendment funds. The board reviewed a four-year Grant Program Summary FY 2005-2008, an analysis of grant funds awarded by each of the 9 counties and grants by county vs. percentage of population of county, and several other documents, prepared by staff. The board discussed the current mission, values and goals, past needs assessment survey results, current grant programs, and ways to expand current grant programs and services and create new ones. New program areas were prioritized and a draft budget was approved for new programs.
- January 22, 2009 Board Planning Session – Focus on state budget cut. Staff reviewed the components of the Biennial Plan and FY 2010-11 Program Goals; and provided several handouts on how the board could reduce office and salary expenses and grants based on a 20% and 30% cut in state funding. Grant maximums will be reduced and the Operating Support and McKnight Artist Fellowship grant will be discontinued. A draft budget was approved for state budget cuts of 20% and 30%.
- Feb. 2-27, 2009 PLRAC conducted two different electronic Needs Assessment Surveys for Artists and Arts Organizations, using “Survey Monkey”. The summary of the two surveys was reviewed at the board meeting on April 23, 2009.
- March 25, 2009 PLRAC Staff compiled the revised list of new programs and budget for the Amendment Legacy funds as part of the RAC Forums overall document, for a legislative committee. Rep. Mary Murphy, chair of the Committee for MN House of Cultural and Outdoor Resources Finance Division, requested the information from the RAC Forum.
- April 8, 2009 News Release sent to local media for Public Meeting: FY 2010-11 Biennial Plan.
- April 23, 2009 Public Meeting held to discuss and review the FY 2010-11 Plan with constituents, at the Emy Frenz Arts Guild/Twin Rivers Center for the Arts, 523 South Second Street, Mankato. The board reviewed grant program areas and distribution of grant funds per program based upon a 15% cut in state funds and also if new state funds were received. **The FY 2010 -2011 Biennial Plan was approved by the board.**
- May 11, 2009 Mail the FY 2010-2011 Biennial Plan to the MN State Arts Board (deadline 5/15/09).
- May 14, 2009 PLRAC Board Meeting. The board will review any changes that were noted at the Public Hearing on April 23, 2009. There was further discussion on the results of the Needs Assessment Surveys’.

## NEWS RELEASE

April 8, 2009  
FOR IMMEDIATE RELEASE

Contact: Brenda Flintrop, Executive Director  
Prairie Lakes Regional Arts Council, Waseca  
507-833-8721

### **Regional Arts Council Plans Public Hearing – April 23**

The Prairie Lakes Regional Arts Council's Biennial Plan to the Minnesota State Arts Board for Fiscal Year 2010-2011 will be discussed during a public hearing on April 23, 2009. The hearing will begin at 6:30 p.m. at the Emy Frenz Arts Guild/Twin Rivers Center for the Arts, 523 South Second Street, Mankato.

Individuals or groups can present oral testimony about the arts council's programs, policies and budget at the Mankato meeting. Governor Pawlenty has proposed cutting the Arts by 50% in Fiscal Year 2010-2011. Prairie Lake's board members are asking the public to comment on concerns about the State arts funding and how the arts are vital to you and those in your community. Written comments about the grant programs may be submitted by April 20 by email to [plrac@hickoroytech.net](mailto:plrac@hickoroytech.net) or sent to Brenda Flintrop, Executive Director, Prairie Lakes Regional Arts Council, 207 North State Street, Suite A, Waseca, MN 56093.

A summary of the biennial plan and budget is available upon request. Commentary and recommendations will be considered at the board meeting on April 23, 2009. The council receives funding for regranting from the Minnesota State Legislature and the McKnight Foundation, Minneapolis. In Fiscal Year 2008 Prairie Lakes awarded 83 grants for a total of \$127,865 to artists, arts organizations, community groups and schools. The Prairie Lakes Regional Arts Council serves the nine-county area including Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, and Watonwan Counties.

###

## **NEEDS ASSESSMENT**

The Prairie Lakes Regional Arts Council continuously assesses and responds to the needs of the region through a variety of channels including day-to-day contact with constituents, feedback from applicants and grantees on their Final Reports, public workshops, meetings, etc. In addition to our ongoing evaluation of programs and services, the Council conducts a formal needs assessment every four years to provide an accurate and comprehensive understanding of the characteristics of the region, as they relate to the arts, and to identify needs and problems that may be addressed by our regional arts council.

We used a web based survey service (Survey Monkey) in February 2009 to develop and distribute two online surveys, one for Artists and one for Arts Organizations, Community Groups and Schools. This information was used for our FY 2010-2011 planning. Copies of the survey summary reports are attachments 1 and 2.

## **SURVEY RESULTS**

A total of 145 surveys were collected through the web based Survey Monkey, which was for one month February 2-27, 2009. This is a similar number of respondents to our 2004 Needs Assessment Survey, when we mailed a paper survey to about 800 constituents. **However, this needs assessment tool cost a mere \$80 versus the paper, postage and staff time needed to conduct of a traditional paper survey!** The Organization survey had 61 respondents and the Artist Survey had 84 respondents.

**The survey asked questions in light of current funding, anticipated reduced state funding in FY 2010-2011 and increased funding if the Amendment Legacy funds are received. Highlighted results of the survey are listed below.**

### **Organization Survey:**

#### **Identifying Features of Respondents:**

- 57% Identified themselves as a Non-Profit Arts Organization
- 43% Community Group/School (i.e. library, historical society, chamber, community education, etc.)

#### **How many years have they been around?**

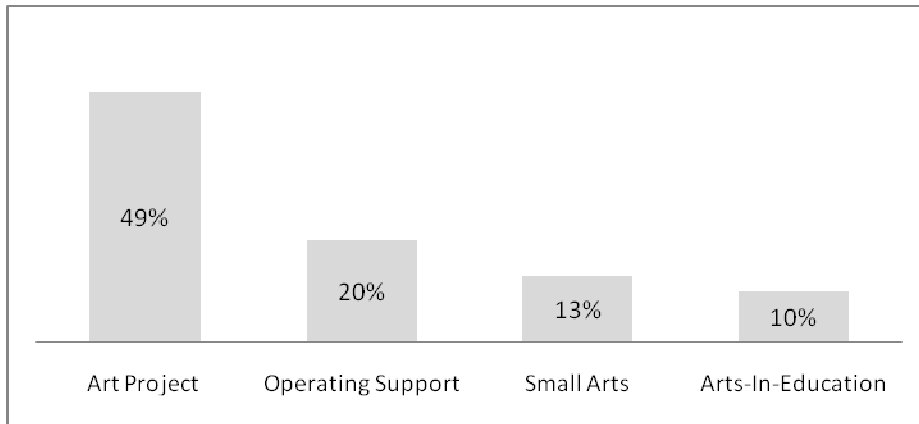
- 66% Have been in existence for over 20 years
- 15% Are under 10 years old

#### **What activities are they involved in?**

- 54% Produce their own events
- 10% Sponsor activities
- 36% Do both Producing and Sponsoring

## **1. Priority of Current Grant Programs**

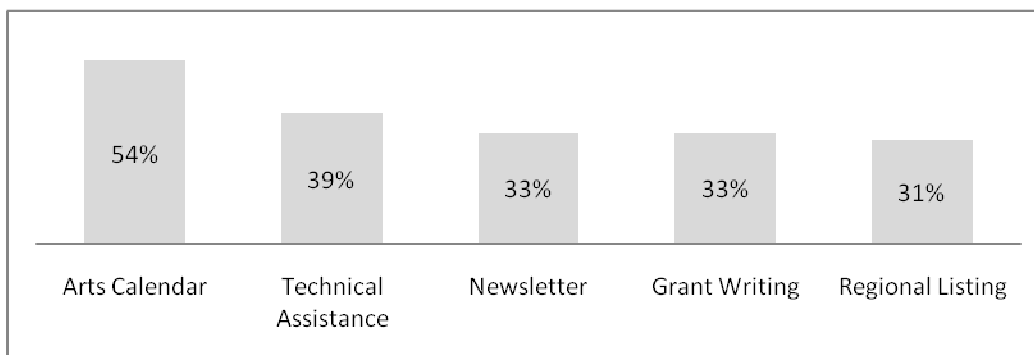
Organization respondents were asked to prioritize the Councils current grant programs. The highest priority was the Art Project grant program at 49%, followed by Operating Support at 20%, Small Arts 13%, and Arts-In-Education Grants to Schools at 10%.



**Interpretation:** The Council is currently on track with their allocation of resources for Art Project, Small Arts and Arts-In-Education Grants, but not Operating Support grants. During FY 2010-11 we will discontinue Operating Support grants, but plan to reinstate them as soon as additional funds are received.

## **2. Priority of General Arts Services**

Organization respondents were asked to rate the following general services currently offered by the Council. The monthly arts calendar rated the highest at 54%, second was technical assistance to constituents at 39%, both the newsletter and grant writing were at 33%, and a Regional Listing of Artists, Arts Organizations, Community Groups and Schools rated 31%.

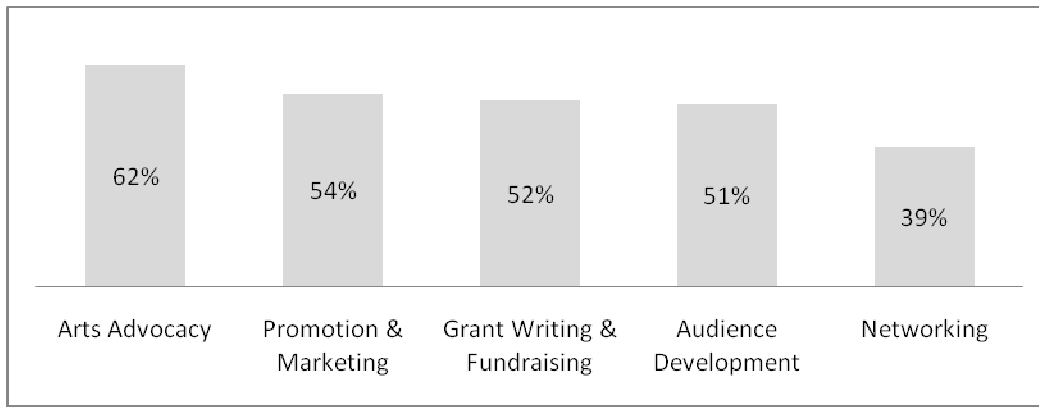


### **Interpretation:**

The Council needs to continue to dedicate resources and staff time to the monthly arts calendar, newsletter, website and online presence. In addition, the results show a need for more technical assistance to constituents and grant writing workshops. The Council will be providing technical assistance during the upcoming biennium. An ongoing need, which we have not been able to address, is to develop a Regional Listing of Artists, Organizations, etc. that can be hosted on our website, and the council hopes to do this when additional state funds are received.

### **3. Development of Services/Needs for Arts Organizations**

Organization respondents were asked to identify topics of high priority in which local arts organizations and community groups need continued development. The top five priorities identified are: Arts Advocacy 62%, Promotion and Marketing 54%, Grant writing & Fundraising 52%, Audience Development 51% and Networking 39%.

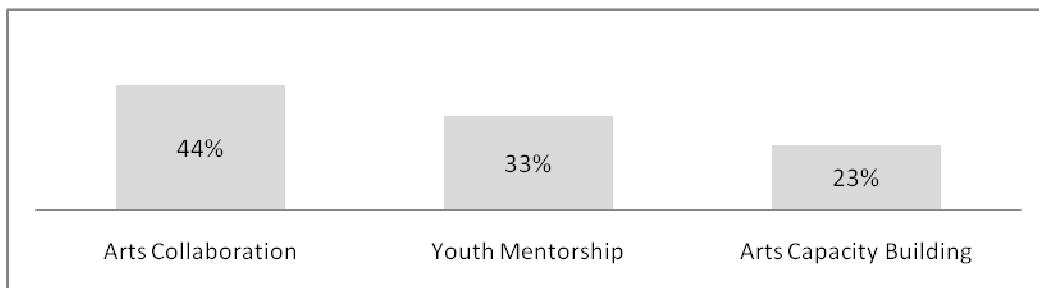


#### **Interpretation:**

No surprise that Arts Advocacy rose to the top at 62% this year, given the legislative issues at hand and reduced state funds anticipated, due to the state budget deficit in FY 2010-2011. The Council plans to provide technical assistance in all of these areas during the upcoming biennium, as funds and staff time allows. The Council wants to increase the availability of workshops and technical assistance for organizations with Amendment Legacy funds, and also host an annual arts conference with speakers on these topics.

### **4. Organizations Priority of New Grant Programs**

Organization respondents were asked to prioritize possible new grant programs. The highest priority was the Arts Collaboration Grant at 44%, which is a partnership with an artist/school/arts organization; Youth Mentorship Grant 33%, between a H.S. student and a professional artist; and Arts Capacity Building Grant for new and existing groups at 23%. Several other program ideas were suggested.



**Interpretation:** The Council has previously identified these and other new program areas in our 2004 Needs Assessment. We plan to implement some of these new programs if the Amendment Legacy funds are received in FY 2011 and the following years. In addition, the council could create Special Initiatives. These new areas programs are described in more detail at the end of this plan, on page 36-37.

## Artist Survey:

### **Identifying Features of Artists:**

- 48% Identified themselves as an Emerging Artist
- 23% Established Professional Artist
- 7% Hobbyist
- 3% Crafts person

### **How many years have you been an artist?**

- 56% Have been an artist for over 20 years
- 12% Under 5 years

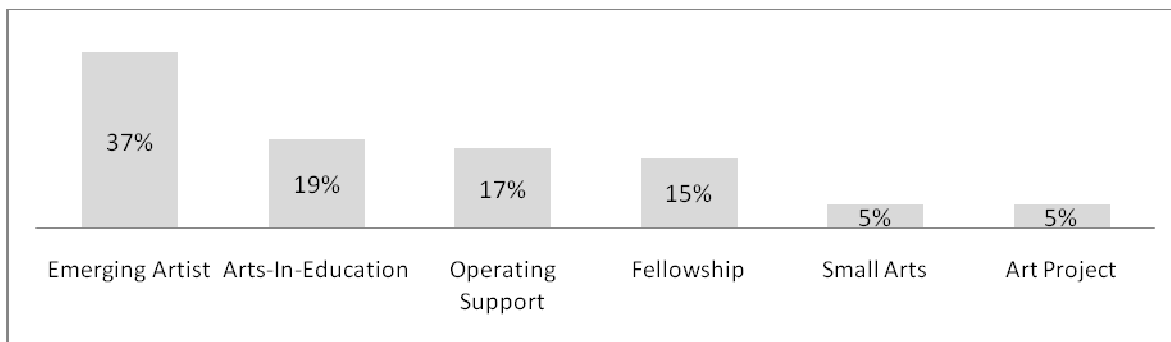
### **What arts discipline do you primarily work in?**

- 63% Visual Art
- 13% Literature
- 7% Vocal Music
- 6% Instrumental Music
- 5% Theater
- 2% Dance
- 4% Other

**Overview:** The Artist Survey provides valuable background information regarding artists' discipline, years of experience and training, exhibition and sales in the area. The level of participation in the Councils sponsored programs and services were very good. It showed that 46% of the artists responding to the survey said they have participated in the Prairie Lakes Regional Juried Art Exhibition, 42% in a grant writing workshop and 32% participated in the Emerging Artist Grant Program (as compared to 23% in 2004 survey).

### **1. Artists Priority of Current Grant Programs**

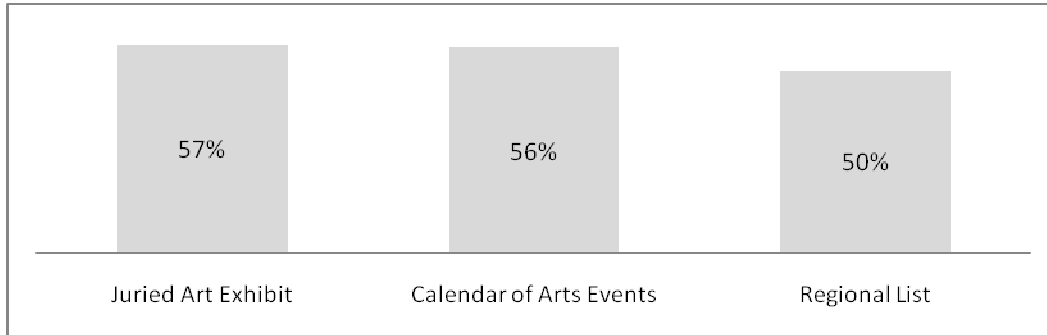
Artists were asked to prioritize the Councils current grant programs. The highest priority was the Emerging Artist Grant at 37%, followed by Arts-In-Education Grants for Schools at 19%, Operating Support 17%, Fellowship Grants for Artists 15%, Small Arts and Art Project Grants at 5%.



**Interpretation:** The Council is currently on track with annually allocating resources for Emerging Artist Grants and it makes sense that artists want to see grants available to school, since they use artists for residencies and arts presentations to students. It's interesting to note that Operating Support grants were also ranked high by artists, perhaps making the correlation that community arts centers need support to provide gallery space for artists to display their artwork. During FY 2010-11 we will discontinue Fellowship grants, but plan to reinstate them as soon as additional funds are received.

## **2. Artists Rate Current Prairie Lakes Services**

Artists were asked to rate the following general services currently offered by the Council, as extremely important, important, or not important. The Prairie Lakes Regional Juried Art Exhibit was rated as extremely important by 57% of artists, while the Calendar of Arts Events was a close second at 56% and 50% thought a Regional Listing of Artists, Arts Organizations, Community Groups and Schools was extremely important.

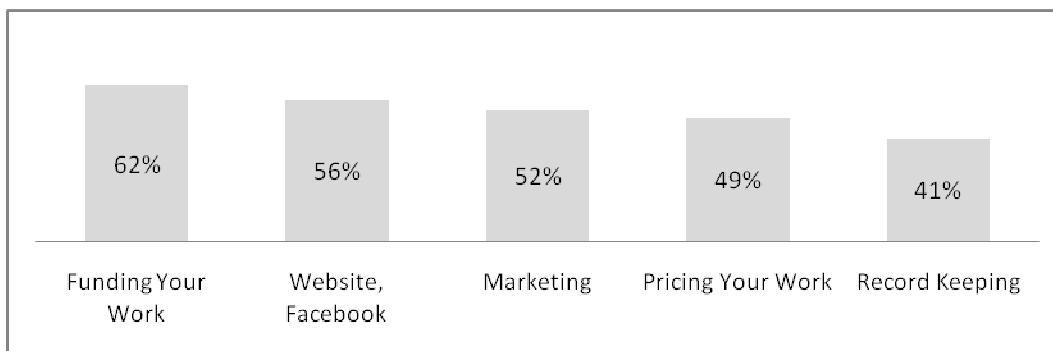


### **Interpretation:**

The Council needs to continue to dedicate resources and staff time to all these activities, especially the Prairie Lakes Regional Juried Art Exhibit. An ongoing need identified in our 2004 Survey, which we have not been able to address is to develop a Regional Listing of Artists, Organizations, etc. that can be hosted on our website. Currently, we have an internal document that is not readily available to the public. The council hopes to address this on-line directory when Amendment Legacy funds are received.

## **3. Artists Rated the following Workshop Topics**

Artists were asked to rate a series of workshop topics that would assist in their professional development as an artist. Five workshop topics that ranked the highest were 62% Funding Your Work: grants, fellowships, etc.; 56% Website, Facebook, & Technology for Artists; 52% Marketing; 49% Pricing Your Work: getting paid for what you do; and 41% Record keeping and Financial Management for Artists.



### **Interpretation:**

Individual artists within the region continue to struggle with funding their work, self-promotion and marketing and technology issues. These series of workshop topics were used because Springboard for the Arts, St. Paul provides workshops for artists and the Council may be able to help co-sponsor some of these workshops in our region in the next biennium, as funds allow.

## **Summary of Assessed Needs**

The Prairie Lakes Regional Arts Council has carefully reviewed all the collected data in regards to the arts development needs of the region. Several program and services priorities are made clear through survey results, professional contact with individual artists and candid discussions with other arts professionals. In order to best serve the priorities and needs, the Council has designed the following Work Plan with Goals and Objectives which outlines programs and services that specifically address critical arts issues for residents and organizations within the nine-county area.

## **FISCAL YEAR 2010 – 2011 WORK PLAN**

The Prairie Lakes Regional Arts Council (PLRAC) work plan describes nine objectives for the council to pursue in order to meet our three goals of service, providing grants and board development.

### **A. SERVICE GOALS**

The service goal is to increase the visibility of the arts and to ensure proper use of state and foundation funding in the region by encouraging citizen participation, providing technical assistance, planning, public information, and administrative assistance.

### **OBJECTIVES**

- 1. To encourage citizen participation through an active arts council.**
  - a. Convene at least five board meetings per year during the biennium.
  - b. Provide an annual open forum allowing constituents to communicate concerns and needs to the arts council and staff.
  - c. Inform the arts council and constituents about the activities of MN Citizens for the Arts.
  - d. Promote advocacy participation of art council members and constituents at all levels of government, local and statewide.
  
- 2. To provide assistance to local arts organizations and artists to help them reach their goals.**
  - a. Assist organizations in the preparation of grant applications individually, collectively or through a grant writing workshop.
  - b. Provide information about programs and resources available to artists and arts organizations from PLRAC and other organizations throughout the state.
  - c. Improve communications by being a liaison among area organizations.
  - d. Initiate collaboration among arts organizations region wide and provide follow-up assistance if needed.
  - e. Provide individual consultations upon request.
  - f. Provide an annual meeting for artists, arts organizations and community members to communicate their concerns to the PLRAC.
  - g. Provide educational workshops for artists and arts organizations.
  - h. Provide information on the Americans with Disabilities Act (ADA) and the resources available to arts organizations to develop an Access Plan.

- 3. To provide arts information to the general public.**
  - a. Publicize workshops, grant cycles and arts events through news releases to the media.
  - b. Publicize the awarding of grants by the PLRAC to the media through news releases.
  - c. Provide arts information and a calendar of events through a quarterly newsletter, which will be posted to our website: [www.plrac.org](http://www.plrac.org). A printed newsletter will be discontinued.
  - d. Periodically update the artist and organization mailing list (database) maintained by Prairie Lakes and provide it upon request to constituents.
  - e. Maintain accessibility with toll-free 800 phone number and use of Internet (e-mail, website, post news letter on the website, have links to other Arts resources, etc.).
  
- 4. To provide fiscal and program accountability to the state legislature and the Minnesota State Arts Board.**
  - a. Submit timely plans, reports, annual audits, and information to the Minnesota State Arts Board (MSAB) and the Minnesota Legislative Library.
  - b. Update the fiscal year budget at the end of the first year of the biennium.
  - c. Participate with the Minnesota State Arts Board and the Regional Arts Council Forum in updating rules and policies of the MSAB and the RAC's.

## **B. GRANT GOALS**

The grant goals are to provide a variety of funding opportunities, which will promote artistic growth, organizational development and exposure to quality arts experiences.

- 5. To encourage all forms of art in the region through grant funding.**
  - a. Fund art projects offering exposure to professional performances and exhibits.
  - b. Promote the performing arts through funding of theater, dance and music performances.
  - c. Assist the visual and design arts through funding for displays, exhibits, and other projects.
  - d. Assist the literary arts through funding of projects in creative prose, poetry, playwriting, nonfiction, fiction, etc.
  - e. Fund art projects through the existing state funded grant programs: Art Project and Program Support, Small Arts Project and Arts-In-Education Grants to schools.
  - f. Encourage and fund new and innovative projects.
  - g. Fund collaboration projects involving arts organizations and artists, or the arts needs of the general community by being commonly administered or coordinated by one organization. With new constitutional Arts Legacy Funds we have identified several categories of funding that may be added: Arts Capacity Building, Collaboration Grant, Youth Mentorship and Challenge Grants.
  
- 6. To maintain and enhance non-public arts funding.**
  - a. Seek funding from private foundations.
  - b. Maintain funding from the McKnight Foundation to continue the arts organization and individual artist grants and annual Prairie Lakes Regional Juried Art Exhibition.
  - c. Maintain funding from the E.F. Johnson Foundation, Waseca; Carl & Verna Schmidt Foundation, Rochester; and Prairie Ecology Bus Center, Lakefield to continue the annual Prairie Lakes Regional Juried Art Exhibition.
  - d. Partner or individually respond to requests for proposals from foundations.

**7. To promote and fund arts activities throughout the region.**

- a. Fund an Arts Project and Program Support Grant Program that focuses on production or sponsorship of community arts activities.
- b. Fund a Small Arts Project Grant Program that focuses on production or sponsorship of community arts activities, with funds available for each of the nine counties. This program accommodates activities that may have a smaller budget or occur outside the main timeline of Art Project Grants.
- c. Fund an Arts-In-Education Grant Program that focuses on artist residencies, arts related field trips and and/or live arts performances organized by a public or private school.
- d. Fund special programs identified through planning meetings and needs assessments, as funds allow.

**C. BOARD DEVELOPMENT GOALS**

The staff will provide information and education to the board to help them fulfill their mission.

**8. To provide information to the board for grant review.**

- a. Assess the past grant review process, noting patterns and changes and to refine the process, if necessary.
- b. Present information about other Regional Arts Council's review process.

**9. To provide information to the council that will assist them in designing future programs and services for the local artists and arts organizations.**

- a. Present information about other Regional Arts Councils programs and services.
- b. Present information about local, state and federal arts organizations' issues, programs and services.

**FY 2010 - 2011 GRANT PROGRAM INFORMATION**

**A. GRANT DEADLINES** (Timeline for Fiscal Year: July 1 - June 30)

<b>July 1</b>	Small Arts Project Grant and Arts-In-Education Grant - (Monthly deadlines July 1 <sup>st</sup> - December 1 <sup>st</sup> , or until funds are exhausted.)
<b>Aug. 3, 2009</b>	PLRAC/McKnight Capital Grant (Aug. 2, 2010)
<b>Sept. 1, 2009</b>	Art Project and Program Support Grant (one deadline only in FY 2010) FY 2011 – 3/1/2010 and one additional deadline 4/1/2011 if state funds increase
<b>February 15</b>	PLRAC/McKnight Emerging Artist Grant (Letter of Intent, 3/1/09 Full application)
<b>April 1, 2011</b>	New Grant Deadline - Additional Grants may be available if state funds increase

## **B. GRANT CATEGORIES FOR STATE FUNDS**

It is the intent of the Prairie Lakes Regional Arts Council to stimulate and maintain a high quality of artistic experiences. Grants will be made to those organizations directly engaged in the creation of art, the production of art or arts services, or the sponsorship of arts activities. Grant funds may be redistributed amongst grant program categories depending upon the number of applicants per deadline, program and/or grant review scores of the applicant.

### **1. Art Project and Program Support Grant**

The Art Project and Program Support Grant refers to the production, creation, performance and exhibition of art by the applicant organization and can include the engagement of a guest artist to complement or enhance the applicant's production. Arts areas include: dance, literature, media arts, vocal and instrumental music, theater and visual arts. These grants are for specific activities, which advance the organization's artistic development, expand services offered, or contribute to the artistic life of the general community. Grants may not exceed 50% of the total project cost. Art Project grants cannot be for general operating support, overhead or capital expenditures. An applicant may not receive both an Art Project Grant and Small Arts Grant from Prairie Lakes, in the same fiscal year.

Examples include (but are not limited to) community orchestras, community chorus, community theatre productions, visual arts exhibits, etc. This category also includes arts activities produced by another organization and contracted for locally or produced by a local arts organization. This category provides assistance to contract with professional artists, arts producing organizations and other programs that provide arts services and presentations. Examples include (but are not limited to) a performance by a professional orchestra, a professional dance company, readings by professional writers, etc.

The two categories within this program are Art Project grant, which is a one-time, one to three day community arts activity, or series of events with maximum funding of \$1,000; or a Program Support grant which is intended for established 501©3 non-profit arts organizations for continuation of their yearly programming, or series of events with maximum funding of \$2,000. These program support grants may be 2 year grants, as determined by the board, at the first annual deadline in FY 2010. *"The grants described in these guidelines are dependent on an appropriation to the Regional Arts Council, through the MN State Legislature."* The level of that appropriation will not be finalized until the 2010-11 legislative session concludes. Therefore, grant amounts may change for the second year of the biennium. (In general, the grant maximums will be increased if additional state money is received.)

### **2. Small Arts Project Grant**

Grants are for non-profit arts organizations, community groups, and public organizations who produce and sponsor arts activities in their local community. Projects or activities which are intended to develop and enhance artists and art resources within the community (i.e. dance, literature, music, theatre, visual arts, etc.) and sponsorship of touring artists. To enable an arts organization, community group or public organization to sponsor or produce a community arts activity that may have a smaller budget or occur outside the main timeline for the Art Project Grant deadline. Applicants may submit only one grant application per fiscal year and no request may exceed \$500 or 50% of the project cost. An applicant may not receive both an Art Project Grant and Small Arts Grant from Prairie Lakes, in the same fiscal year.

The Small Arts Project Grant funding will be combined with the Arts-In-Education funding to allow for a minimum of three grants (\$1,500 per county) to be made to each of the nine counties (\$13,500 total). In the

event that the money designated for this program is not granted by February 1st of each year, within the county, it may be available for granting to other counties. The unexpended balance on June 30th reverts back to the pool of funds available for other granting programs in the next fiscal year. Grants are reviewed on a monthly basis. (This maximum may be increased if additional state money is received.)

### **3. Arts-In-Education Grant**

This grant program is designed to encourage schools to join in an educational partnership with regional professional artists within the nine county area and artists throughout the state to provide artist residencies, mini-workshops, live art performances and arts-related field trips. Its purpose is to enhance the current arts curriculum. This grant program is open to all public or private non-parochial elementary, middle, or secondary schools (K-12) in the nine county area. Public and private school applicants are encouraged to collaborate with parochial schools in providing AIE experiences for all students in the area. Only one AIE grant per school building is allowed each fiscal year. Applicants may submit only one grant application per fiscal year and no request may exceed \$500 or 50% of the project cost. Grants are reviewed on a monthly basis. Residencies, mini-workshops and/or live art performances must involve the general community in some significant aspect, i.e. receptions, poetry readings, exhibitions, or public performance. Field trips could include: joint bus trip, slide show review, volunteer guides, or follow-up program with a local community group. (This maximum may be increased if additional state money is received.)

### **C. TECHNICAL ASSISTANCE**

Technical assistance is available, on request, to developing and already existing arts organizations. Information on other funding programs, services and educational workshops is also available in the office. On an annual basis we provide grant writing workshops for artists and organizations on PLRAC grants. We also partner with the Minnesota State Arts Board (MSAB) in providing joint workshops to discuss their grant programs. Occasionally, we also coordinate workshops in Mankato for the Bush and Jerome Foundation. Participants at workshops and grantees often need further assistance and we have begun to provide extra information over the phone, in the office, and occasionally through site visits. We would like to continue this service to both artists and organizations. We have found this method more effective for our organizations and artists who find it difficult to attend workshops. We continue to maintain educational materials for organizations and artists in our office. These include beginning a non-profit organization, state and federal requirements, long-range and cultural planning, board development, historic renovation and ADA accessibility. Information for artists includes career planning; consignment agreements and contracts; building a resume; portfolio presentation and tax preparation.

### **D. ELIGIBILITY AND RESTRICTIONS**

Grant programs funded with state money are made to non-profit tax exempt organizations and can include units of government and non-parochial schools. Eligible projects are those which have local or regional impact in the nine county area; in other words, those which are intended for the development or enhancement of arts resources, artists, or art audiences within a community or the region. Applications from individuals will not be accepted. An application shall not be eligible to be funded when one or more of the following activities, conditions, or use of funds exist or are proposed:

1. 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.
2. Funds are requested for payment of debts incurred before the grant application is approved.
3. Funds are requested to support activities which are essentially for the religious socialization of the participants or audience (a religious service cannot be any part of a project).
4. Funds are requested to support activities in primary or secondary level parochial schools.

5. Funds are requested for activities that attempt to influence any state or federal legislation or appropriation.
6. Funds are requested to pay for capital costs, such as equipment and/or improvements, construction, property acquisition or endowment funds.
7. Funds are requested to support strictly commercial activities intended for mass-market distribution.
8. Funds are requested to produce fundraising activities such as benefits, a reception or if the intent is to donate the proceeds (earnings) to another non-profit.
9. 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, etc.
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. Participants (youth) are required to pay a registration or participation fee and no scholarships are offered.
13. The applicant does not make all events open to the general public or whenever feasible, does not establish admission charges for the events.
14. The application form and all required materials are not postmarked by the deadline date specified in the grant program information.
15. The applicant has an overdue final report from a previous grant, or is not in compliance with an active contract with the arts council.
16. The project budget contains combined funding from a regional arts council and the Minnesota State Arts Board that amounts to more than one half of the project's total cash expenses.

The Prairie Lakes Regional Arts Council requires applications to be on a matching basis from all eligible applicants. No more than 50% of the total project costs are provided, with a 50% cash match required of the applicant.

## **E. FISCAL AGENTS**

Organizations that are eligible to apply for grant assistance from the PLRAC, but have not received status as a non-profit tax-exempt organization, may apply through a fiscal agent. A fiscal agent may be any non-profit tax-exempt organization or a governmental unit. The fiscal agent must sign the application form, and if a grant is awarded, the fiscal agent must also sign the grant contract. The fiscal agent is legally responsible for the completion of the project and for the management of the grant funds. Fiscal agents and the group actually carrying out the project must enter into a formal agreement, which outlines the working relationship between the two parties. Should the project applicant organization dissolve, all property purchased with McKnight funds will go to the fiscal agent (where applicable) or the PLRAC. The PLRAC will permit other arts organizations to utilize the forfeited property.

## **F. GRANT REVIEW PROCESS**

The council will continue to review all applications at open meetings throughout the biennium. For the Art Project and Program Support Grant meeting, the applicant is invited to attend the review session to answer questions that may arise during the council's discussion. Each application is then scored based on the stated criteria for the program and ranked by council members. Staff averages the overall board rankings to create a final ranked list. Based upon the ranking results the council may award full funding, partial funding or no funding.

Small Arts Project Grants and Arts-In-Education grants may be reviewed by a three member subcommittee of the arts council, or the full board. Recommendations are submitted to the council for approval if there is a meeting that month. If there is no scheduled meeting, the subcommittee's recommendations will be sufficient to approve or deny an application.

## **G. REVIEW CRITERIA FOR ART PROJECT GRANTS**

These criteria correspond to the Art Project Application's narrative questions B, C, and D. Total points 30.

### 1. Artistic Quality and Merit of the project (0-10 points)

Is the organization's project and mission meritorious? Does the project have artistic impact relative to the community? Does the project contribute to the artistic development of the respective art form and/or audience? Does the project increase the number and variety of arts opportunities in the community or attempt new approaches to existing arts programs? Do the resources (qualifications of artistic personnel, facilities, activities, etc.) meet the goals of the project? Does the proposed project stand out among similar efforts?

### 2. Ability of the organization to carry out the proposed project (0-10 points)

Is the management of the organization strong? Are the qualifications of the personnel to be used in the project good? Does the group appear to have sufficient initiative and ability? Are the planning processes, marketing and publicity appropriate for the project? Are the expenses and income on the budget page appropriate for the project? Have they documented that any profit was made on the last project? On the budget page, the applicant should account for this profit as part of the organizational funds budgeted for the project. Is the organization working towards making this a self-sufficient activity? (i.e. are they increasing participation by participants or audience, are they documenting additional financial support through community fundraising, registration fees, ticket sales or free-will offering?)

### 3. Artistic Need for the Project by the organization and/or the community (0-10 points)

Have they described the method used to determine that the project is needed? Is there community involvement and support for the project? Have they described how well the project meets specific needs; including those identified by PLRAC? Is this an under-served arts discipline: dance, ethnic music & dance, or literature? Is the project duplicated, and if so, does it improve upon an existing program? Is there financial need as exhibited in the proposed budget?

## **H. APPLICATION PROCEDURES**

Organizations interested in applying to the Prairie Lakes Regional Arts Council for assistance should contact the office at 207 N. State Street, Suite A., Waseca, MN 56093, (507) 833-8721, (800) 298-1254 or plrac@hickorytech.net. Subsequent to the initial contact with the office, the following process occurs:

1. Staff will discuss the project by phone or in person with the applicant. If a grant request is deemed feasible, staff may provide technical assistance relating to the development of the application, if so requested.
2. The completed application form is submitted to the Prairie Lakes office on or before the deadline date. Following a preliminary analysis of the application, staff will request any necessary modifications and additional information prior to sending the grant applications to the arts council members. Applicants are in all cases responsible for the quality and completeness of their applications. All grants are sent to the council members one week prior to the review session.
3. Grant deadlines for Art Project and Program Support Grants will be September 1, 2009 only and FY 2011 TBD as state funds increase. Small Arts and Arts-In-Education grants are reviewed monthly. Prospective applicants will be notified of upcoming grant deadlines

- through media, emails from our office and the website.
4. The arts council will convene to review all applications and may decide to fund applications at the full amount, fund partially, or deny funding. The Art Project and Program Support applicants are invited to attend the review session to answer questions, which may arise during the discussion.
  5. Following the review, the staff will notify the applicants of the council's decision.
  6. Appeals must be based on alleged procedural errors. Appeals on judgments of merit or creative prose, quality or ability will not be heard. The appeals process is outlined in this plan and also in the PLRAC Policy and Procedures Manual.

## **I. GRANTEE CONTRACT & RESPONSIBILITIES**

Grantees are responsible to follow the following grant contract guidelines:

1. The project will be carried out in compliance with the project description, budget, and dates as set forth in the original application and this contract which reflects all revisions, if any, made to the original application by the Prairie Lakes Regional Arts Council, Inc., (PLRAC). The project will be accomplished as described within twelve months of award notification. Any changes must be requested and cleared, in writing and in advance, with PLRAC. If a fiscal agent is utilized, the agent and the organization carrying out the project must have a formal agreement. The fiscal agent must sign the grant contract and is responsible for the completion of the project and for the proper management of the grant funds. *This fiscal agent is not responsible for completing the Final Report Form, but is responsible for the verification of it through their signature.*
2. Our organization, as a grantee, agrees to comply with all applicable laws relating to nondiscrimination and affirmative action. Access to participation in the project will not be limited on the basis of national origin, race, color, religion, handicap, age or sex. As a grantee we will also comply with all the requirements of the Federal Americans with Disabilities Act.
3. Our organization, as a grantee, will acknowledge this financial assistance on all our programs and publicity related to the project. We will use the following credit line on our news releases, brochures, newsletters, posters, programs, and paid newspaper ads:  
***“This activity is made possible by a grant provided by the Prairie Lakes Regional Arts Council, from funds appropriated by the Minnesota State Legislature.”*** A shortened version of this credit line is not acceptable.
4. Our organization, as a grantee, will receive 80% of the grant one-month prior to the project start date and the final 20% will be paid after the project has been completed and the Final Report Form is returned and accepted by Prairie Lakes.
5. We will submit a Final Report Form to the PLRAC within sixty (60) days after the completion of the project. If the final report is not filed within six (6) months after completion of the project, the final 20% payment will not be paid. If after an additional six (6) months the final report has still not been submitted to the PLRAC, our organization will not be considered for funding for two (2) years from the completion date of the project. We will send a Thank You letter to our legislator and include it in our Final Report.
6. If the project is not completed as stated, (*i.e. Total Cost/Expenses are much lower than anticipated*) a portion of the grant amount or the entire grant amount will be returned by our organization. The amount of the grant award may not exceed 50% of the Total Project Cost. We understand we must match the grant award (*i.e. if we received a \$2,000 grant, the matching income must equal or exceed \$2,000; Total Project Cost = \$4,000 or more.*)
7. This grant contract may be terminated at any time upon written request of the grantee, but such termination does not necessarily relieve the grant recipient of the responsibilities set

forth in the grant contract. PLRAC may terminate a grant contract at any time upon the failure of the grantee to comply with one or more of the conditions of the grant contract, or a grant contract may be terminated at any time by mutual agreement.

8. Our organization, as a grantee, may be required to submit a certified audit report of the organization or of this specific project funded by PLRAC. We will maintain records for 3 years beyond the completion of the project.
9. **Any profits realized by this project out performing the anticipated income, will be used by our organization for future arts related projects. Our organization will account for any profit made with this project as part of the organizational funds budgeted for our next year's project.**
10. Our organization, as a grantee, will send the PLRAC office two (2) complimentary tickets to an activity described in this application or notice of the upcoming performance at least three weeks prior to the activity so board members may attend.
11. Our organization understands that future grants will be contingent upon complete compliance with the terms of this grant contract. I acknowledge that we've made a copy of this contract for our records.

## **J. APPEALS PROCESS**

Groups and organizations applying to the PLRAC 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 PLRAC.
2. Appellants will receive written notification from PLRAC 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, 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.

## **K. PAYMENT PROCESS**

1. A copy of the Contract, Request for Payment Form, and a Final Report Form are sent to the grantee. In cases of partial funding, the grantee must also submit a revised budget and project description explaining how the project will be modified in response to reduced funding.
2. The grantee indicates agreement with the contract terms and completes both the Contract and Request for 80% Payment Form, and returns them to the PLRAC office.
3. The grant funds of 80% are paid to the grantee one-month prior to the event start date.
4. Within 60 days of completion of the project, the Request for Final 20% Payment and Final Report must be submitted. After approval of this report, the remaining 20% of the grant is paid to the grantee.
5. The Small Arts and Arts-In-Education grantees receive full payment after submitting their signed Contract Form and Request for Payment Form to the office. A Final Report is required 60 days after the end of the project. (Grant Contract and Final Report Form are Attachments 10 & 11)

## **L. GRANT MONITORING PROCESS**

Grantees are required to file a final report with the council 60 days after completing their projects. Grantees are instructed in their contract letter that any significant changes must be reported promptly, and that permission for changes or extensions must be requested through the Executive Director. If the changes represent a major change in direction for the project, the Executive Director will bring the request before the council for approval. If the final report is not filed within six months after completion of the project, the grantee will not be considered for funding for two years from the completion date of the project.

The Executive Director periodically reviews the grant files to see whether organizations have outstanding final reports. Should an overdue report be indicated, the Executive Director sends a reminder letter to the grantee. The staff sends additional letters or makes calls as needed to close the files of completed projects. Grantees are reminded of the responsibilities they share with the council for full accountability of public funds.

The staff reviews all final reports and files them. Final reports are always available for review by council members, and may be brought to regular meetings for review. Members and staff who have attended funded projects are encouraged to report on them. Staff and council members make every attempt to attend as many programs as possible.

## **M. RECORD KEEPING**

The PLRAC has implemented a fund accounting system for program and general support expenses. We are using QuickBooks, a software package for accounting recommended by our accountant. Staff prepares a monthly financial statement of revenue and expenses and a balance sheet for the monthly council meetings. An audit is done by a certified public accountant at the end of each fiscal year. The accountant also prepares Federal IRS Form 990 and the Minnesota Charitable Organization Annual Report.

## **N. AMERICANS WITH DISABILITIES ACCESS PLAN**

The Prairie Lakes Regional Arts Council (PLRAC) does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its services, programs or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all PLRAC services, programs and activities. PLRAC has designated the Executive Director as the coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulations. He/she will coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.53 of the U.S. Department of Housing and Urban Development regulations. Upon request, any of our information will be made available in alternative formats such as Braille, large print, audio tape or computer disk. A request must allow reasonable time for PLRAC to work towards accommodating needs.

The following statement will appear on our grant program guidelines and organization brochure. Upon request, PLRAC grant application materials will be made available in an alternate format such as large type or on audio tape. Please call the PLRAC office in Waseca at 1-800-298-1254. For TTY, contact the Minnesota Relay Service at 1-800-627-3529.

Visual or Hearing Impairments: Upon request the PLRAC may use a sign language practitioner to facilitate communication for hearing impaired individuals. We will contact a disability specialist in Mankato for names of area sign language practitioners. We will use the Minnesota Relay Service for TTY phone users. We also have an e-mail address for those who choose to communicate via the Internet.

Mobility Impairments: Monthly board meetings will be held in an accessible location. Upon request, PLRAC staff will meet with constituents outside the office in a barrier-free, accessible location.

Grantees of PLRAC: PLRAC requires its grantees to work with persons with disabilities who wish to access the funded project. Requests may involve an individual's access to a facility or to the content of the project.

## **MCKNIGHT FOUNDATION GRANT PROGRAM INFORMATION**

We will administer a McKnight Foundation supported arts program in the nine counties of south central Minnesota. These grant programs and services have been extremely successful and well utilized in the past few years. These programs really compliment our state-funded programs and have allowed us to reach and serve our individual artists better. The state funding cuts have greatly impacted our programs, and our ability to serve arts organizations. Therefore, more than ever it is essential to have this partnership with the McKnight Foundation. Our state arts project grants have been significantly reduced in size since 2003. We strive to serve as many arts organizations, community groups and schools with our limited funds. These groups have been such a vibrant part of the fabric of arts activities in our nine-county area. McKnight Art Project funding for organizations will be combined with our state art project funding in FY 2010-11. McKnight funding is a valuable resource and very much appreciated by our artists and arts organizations in the nine county area we serve.

## **A. GRANT CATEGORIES**

**Organizational and Artist Grants** – In the past there have been two categories of funding for arts organizations. McKnight Art Project funding will be combined with state funds for this same purpose. There is increased demand for the Arts Project funding, since our state cuts in 2003. The board is trying to support and fund as many applicants as possible; and full and partial grants have been awarded this last year.

Grant maximums will be reduced to \$2,000, which also occurred in FY 2006, due to reduced state funds. The Capital grant program will continue in the same format, however, we will discontinue the Artist Fellowship Grant and Operating Support Grant program for non-profit arts organizations. Grant funds may be redistributed amongst grant program categories depending upon the number of applicants per deadline, program and/or grant review scores of the applicant.

**1. Art Project and Program Support Grant** – combined with state funds for this program. There will only be one deadline September 1 each year.

**2. PLRAC/McKnight Capital Grant** - Grants that improve and increase the artistic capabilities of a non-profit arts organization may be used to purchase equipment, lights, sound systems, etc. It excludes purchase or major renovation of buildings. The maximum grant is \$1,500 and the deadline is August 3, 2009 and August 2, 2010.

**3. PLRAC/McKnight Operating Support** – Discontinued in FY 2010 and may be reinstated in FY 2011 as state funds increase. The focus of this grant program is on excellence in our established arts organizations. It will assist non-profit 501(c)(3) arts organizations, which serve as a resource and model to smaller community arts organizations. Arts organizations may request administrative Operating Support to fund their organizational goals and objectives, rather than specific projects. Organizations that have made a commitment to leadership, fiscal responsibility, a solid organizational structure and community outreach are eligible. The deadline TBD in FY 2011 if additional state funds are received.

**4. PLRAC/McKnight Emerging Artist Grant** – The purpose of the artist grant program is to provide financial support to developing artists committed to advancing their work and careers. Emerging artists in their formative stages of development are eligible. This program provides artists with small but critical grants for specific projects that contribute directly to their growth and development as professionals. For projects which produce art work that involves personal creative expression. This may include but is not limited to dance, literature, music, theater and visual art. Grants of \$1,000 may be used for portfolio production, supplies to create new work, (paint, brushes, matting, framing, etc.), production of audio or videotape, workshops, training, research, mentorship, equipment, etc. The Letter of Intent deadline is February 15, and full application due March 1, 2010 and 2011.

**5. PLRAC/McKnight Fellowship Grant** – Discontinued in FY 2010 and may be reinstated in FY 2011 as state funds increase. The purpose of the Fellowship grant program is to provide financial support to developing professional artists committed to advancing their work and careers. This program provides artists with small but critical grants for specific projects that contribute directly to their growth and development as professionals. For projects which produce art work that involves personal creative expression. This may include but is not limited to dance, literature, music, theater and visual art. Grants of \$2,000 may be used for portfolio production, supplies to create new work, (paint, brushes, matting, framing, etc.), production of audio or videotape, workshops, training, research, mentorship, equipment, etc. The deadline TBD in FY 2011 if additional state funds are received.

## **B. REGIONAL JURIED ART EXHIBITION**

### **1. Prairie Lakes Regional Juried Art Exhibition (Years 18 & 19)**

The 18th annual juried exhibition will allow artists in the nine county area an opportunity to display their work in a professional setting. Since there are limited exhibiting opportunities for artists in rural communities, this exhibition provides a valuable resource to artists at all levels in their professional development. The Prairie Lakes Regional Arts Council will work in cooperation with Carnegie Art Center,

Mankato, to sponsor the 18th annual exhibition in May 2010. The Regional Art Exhibition is supported with grants from the E.F. Johnson Foundation, Waseca; Carl & Verna Schmidt Foundation, Rochester; and the Prairie Ecology Bus Center, Lakefield. The exhibition in FY 2010 will cost approximately \$11,560. The exhibit budget has been downsized the last two years due to reduced funds available for this event.

The Regional Arts Council has successfully held seventeen regional art exhibitions in both Mankato and St. Peter. The 17<sup>th</sup> Exhibition takes place April 29 – June 11, 2009. In 2009 artists submitted 210 pieces of art work and the jurors selected 100 pieces for display. This exhibition brings together an exciting array of artists' works reflecting a diversity of attitudes, images and creative energy from the nine county area. About 200 people attended the opening reception and over 800 people viewed the exhibition at the Carnegie Art Center, Mankato.

In 2010 - 2011, we anticipate that Cash Awards will remain the same at \$1,200. First Place \$200, Second \$150, Third \$125, Fourth \$100, and Fifth Place \$75. The ten merit winners will receive \$50 each, and we will continue the "People's Choice" award for \$50. It should be noted that award winners reflect the diversity of artwork submitted ranging from acrylic, oil and watercolor paintings, drawings and photography to ceramics and sculpture. As funds allow a couple pieces of artwork may be purchased and donated to a local art center. However, this did not occur in 2009 due to limited funds.

Bus stipends to local schools to attend the art exhibition are planned again for 2010-2011, depending upon funding from the E.F. Johnson Foundation. In the past we have had about seven schools receive bus stipends annually. Several local schools and youth groups in Mankato also visited the exhibition. (In the past this has represented over 550 students, teachers and chaperones.) We would like to continue this educational opportunity for youth for the 18-19th annual exhibition.

Publicity will include: news releases to all media in the nine county area; two radio interviews in Mankato; television promotion through "Community Update" on KEYC, North Mankato; and a couple paid ads in the local media. This increase in publicity has taken additional staff time and money, but it has proved to be very successful for past art exhibitions. Entry Forms will be available electronically on our website and we will email the entry form to everyone on our database (about 500 people). We plan to email invitation announcements to local artists, art galleries, regional arts council directors, state arts board members and legislators.

## **ARTS COUNCIL STRUCTURE AND MEMBERS**

The Prairie Lakes Regional Arts Council (PLRAC) was incorporated July 1, 1993 under the provisions of Chapter 317 of Minnesota Statutes, known as the Minnesota Non-Profit Corporation Act. The PLRAC has been determined to be exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. It is exempt from State of Minnesota taxes as well under the provisions of Section 297A.25, Subdivision 1 (p) of the Minnesota Sales and Use Tax Law. The By Laws of the PLRAC were adopted November 10, 1993, revised October 17, 1996 and May 16, 2002 by the board.

The PLRAC is comprised of representatives of the nine counties, each of the cities with over a 10,000 population (Fairmont, Mankato, New Ulm and North Mankato), and one at-large member. There are fourteen board members and each serve a three-year staggered term; September 1 through August 31; and are limited to two consecutive terms of three years or a maximum of six consecutive years. The arts council members will make replacement of vacancies or re-appointment. Vacancies and the procedure for applying will be publicized in the media. Board members will be appointed for their knowledge, expertise in a

particular artistic discipline or other area of need identified by the board, and their involvement in the arts. The membership will represent a cross-section of the arts community that includes teachers, artists, arts organization members, and interested consumers. The variety of art disciplines and arts background of members will assure a balanced, grassroots consideration of all arts programming and services conducted by the PLRAC. A president, vice-president, treasurer, and secretary will be elected at the first meeting each fiscal year, and will serve as the Executive Committee.

## **CURRENT COUNCIL MEMBERS**

**Blue Earth County** – Rachael Hanel, Madison Lake. Rachael has a B.A. in mass communications & history and a M.A. in history. She is a freelance writer and adjunct college instructor at MSU. Rachael is a volunteer host of “The Weekly Reader” on KMSU, Mankato and a volunteer of the Betsy-Tacy Society, Mankato. She previously volunteered at the Blue Earth County Historical Society and was a member of the Faculty Teaching Certificate Program, Minnesota State University, Mankato. She received a PLRAC Artist Grant in 2002 and 2006. Term began 9/1/06. Rachael serves as president.

**Brown County** – Denice Evers, Springfield. Denice has a B.S. in Elementary Education and is a board member of the Springfield Community Theatre and the Brown County Historical Society. She has been a judge for speech competitions and has been involved for over 25 years acting and directing theater productions. She previously served on the PLRAC board from 1999-2005. Term began 9/1/07. Denice serves as vice-president.

**Faribault County** – Nancy Willette, Winnebago. Nancy has a B.A. in Elementary Education and a M.A. in Art Education and Studio Art, and was a K-12 art teacher at the Blue Earth Area School for 22 years. Nancy has been active in the Blue Earth Town & Country Players Theater as a board member and actor. She is currently working with a group to produce murder mystery dinner theater shows. Nancy directed many school plays and recently directed three plays for the Delavan community theater group. Nancy also plays the violin and has been in the pit orchestra for community plays and in the past played with the Mankato Symphony Orchestra. She is also a lector and singer at St. Mary’s Church, Winnebago. Term began 9/1/03. Nancy serves as secretary.

**LeSueur County** – Elizabeth Traxler, LeCenter. Elizabeth has a B.S. in Elementary Education and M.A. in Curriculum and Instruction, and she is a teacher at LeCenter Elementary School. As an artist Bette is a writer and performer, she has written and directed plays and readers’ theatre. She is involved in a local artist group, is a columnist for the LeCenter Leader newspaper writing human interest stories and is active in the Arts in Our School Committee in LeCenter. In the past Bette also served as a board member, author, actor and director of the LeCenter Community Theatre. Term began 9/1/08.

**Martin County** – Rochelle Franzen, Fairmont. Rochelle has a B.A. in Elementary Education, a M.S. and Ed.D. in Curriculum and Instruction and Ed.S. in Educational Leadership. She is presently an instructor at Presentation College and a 5<sup>th</sup> grade teacher at Five Lakes Elementary School. Rochelle is a board member of the Fairmont Opera House and has been the director of Five Lakes Elementary all school play for 15 years. She is presently developing a Theatre Arts class for Presentation College. Rochelle has been a past board member of Fairmont Children’s Theatre and Civic Summer Theatre as well as organized the Interlaken Heritage Days. She has also served on a variety of church boards and programs. Term began 9/1/08.

**Nicollet County** – Don Myers, St. Peter. Don has a B.A. and M.A. in Art History and Museum Studies and is a Ph.D. candidate in Art History. He has been the director of the Hillstrom Museum of Art at Gustavus

Adolphus College, St. Peter since 2000. Don is a faculty member in the Art and Art History Department at the college. He is the treasurer of the board of the Arts Center of Saint Peter as well as serving on a special planning group for them. Don is involved with a group of St. Peter arts leaders who are in the process of forming a St. Peter Area Arts Council. He is a member of The Echoes swing band and is part of the acoustic folk music trio Folky Dokey. He has been involved with worship and music at Trinity Lutheran Church. He served as a curator of sculpture at the National Gallery of Art, Washington, D.C. from 1986-1999. Term began 9/1/06.

**Sibley County** – Marie Kreft, Arlington. Marie has a B.A. in Education and is presently teaching German in LeCenter. Marie has been active in Community Theater for over 40 years in Arlington and Green Isle; also during that time she has been a High School Speech Coach and Judge, in Arlington, Green Isle and Sibley East Schools; and a storyteller in summer youth programs in Arlington and Green Isle. Since 2001 she has assisted with school plays at LeSueur-Henderson High School and Middle School and is currently on a committee for the Henderson Heritagefest Celebration. Marie was previously involved with the Comprehensive Arts Planning Program (CAPP) at Sibley East Schools. Term began 9/1/08.

**Waseca County** – Mary Jenatscheck, Waseca. Mary has a Doctorate in Educational Leadership, from the University of St. Thomas; Principal Licensure; M.S. in Physical Education; and B.A. in Physical Education and Elementary Education. Mary served as Principal at Hartley Elementary School, Waseca for six years and Director of Instruction for Waseca Public Schools for two years. She currently works for the South Central Service Cooperative, North Mankato and oversees school improvement initiatives to increase the student achievement of regional school districts and provides professional development. Mary is interested in promoting and expanding art opportunities for youth. Term began 9/1/08.

**Watonwan County** – Gloria Eager, Madelia. Gloria has been a board member of the Madelia Community Theater for the past fifteen years and has been involved on stage as well as back stage as production coordinator. She's involved with music at church and at school with young people, has participated in the community choir, assisted with organizing children's theater performances and directing one act plays at the high school level. Term began 9/1/04.

**At-Large** – Victoria Salas, Mankato. Victoria has a B.A. from Minnesota State University, Mankato, with major in Spanish and minors in ethnic studies and Latin American history. As an artist Victoria has been the head dancer for the Greater Mankato Area Traditional Aztec Dancers for the last several years. She is Executive Director of Latin American Multiethnic Association for Networking and Opportunities (LA-MANO, Inc.) in Mankato; and has developed and implemented cultural programs since 1998. Victoria has served as a panelist for the Minnesota State Arts Board's (MSAB) Cultural Community Partnership Grant and currently serves as a Community Liaison for that MSAB program. Victoria participated in the City of Mankato Envision 2020 Program and is the Chair of their Education Global Committee. Term began 9/1/08.

**City of Fairmont** – Sharon Turner, Fairmont. Sharon has a B.A. Degree in Speech and English. She has been a member of the Fairmont Concert Association for 23 years, and served as president and publicity chair for many years. Sharon has also been a member of Fairmont Civic Summer Theatre, serving as president and treasure in that organization; and served on the Prairie Lakes board previously from 1993-1997. Term began 3/1/09.

**City of Mankato** – Judith Ziemke, Mankato. Judith has a B.A. in History from Washington University in St. Louis, Missouri and a M.A. in Urban Studies as well as graduate certificates in Local Government Management and Nonprofit Leadership from Minnesota State University, Mankato. She is a writer and

events planner for the College of Education at Minnesota State University, Mankato. Judie was the founder and secretary/treasurer of Twin Rivers Arts Center, Mankato; Co-President of Mankato Area Children's Chorus; President of the Arts Center of Saint Peter and also manager at the arts center for two years; General Manager of the Mankato Symphony Orchestra for two years; and served as an officer for the Jefferson Elementary School PTO. Judie has also been a grant writing consultant for several charter schools. Term began 9/1/08.

**City of New Ulm** – Judy Martens, New Ulm. Judy is a piano instructor at Martin Luther College and New Ulm Suzuki School of Music and has also been a flute instructor at St. Paul's Lutheran School, New Ulm. She has been involved with the New Ulm Suzuki School of Music for the past 16 years and been a co-director for four years. They recently hosted a 63 piece German Youth Symphony from Stuttgart Germany in July 2008 for workshops and a concert; and as a board member Judy assisted with the coordination. She has been active at St. Paul's Lutheran School and church and has helped organize and continue their music programs. Term began 9/1/08.

**City of North Mankato** – Pat Potzler, North Mankato. Patricia has a B.S. Degree in Home Economics Education and is a former instructor. She has been a member of the Minnesota Valley Chapter of Sweet Adelines since 1979 and serves on their Management Team; is the Performance Coordinator as well as the costume committee chairman and the newsletter editor. She also sings in the Treble choir and WELS chorale at her church. Term began 9/1/06. Pat serves as treasurer.

## **STAFFING AND JOB DESCRIPTIONS**

The Prairie Lakes Regional Arts Council, Inc. employs an Executive Director, Brenda Flintrop who has been with the council for 19 years, since 1989. The part-time Administrative Assistant/Bookkeeper, Cindy Lewer has worked with the organization for 13 years. The Executive Director is accountable directly to the president and both staff are accountable to the Prairie Lakes Board. The Prairie Lakes Policy and Procedures Manual was updated and approved May 10, 2005. Staff performance reviews occur annually.

### **ADMINISTRATIVE ASSISTANT/BOOKKEEPER**

The administrative assistant is directly responsible to the Executive Director and assists with program administration and performs the following tasks:

#### **BOOKKEEPING**

- a. Prepares checks for payment of monthly bills; maintain the checking account record and the financial records on a monthly basis to reflect all receipts and expenditures.
- b. Prepares payroll, maintain employee earnings records, vacation, sick leave, etc., and completes required quarterly state and federal reports for salary.
- c. Prepares a monthly financial statement, including disbursements, requests for payment, and bank account balances for the monthly council meetings.
- d. Prepares information for presentation to the auditor for the annual financial reports.

#### **CLERICAL**

- a. Assists with general office duties: answering the phone, typing, filing, copying, collating, labeling, and mailing of information. Computer skills to assist with the development of forms, applications, and the quarterly newsletter. Conveys a positive image of the PLRAC to the public and to Prairie Lakes' constituents.
- b. Assists with preparing the newsletter.

- c. Assists with the maintenance of the grant files, contracts, payment of grants and other clerical duties assigned by the executive director and council within the hours available.
- d. Assists constituents calling for information about grant programs, completing applications, and other PLRAC forms.
- e. Updates and maintains the various computer databases in the office.
- f. Attends monthly council meetings, as hours allow.

## **EXECUTIVE DIRECTOR**

1. Provides technical assistance and general information to local artists, arts organizations, community groups, schools, and others as requested. Provides assistance to arts constituents to help them complete an application form.
2. Oversees grant applications and selection process by publicizing availability of grants, answering questions of potential grantees, reviewing and screening grant applications and presenting applications to arts council for review and selection. Provides support to the council on grant policy and procedural issues.
3. Directs development of State Biennial Plan based on direction from arts council, which includes assessing the needs within the region; determine program objectives, priorities, and budget levels. Submits proposal to the McKnight Foundation, Minneapolis and the E.F. Johnson Foundation, Waseca; and prepares final reports for foundation grants.
4. Prepares agenda, minutes, and supplementary material for and attends art council meetings as technical advisor. Provides orientation for new members.
5. Responsible for accounting and other management activities directed by the council. Supervises other staff.
6. Researches and analyzes arts related issues to be presented to the arts council to augment into existing plans and programs and create new ones as necessary. Responds to proposed arts legislation as necessary.
7. Develops applications, forms and handouts that relate to existing programs and to new programs as they develop. Maintains an ongoing assessment of each grant program's structure and proposes possible revisions when necessary.
8. Represents the regional arts council to outside groups, such as: community groups, service organizations, Regional Arts Council (RAC) Forum, MN State Arts Board, MN Citizen's for the Arts, grantee's special events, public funding agencies and state meetings. Is an active participant in the RAC Forum and statewide projects. Advises council of statewide arts information discussed at RAC Forum meetings.
9. Compiles information and articles for arts calendar, newsletter and news releases. Receives and disseminates information regarding arts related activities occurring within the nine county area and prepares special reports.
10. Organizes workshops and special projects as identified in the State Biennial Plan and other grant proposals. Organizes the annual regional art exhibition and coordinates with a host facility in the region. Attends workshops and seminars, in needed areas of expertise, that relate to the regional arts council.
11. Prepares proposals that will maintain and expand the arts program. Researches sources of other funds, with council assistance, to expand the granting capabilities and meet the needs of the "arts" community.

**BYLAWS OF  
PRAIRIE LAKES REGIONAL ARTS COUNCIL, INC.**

As revised by action of the Board of Directors on May 16, 2002

**ARTICLE I: NAME**

**Section 1.01. Name of Corporation.** The name of this corporation shall be the Prairie Lakes Regional Arts Council, Inc.

**ARTICLE II: OFFICES, CORPORATE SEAL**

**Section 2.01. Registered Office.** The city, town or other community in which the registered office of this corporation is located in Minnesota shall be as set forth in the Articles of Incorporation of this corporation, namely Waseca, Minnesota, or in the most recent amendment or restatement of such articles of incorporation or in a certificate of change of registered office filed with the Secretary of State in Minnesota reflecting the adoption of a resolution by the Board of Directors of this corporation, changing the registered office.

**Section 2.02. Other Offices.** This corporation may have such other offices, within or without the State of Minnesota, as the Board of Directors may from time to time determine.

**Section 2.03. Corporate Seal.** This corporation shall have no corporate seal.

**ARTICLE III: MEMBERS: MEETINGS, PROPERTY RIGHTS**

**Section 3.01. Members and Meetings.** The Articles of Incorporation provide that the members of the Board of Directors of this corporation shall be the only members of this corporation and that such persons shall have voting rights only as directors and shall have no voting rights as members. Accordingly, there shall be no meetings of the members of this corporation.

**Section 3.02. Property Rights.** No member shall have any right, title or interest in or to any property of this corporation.

**ARTICLE IV: BOARD OF DIRECTORS**

**Section 4.01. General Powers.** The property, affairs, and business of this corporation shall be managed by the Board of Directors.

**Section 4.02. Number, Qualification and Term of Office.** The number of directors shall be not less than thirteen (13), but from time to time the number may be increased or diminished, by the affirmative vote of a majority of the total number of directors. Each director shall be a natural person of full age and shall hold office until the annual meeting of directors next following his or her election and until his or her successor shall have been elected and shall qualify, or until his or her death, resignation, or removal as hereinafter provided. The following rules shall apply to the selection of Directors:

- a. The Board of Directors shall have the following composition: one member from each county in the Region Nine (9) Development District (hereinafter "Region"), and one member from each city in the Region exceeding a population of 10,000. At-large positions may be created or eliminated, from time to time, to address a specific need identified by the board; by an affirmative vote of a majority of the total number of directors.

- b. The Board shall set up an open application procedure for filling vacancies. When a vacancy occurs or a term ends, the Board shall appoint a new member to the Board or reappoint the incumbent. All applications received by staff are forwarded to a Nominations Committee, appointed by the Chair, who will make a recommendation to the Full Board.
- c. The officers shall be elected by the Board.
- d. The membership shall be limited by the following stipulations:
  - (1) All members shall serve a three-year staggered term to be reappointed or replaced by the Board when said term expires. Terms begin on September 1 and end on August 31.
  - (2) The membership shall be comprised of a cross-section of the arts spectrum including teachers, artists, and interested individuals involved in various arts disciplines.
  - (3) Members shall be limited to two consecutive terms of three years or a maximum of six consecutive years.
- e. Expenses. Council members will be eligible for reimbursement of travel expenses incurred provided that:
  - (1) Requests related to expenses are directly attributable to an official activity of the Board.
  - (2) The required forms and receipts are submitted when requesting payment.

**Section 4.03. Organization.** At each meeting of the Board of Directors, the President of this corporation or in his or her absence, a Chairman chosen by a majority of the directors present, shall preside. The Secretary of this corporation or in his or her absence, any person whom the Chairman shall appoint shall act as Secretary of the meeting.

**Section 4.04. Resignation.** Any director of this corporation may resign at any time by giving written notice to the President and the Executive Director of this corporation to whom such written notice is given; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 4.05. Vacancies.** Any vacancy in the board of Directors caused by death, resignation or removal of any director, increase in number of directors or any other cause shall be filled by a vote of the remaining directors (though less than a quorum), and each director so chosen shall hold office until the next annual election and until his or her successor shall be duly elected and qualified unless sooner replaced.

**Section 4.06. Place of Meeting and Regular Meeting.** The Board of Directors may hold its meetings at such place or places in the nine-county area within the State of Minnesota as it may from time to time determine.

**Section 4.07. Annual Meeting.** The annual meeting of the Board of Directors shall be held each year for the purpose of electing the directors and officers of this corporation and for the transaction of such other business as shall come before the meeting. Notice of such meeting shall be given as provided in Section 4.08 hereof for special meetings of the Board of Directors unless excused in accordance with Section 4.09 hereof.

**Section 4.08. Special Meetings; Notice.** Special meetings of the Board of Directors shall be held whenever called by the President or by any three (3) of the other directors. Notice of such special meeting shall be mailed to each director addressed to him or her at his or her residence or usual place of business at least eight (8) days before the date on which the meeting is to be held or be delivered to him or her personally or by telephone not later than three (3) days before the date on which the meeting is to be held. Each such notice shall state the time and place of the meeting but need not state the purposes thereof except as otherwise herein expressly provided.

**Section 4.09. Notices Excused.** Notice of any meeting of the Board of Directors need not be given in writing to any director who shall be present at such meetings; any meeting of the Board of Directors shall be a legal meeting without any notice thereof having been given if ALL of the directors of this corporation then in office shall be present thereat or waive such notice in writing before or after such meeting.

**Section 4.10. Quorum and Manner of Acting.** Except as otherwise provided by statute or by these Bylaws, one-half (1/2) of the total number of directors shall be required to constitute a quorum for the transaction of business at any meeting and the act of the majority of the directors present at any meeting at which a quorum is present shall be the act of the Board of Directors. In the absence of a quorum, a majority of the directors present may adjourn any meeting from time to time until a quorum be had. Notice of any adjourned meeting must be given as noted in section 4.08.

**Section 4.11. Board Action.** Policy matters must pass by a majority vote of the full board, or those members present at the meeting. Non-policy matters may pass by a majority vote of the Executive Committee. (Refer to Article VI, Section 6.02 Executive Committee Powers.) If a board member cannot attend a board meeting, his/her vote may be solicited by phone or email, except for a major Grant Review Meeting, which requires members be present to vote. Board action may be taken by written action signed by the number of members that would be required to take the same action at a board meeting at which all members were present.

**Section 4.12. Removal of Directors.** Any director may be removed either with or without cause at any time by a vote of a majority of the total number of directors at a special meeting of the Board of Directors called for that purpose and the vacancy in the Board of Directors caused by any such removal shall be filled in the manner specified in Section 4.05 hereof.

**Section 4.13. Proxies.** Proxies shall not be allowed or used.

## **ARTICLE V: OFFICERS**

**Section 5.01. Number.** The officers of this corporation shall be a President, a Vice-President, a Secretary, and a Treasurer, and, if the Board of Directors shall so elect, one (1) or more Vice Presidents and such other officers as may be appointed by the Board of Directors. Any two (2) or more offices, except those of President and Vice President, may be held by the same person.

**Section 5.02. Election, Term of Office and Qualifications.** All officers shall be elected annually by the Board of Directors and except in the case of officers appointed in accordance with the provisions of Section 5.10 hereof each shall hold office until the next annual election of officers and until his or her successor shall have been duly elected and qualified, or until his or her death, or until he or she shall resign, or until he or she shall have been removed in the manner hereinafter provided. The President of this corporation shall be elected from among the directors of this corporation as shall the offices of Vice-President, Secretary, and Treasurer.

**Section 5.03. Resignations.** Any officer may resign at any time by giving written notice of his or her resignation to the Board of Directors, to the President and the Executive Director of this corporation. Any such resignation shall take effect at the time specified therein, if any, or if no time is specified therein, upon receipt thereof by the Board of Directors, President and Executive Director of this corporation; and unless otherwise specified therein the acceptance of such resignation shall not be necessary to make it effective.

**Section 5.04. Removal.** Any officer may be removed either with or without cause by a vote of a majority of the total number of directors at any annual or special meeting called for that purpose, and such purpose shall be stated in the notice or waiver of notice of such meeting unless all the directors of this corporation shall be present thereat.

**Section 5.05. Vacancies.** A vacancy in any office because of death, resignation, removal or any other cause shall be filled for the expired portion of the term in the manner prescribed in these bylaws for election or appointment to such office.

**Section 5.06. President.** The President shall be the chief executive officer of this corporation and shall have general active management of the business of this corporation; shall when present, preside at all meetings of the Board of Directors and all meetings of the Executive Committee, if any; shall see that all orders and resolutions of the Board of Directors are carried into effect; may execute and deliver in the name of the corporation (except in cases in which such execution and delivery shall be expressly delegated by the directors or by these Bylaws to some other officer or agent of this corporation, or shall be required by law to be otherwise executed and delivered) any deeds, mortgages, bonds, contracts or other instruments pertaining to the business of this corporation including without limitation any instruments necessary or appropriate to enable this corporation to donate income or principal of this corporation to or for the account of such corporations, associations, trusts, foundations, and institution as are referred to or described in the Articles of Incorporation of this corporation, and as this corporation was organized to support; shall perform such other duties as may from time to time be described by the Board of Directors; and in general shall perform all duties usually incident to the office of the President.

**Section 5.07. Vice-President.** The Vice-President shall have such powers and shall perform such duties as may be prescribed by the Board of Directors or by the President. In the event of absence or disability of the President, the Vice-President shall succeed to his or her powers and duties.

**Section 5.08. Secretary.** The Secretary shall be secretary of, and when present shall record proceedings of all meetings of the Board of Directors and of all meetings of the Executive Committee, if any; shall keep a register of the names and addresses of all members of this corporation; shall at all times keep on file a complete copy of the Articles of Incorporation and all amendments and restatements thereof, any complete copy of these Bylaws and all amendments and restatements hereof; shall, when directed to do so, give proper notice of meetings of the Board of Directors or by the President; and in general, shall perform all duties usually incident to the office of the Secretary. Secretary duties may be assigned to other members or staff.

**Section 5.09. Treasurer.** The Treasurer shall also keep accurate accounts of all monies of this corporation received or disbursed; shall deposit all monies, drafts and checks in the name of and to the credit of this corporation in such banks and depositories as a majority of the Board of Directors shall from time to time designate; shall have power to endorse for deposit all notes, checks and drafts received by this corporation; shall disburse the funds of this corporation as order by the Board of Directors making proper vouchers therefore; shall render to the President and the directors whenever required by an account of all his or her transactions as Treasurer and of the financial condition of this corporation; shall perform such other duties as may from time to time be prescribed by the Board of Directors or by the President; and in general shall perform all duties usually incident to the office of the Treasurer. Treasurer duties may be assigned to other members or staff and then the Treasurer will review quarterly the finances.

**Section 5.10. Other Officers, Agents, and Employees.** This corporation may have such other officers, agents and employees as may be deemed necessary by the Board of Directors. Such other officers, agents

and employees shall be appointed in such manner, have such duties and hold their offices for such terms as may be determined by resolution of the Board of Directors.

**Section 5.11. Bond.** The Board of Directors of this corporation shall from time to time determine which, if any, offices of this corporation shall be bonded and the amount of each bond.

#### **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section 6.01. Number, Qualifications, Term of Office.** The Board of Directors may, by resolution, adopted by two-thirds (2/3) of the total number of directors, establish an Executive Committee of the Board of Directors and appoint three (3) or more directors to serve on such Executive Committee. Only persons who are officers of this corporation shall be eligible for appointment to the Executive Committee. When a member of the Executive Committee ceases to be an officer of this corporation, such person automatically shall cease to be a member of the Executive Committee of this corporation.

**Section 6.02. Powers.** Except for the power to amend the Articles of Incorporation and the Bylaws of this corporation which power is expressly reserved solely to the Board of Directors of this corporation as hereinafter provided, the Executive Committee shall have all of the powers and authority of the Board of Directors of this corporation in the management of the property, business and affairs of this corporation in the intervals between meetings of the Board of Directors, subject always to the direction and approval of the Board of Directors.

**Section 6.03. Meetings.** If an Executive Committee is established, it shall hold such regular or other periodic meetings at such times and places and upon such notice if any, as may from time to time be fixed by a resolution adopted by the majority of the members of the Executive Committee. In addition, special meetings of the Executive Committee shall be held whenever called by the President or by any two (2) other members of the Executive Committee upon the same notice as provided for in Section 4.08 hereof or special meetings of the Board of Directors, unless excused in accordance with Section 4.09 hereof.

**Section 6.04. Quorum and Manner of Acting.** One-third (1/3) of the total number of members of the Executive Committee, but not less than two (2), shall be required to constitute a quorum for the transaction of business at any meeting and the act of a majority of the members of the Executive Committee present at any meeting at which a quorum is present shall be the act of the Executive Committee. In the absence of a quorum, a majority of the members of the Executive Committee present may adjourn any meeting from time to time until a quorum be had. Notices of any adjourned meeting need not be given other than announcement at the meeting at which adjournment is taken.

#### **ARTICLE VII: FINANCIAL MATTERS**

**Section 7.01. Books and Records.** The Board of Directors of this corporation shall cause to be kept:

1. Records of all proceedings of the Board of Directors and the Executive Committee, if any; and
2. Other records and books of accounts as shall be necessary and appropriate to the conduct of the corporate business.

**Section 7.02. Documents Kept at Registered Office.** The Board of Directors shall cause to be kept at the registered office of this corporation originals or copies of:

1. Records of all proceedings of the Board of Directors and the Executive Committee, if any; and
2. All financial statements of this corporation; and
3. Articles of Incorporation and Bylaws of this corporation and all amendments and restatements thereof.

**Section 7.03. Accounting System and Audit.** The Board of Directors shall cause to be established and maintained in accordance with generally accepted accounting principals applied on a consistent basis and an appropriate accounting system for this corporation. The Board of Directors shall cause the records and books of account of this corporation to be audited at least once in each fiscal year and at such other times as they may deem necessary or appropriate and may retain such person or firm for such purpose as they may deem appropriate.

**Section 7.04. Compensation.** The Board of Directors of this corporation may at any time and from time to time, by resolution adopted by two-thirds (2/3) of the total number of directors, provide for the payment of compensation to, and for the payments or reimbursement of expense incurred by, any director, officer, agent or employee of this corporation on behalf of the corporation, but only if and to the extent that the incurred of such expenses is directly in furtherance of the charitable purposes of this corporation and the amount paid or reimbursed as the case may be is reasonable and not excessive.

**Section 7.05. Fiscal Year.** The fiscal year of the corporation shall be determined by the Board of Directors. It is July 1<sup>st</sup> – June 30<sup>th</sup>.

**Section 7.06. Checks, Drafts, and Other Matters.** All checks, drafts or other orders for the payment of money and all notes, bonds or other evidences of indebtedness issued in the name of this corporation shall be signed by such officer or officers, agent or agents, employee or employees of this corporation and in such manner as may from time to time be determined by resolution of the Board of Directors.

#### **ARTICLE VIII: WAIVER OF NOTICE**

**Section 8.01. Waiver and Notice of Any Meeting.** Whenever notice of any meeting is required to be given by these Bylaws or any of the corporate laws of the State of Minnesota, such notice may be waived in writing, signed by the person or persons entitled to such notice whether before, at, or after the time stated therein or before, at, or after the meeting.

#### **ARTICLE IX: AUTHORIZATION WITHOUT A MEETING**

**Section 9.01. Action Taken Without a Meeting.** Any action that may be taken at a meeting of the Board of Directors or the Executive Committee may be taken without a meeting when authorized in writing, signed by all the directors or by all the members of the Executive Committee as the case may be.

#### **ARTICLE X: AMENDMENTS**

**Section 10.01. Amendment of Bylaws.** The Board of Directors may amend this corporation's Articles of Incorporation as from time to time amended or restated to include or omit any provision which could lawfully be included or omitted at the time such amendment or restatement is adopted. Any number of amendments or an entire revision or restatement of the Articles of Incorporation or Bylaws either (1) may be submitted and noted upon at a single meeting or the Board of Directors and be adopted at such meeting a quorum being present upon receiving in the affirmative vote of not less than two-thirds (2/3) of the total number of directors of this corporation or (2) may be adopted in accordance with Article IX by a writing signed by all of the directors of this corporation.

## **ARTICLE XI: GOVERNANCE**

**Section 11.01. Governance.** Robert's Rules of Order (revised) shall govern the procedures of all meetings of the Prairie Lakes Regional Arts Council in all matters not otherwise governed by these articles.

**These Amended Bylaws were adopted by the Board of Directors at a regular meeting held on May 16, 2002.** Previous bylaws were adopted November 10, 1993 and amended on October 17, 1996.

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**Region 9: Prairie Lakes Regional Arts Council,  
207 N. State Street, Suite A., Waseca, MN 56093**

If the Minnesota Legislature decides to distribute Amendment Legacy funds through the current system of Regional Arts Councils and Minnesota State Arts Board, the Prairie Lakes Regional Arts Council, Region 9, as one of eleven regional arts councils has developed a number of methods to increase access to the arts, outreach, and innovation by utilizing the current process that measures:

- Artistic Quality and Merit
- Artistic Need for the project by the organization and/or community
- Organizational Ability to carry out the proposed objective
- Accountability for the use of funds

The following are examples of some of the new and existing initiatives aimed at serving our 9-county region in south central Minnesota through the arts. These initiatives were developed based on extensive needs assessment efforts.

### **1. Expand Arts-in-Education School Grants**

Goal: Increase interaction between students, professional artists, teachers and community members.

Purpose

- Provide educational partnerships between local and regional professional artists and (K-12) schools.
- Enhancing school arts curriculum by providing artist residencies, live arts performances, mini-workshops and arts related field trips.
- Conveying to students, teachers and communities the way in which the arts are essential to education and daily life.
- Enriching the communities of the 9-county region through the arts.
- Enhance programs and curriculum design through visits to professional artists' studios, performances by professional theatre, dance or musical groups, readings by writers, visits to art galleries, exhibitions and other locations pertinent to the creation and exhibition of art.

**The essential components of the AIE program are:**

1. The residency of artists with students,
2. The community event and involvement, and
3. The workshop or in-service training with teachers and staff.

### **2. Create New Youth Mentorship Grant**

Goal: Enhance arts education programs in high schools by providing selected students the opportunity to study their chosen art with a practicing, professional artist.

Purpose

- Expand the student's artistic creativity and skill and to promote personal growth through exposing students to diverse artistic experiences and viewpoints.
- Help qualified artists in the area by employing them as mentors.
- Meet the needs of high school students who demonstrate high motivation to work in the arts.
- Increase public appreciation of the value of art in cultural, social, educational and economic life in the community.

### **3. Create New Collaboration Grant**

Goal: To support community efforts to collaborate or partner with artists, arts organizations and schools to present arts activities in dance, literature, media arts, music, theater and visual art.

#### Purpose

- Encourage creative collaboration between artists and broad community to create unique activities or events not currently offered.
- Increase citizen participation in artistic processes and activities.
- Increase public appreciation of the value of art in cultural, social, and educational settings.
- It has the potential to reach new audiences such as youth, ethnic groups, senior citizen groups, etc. and engage the public in new ways.

### **4. Create New Arts Capacity Building and Challenge Grants**

Goal: To assist new arts groups to start-up or develop programming in an artistic discipline that is not currently offered in their community. To assist arts groups, as needed, with their non-profit documents and paperwork. Challenge grants would provide existing arts organizations with the opportunity to “take a dare” to accomplish a demanding but stimulating undertaking. It is a call for organizations to engage the full use of their abilities and resources to launch cultural projects that are unique and innovative.

#### Purpose

- To encourage organizations to develop new initiatives, one-of-a-kind projects, a technological direction, or an unusual enterprise or endeavor that represents a departure from the ordinary programming of the organization.
- To support organizations that have made a commitment to leadership, fiscal responsibility, a solid organizational structure and community outreach.

### **5. Expand Art Project and Program Support Grants**

Goal: To support arts organizations, community groups, or public organizations that produce or sponsor arts activities for their community.

#### Purpose

- To provide a variety of funding opportunities which will promote artistic growth, organizational development, and exposure to quality arts experiences.
- To encourage arts activities in all artistic disciplines including community choirs, orchestras, theaters, dance performances, visual arts exhibitions and classes, literary readings, community arts and music festivals, etc.
- To support organizations that have made a commitment to leadership, fiscal responsibility, a solid organizational structure and community outreach.

### **6. Annual Arts Conference**

Goal: To gather regional arts organizations and artists annually at a single event.

#### Purpose

- Develop best practices sharing
- Encourage collaborations
- Provide working sessions to develop organizational skills

**PRAIRIE LAKES REGIONAL ARTS COUNCIL - How would Region 9 invest constitutional funds?**

5/15/2009

<b><u>NAME</u></b>	<b><u>DESCRIPTIONS</u></b>	<b><u>CURRENT</u></b>	<b><u>LEGACY FUNDING</u></b>	<b><u>TOTAL FUNDING</u></b>
<b><u>Grant Programs - current</u></b>				
Art Project Grants	Arts activites and events in all artistic disciplines	\$152,000	\$100,000	\$252,000
Small Arts Grants	Arts activites and events that are small and one time	\$19,000	\$18,000	\$37,000
Arts-In-Education	School residencies,connect artists with educators,enhance student learning	\$14,000	\$14,000	\$28,000
Individual Artist	Recognizing talented artists from the 9-county area	\$14,000	\$30,000	\$44,000
Capital Arts Organ.	Small capital purchases to support arts programming	\$9,000	\$20,000	\$29,000
Operating Support	Assist arts organizations with ongoing expenses year-round	\$17,000	\$68,000	\$85,000
<b><u>Grant programs - new</u></b>				
Arts Capacity Building	Start up grants to assist new arts nonprofits	\$0	\$15,000	\$15,000
Collaboration grant	Community/Arts organization/School/Artist partnership project	\$0	\$45,000	\$45,000
Youth mentorship grant	Connects students with professional artists	\$0	\$20,000	\$20,000
Challenge Grants	Initiates one of a kind projects, innovative thinking	\$0	\$17,000	\$17,000
<b><u>Services/programs</u></b>				
Regional Art Exhibit Workshops/Educ.	Juried exhibit recognizing talented artists from region	\$12,000	\$4,000	\$16,000
Services	Grantwriting, facilitation, communications, newsletter	\$4,000	\$6,000	\$10,000
Networking expansion	Website updates, Directory of Artists on-line, Advertising	\$0	\$10,000	\$10,000
Annual arts conference	Regional conference/workshop with speakers	<u>\$0</u>	<u>\$8,000</u>	<u>\$8,000</u>
<b>TOTAL EXPENSES</b>		\$241,000	\$375,000	\$616,000

**PRAIRIE LAKES BUDGET FY 2010 - FY 2011** (7-1-09 to 6-30-11) 15% State Cut

<b><u>Expenses</u></b>	State	Non-Grant	McKnight	Non-Grant			<b><u>Total</u></b>	
	<b><u>Grants</u></b>	<b><u>State Programs and Services</u></b>	<b><u>Grants</u></b>	<b><u>Private Funds</u></b>	<b><u>Art Exhibition</u></b>	<b><u>Fundraising</u></b>		<b><u>General Admin.</u></b>
Grants	<u>\$67,780</u>	\$0	\$34,000	\$0	\$0	\$0	\$0	<u>\$101,780</u>
Salaries	\$17,730	\$14,161	\$10,500	\$5,800	\$675	\$21,370	\$70,236	\$70,236
Payroll Taxes	\$1,355	\$1,085	\$805	\$445	\$50	\$1,635	\$5,375	\$5,375
Employee Benefits	\$3,800	\$700	\$1,325	\$0	\$100	\$3,455	\$9,380	\$9,380
Newsletter	\$0	\$495	\$0	\$0	\$0	\$0	\$495	\$495
Council Meeting Expense	\$600	\$0	<u>\$400</u>	\$0	\$0	\$0	<u>\$1,000</u>	\$1,000
Council Travel	<u>\$1,400</u>	\$0	<u>\$400</u>	\$200	\$0	\$0	<u>\$2,000</u>	\$2,000
Staff Travel	<u>\$1,600</u>	\$200	<u>\$300</u>	\$250	\$0	\$0	<u>\$2,350</u>	\$2,350
Telephone/Internet	\$600	\$400	\$465	\$155	\$25	\$455	\$2,100	\$2,100
Postage	\$150	\$320	\$240	\$50	\$10	\$100	\$870	\$870
Copy/Printing	\$0	\$0	\$0	\$350	\$0	\$0	\$350	\$350
Office Supplies	\$150	\$150	\$105	\$100	\$25	\$200	\$730	\$730
Rent	\$1,555	\$905	\$905	\$0	\$0	\$2,755	\$6,120	\$6,120
Computer/Copier Supplies	\$200	\$100	\$450	\$50	\$0	\$0	\$800	\$800
Insurance	\$150	\$150	\$105	\$0	\$0	\$290	\$695	\$695
Professional Services/Audit	\$2,225	\$0	\$0	\$0	\$0	\$0	\$2,225	\$2,225
Membership/Dues	\$0	\$0	\$0	\$0	\$0	\$615	\$615	\$615
Depreciation	\$0	\$0	\$0	\$0	\$0	\$490	\$490	\$490
Miscellaneous	\$0	\$50	\$0	\$0	\$0	\$50	\$100	\$100
Reception Art Exhibition	\$0	\$0	\$0	\$280	\$0	\$0	\$280	\$280
Publicity Exhibition	\$0	\$0	\$0	\$200	\$0	\$0	\$200	\$200
Facility/Judge Exhibition	\$0	\$0	\$0	\$1,250	\$0	\$0	\$1,250	\$1,250
Awards Art Exhibition	\$0	\$0	\$0	\$1,200	\$0	\$0	\$1,200	\$1,200
Bus Stipend Exhibition	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,225</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,225</u>	\$1,225
<b>Total Expenses</b>	<b><u>\$99,295</u></b>	<b>\$18,716</b>	<b><u>\$50,000</u></b>	<b>\$11,555</b>	<b>\$885</b>	<b>\$31,415</b>	<b>\$211,866</b>	

REVENUE - State \$143,888, McK \$50,000, EF Johnson \$3,000, Prairie Eco \$3,700, Schmidt \$2,500, Exhibit fees \$2,200 and Interest \$6,500 = \$211,888

**FY 2010 - 15% State Cut: salary freeze, reduce staff & council travel, meeting expenses and grants** (underlined on budget)