



**Biennial Plan**  
**For Fiscal Year 2012 - 2013**  
(July 1, 2011 - June 30, 2013)

Submitted to the MN State Arts Board on May 13, 2011

**Update to plan and budget submitted on September 16, 2011.**

**Prairie Lakes Regional Arts Council, Inc.**

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**Brenda Byron, Executive Director**

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## **MISSION STATEMENT**

The Prairie Lakes Regional Arts Council encourages and promotes arts creation, appreciation, and education through grant programs and services to enhance the quality of life for Minnesota residents in Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca and Watonwan county.

## **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, 2011 – June 30, 2013).

## **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 Byron 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 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 45%). Theater and visual art activities exist but are less available in all communities; dance and literature

projects are less common and represent about 5-10% of the applications received. Under-served areas continue to be dance, literature, media art and ethnic music and dance. State funding has increased and decreased over the last decade and we are pleased to award funds from the Clean Water, Land and Legacy Amendment; now known as the Arts and Cultural Heritage (ACH) Fund. The ACH funding has allowed Prairie Lakes to increase the maximum grants to \$7,000 in this category for FY 2011. We were fortunate to receive the Arts and Cultural Heritage funding in a timely manner to disburse in FY 2010-2011; and we received \$363,398. However, the general fund appropriation was reduced for the biennium; details below.

FY 1999 - \$216,758	FY 2003 - \$199,844	FY 2009 - \$171,753
FY 2000 - \$213,612	FY 2004 & 2005 - \$142,442	<b>FY 2010 - \$140,537</b> (reduction)
FY 2001 - \$213,612	FY 2006 & 2007 - \$143,175	<b>FY 2011 - \$131,639</b> (reduction)
FY 2002 - \$208,170	FY 2008 - \$171,637	<u>FY 2010-11 ACH increase \$363,398</u>

**FY 2010 Summary of 120 Arts and Cultural Heritage Grants Awarded by category, total \$295,000.**

Arts and Arts Access (78%): awarded 49 grants to arts organizations and community groups totaling \$234,410. Grants ranged in size from \$500 to \$8,000.

Arts Education (15%): awarded 10 grants to schools for a total of \$20,170 and 51 Youth Scholarships at \$500 each, totaling \$25,500. These combined grants totaled \$45,670.

Arts & Cultural Heritage (5%): awarded 10 grants to arts organizations and community groups totaling \$14,920. Grants ranged in size from \$1,420 to \$4,000.

**FY 2011 Summary of 104 Arts and Cultural Heritage Grants Awarded by category, total \$275,000.**

Arts and Arts Access: awarded 41 grants totaling \$218,625; Arts Education: \$42,295, with 50 Youth Scholarships at \$300 each, and 8 school grants; and Arts & Cultural Heritage Festivals: \$14,080 for 5 grants. Overall, the grants ranged in size from \$300 to \$7,000.

**PLANNING PROCESS**

We began our planning discussion in November 2010 and concluded on April 28, 2011. At the time of our planning, we anticipated a cut to State General Arts Funding of 30% in FY 2012-2013, and a 20% cut to the Arts and Cultural Heritage Funding, through the Clean Water, Land, and Legacy Amendment. We have prepared other planning documents that take into account a smaller budget cut. Therefore, we will be able to implement our new budget once we know the actual state funding. The budget for FY 2012-2013 is based on a 30% cut to the general fund appropriation and would be \$101,824; according to the Regional Arts Council (RAC) Forum funding formula. A 20% cut to the Arts and Cultural Heritage (ACH) funding would be \$291,171 for FY 2012-2013 (previously in FY 2011 ACH funding was \$363,398). Total state funding anticipated in FY 2012-13 is \$393,535 (reduction of \$105,585 from FY 2011).

Information on how to address state cuts remains in the plan, for reference. Given the drastic state cuts anticipated in FY 2012-13 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 10%, 20% and 30%. Basically, the board recommends maintaining the current grant programs and reducing the grant maximums per program. In FY 2012-2013 a majority of administrative expenses have been reduced, and we will discontinue the printed newsletter, which was previously sent to over 1600 constituents; and will reduce it to a quarterly newsletter with an arts calendar that is emailed to constituents. The two full-time staff members have been asked to take a pay freeze for FY 2012-2013 and the third part-time staff position for Administrative Assistant will be reduced significantly. If the cuts are not as severe we may be able to

increase the hours for the Administrative Assistant. The total funding available in the state grant programs will be reduced but PLRAC will maintain the same grant programs as in FY 2011. This includes the Small Arts Project and Arts in Education Grant and the Arts and Cultural Heritage Grant program. The McKnight Foundation funds our Artist Grant programs and those will be maintained in FY 2012-13.

## **PLANNING PROCESS TIMELINE**

This plan was developed through the following process:

- November 18, 2010 PLRAC Staff discussed the FY 2010 Final Report submitted to the MN State Arts Board and the McKnight Foundation and noted how this information will be used as the board plans for the next biennium.
- January 27, 2011 PLRAC Board Meeting. Planning Session to discuss the anticipated state budget cut. PLRAC Staff reviewed the components of the Biennial Plan and FY 2012-13 Program Goals; which are similar to the past biennium. The board was informed that we anticipate a cut in state funding, due to the huge state deficit. However, we will have to wait until the legislature meets to find out the impact of the cuts. The PLRAC board will use the survey information from our 2009 electronic Needs Assessment Survey for Artists and Arts Organizations, for planning purposes. The information is still relevant.
- February 2011 Constituent Survey was conducted on behalf of the eleven Regional Arts Council's (RAC's) by consultant Dr. Pat Shifferd. Results were reported to the Forum of RAC's and individual RAC's by region in March 2011. There were 144 respondents to the survey from our region. PLRAC staff used this information in planning.
- March 24, 2011 PLRAC Board Meeting. PLRAC Staff compiled a revised budget noting two options of reducing the state budget, based on the cuts to the general fund of 20 and 30% and cuts to the Arts and Cultural Heritage Fund of 10 and 20%.
- April 28, 2011 PLRAC Board Meeting. The board reviewed the budget cuts and how it would affect grant programs and services. Staff noted that on April 13th the MN State Arts Board advised all regional arts councils to submit a budget that reflected cuts of 30% from the general fund and a 20% cut to the Arts and Cultural Heritage Fund. This impacts the PLRAC with a \$105,585 reduction from FY 2011 funding. **The FY 2012-2013 Biennial Plan and Budget was approved by the board.**
- May 5, 2011 News Release sent to local media for Public Meeting: FY 2012-13 Biennial Plan.
- May 13, 2011 Mail the FY 2012-2013 Biennial Plan to the MN State Arts Board (deadline 5/15/11).
- May 26, 2011 Public Meeting was held to review the FY 2012-13 Biennial Plan with constituents, in Room 104, Fine Arts Center, Bethany Lutheran College, Mankato. The PLRAC staff and board reviewed grant program areas and distribution of grant funds per program based upon a 30% cut in state general funds and a 20% cut in Arts and Cultural Heritage funds. It was noted that a revised budget may be submitted to the MN State Arts Board in June or July 2011; if the state cuts are not as drastic.

## **NEWS RELEASE**

May 4, 2011

FOR IMMEDIATE RELEASE

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

### **Regional Arts Council Plans Public Hearing – May 26**

The Prairie Lakes Regional Arts Council's Biennial Plan to the Minnesota State Arts Board for Fiscal Year 2012-2013 will be discussed during a public hearing on May 26, 2011. The hearing will begin at 7:00 p.m. in Room 104, Ylvisaker Fine Arts Center, Bethany Lutheran College, Mankato.

Individuals or groups can present oral testimony about the arts council's programs, policies and budget at the Mankato meeting. Due to the state deficit the Arts Council will be reducing its programs by over 20% in Fiscal Year 2012-2013. 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 May 20 by email to [plrac@hickoroytech.net](mailto:plrac@hickoroytech.net) or sent to Brenda Byron, 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 May 26, 2011. The council receives funding for re-granting from the Minnesota State Legislature and the McKnight Foundation, Minneapolis. There will be no reduction in McKnight Funding which funds the Emerging Artist and Fellowship grant. In FY 2010 Prairie Lakes awarded 201 arts grants totaling \$385,430 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 2012-2013 planning, since it is still relevant. Copies of the survey summary reports are attachments 1 and 2.

## **2011 SURVEY RESULTS**

The Forum of Regional Arts Councils of Minnesota engaged evaluation consultant Patricia Shifferd to assist the Regional Arts Councils in designing effective evaluation instruments for our grantees, and for the operations of the Councils. One component of this work was a survey of sixteen questions that Dr. Shifferd designed that was uniform for all eleven Councils. Dr. Shifferd also disseminated the survey to our respective constituents in February 2011, and tabulated and reported the results by region in March 2011. This proved to be an extremely effective and efficient method of gathering data and assessing our performance as Regional Arts Councils. **We had 144 respondents from our 9 county area that responded to this web based survey;** and the overall participation was 567 from the entire state of Minnesota. Therefore, this was a significant number of participants from our region about 25.3% of the total. Survey results are listed on page 12. Regional Arts Council Constituent Survey is attachment 3.

## **2009 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?**

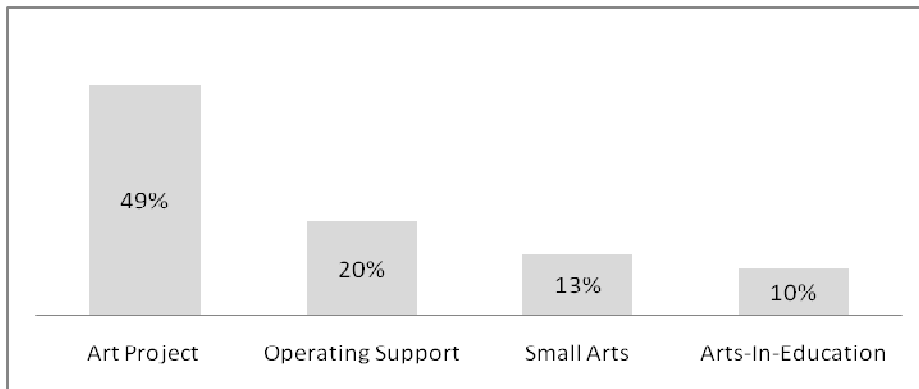
- 66% Have been in existence for over 20 years
- 15% Are under 10 years old

### 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

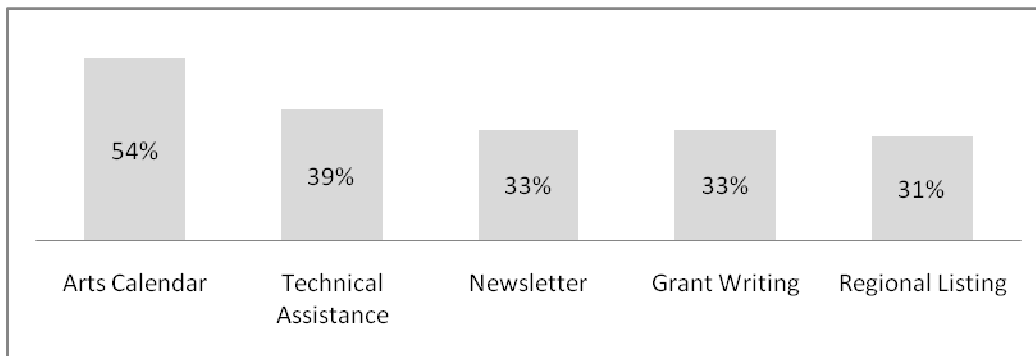
Organization respondents were asked to prioritize the Council's current grant programs. The highest priority was the Art Project grant program at 49%, followed by Operating Support at 20%, Small Arts 13%, and Arts-In-Education Grants to Schools at 10%.



**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%.

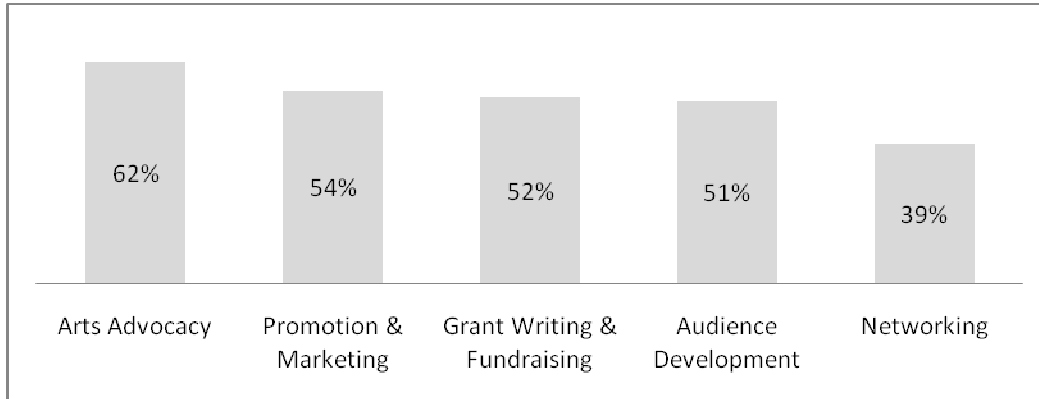


**Interpretation:**

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.

### **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%.

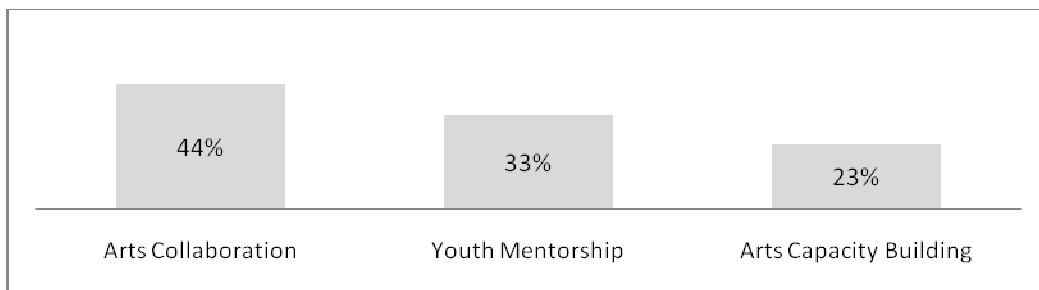


#### **Interpretation:**

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

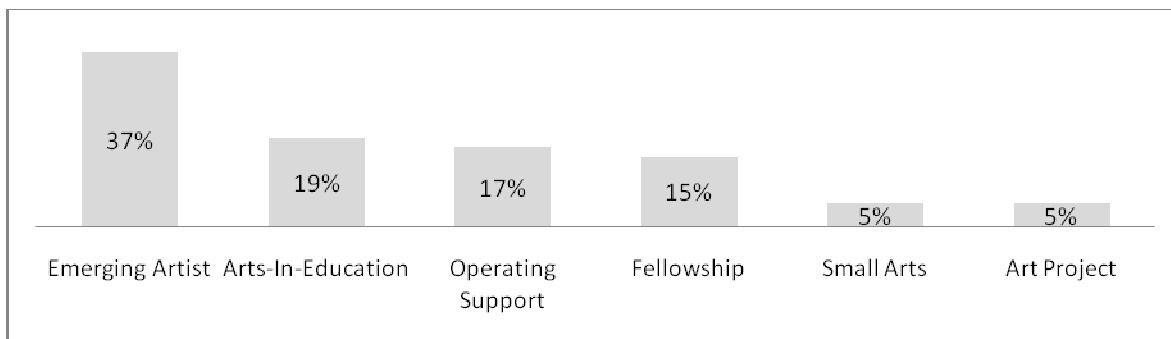
### What arts discipline do you primarily work in?

- 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

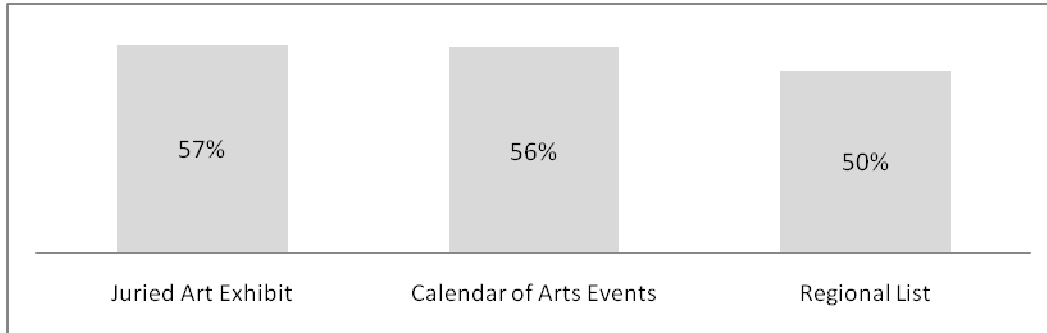
Artists were asked to prioritize the Councils current grant programs. The highest priority was the Emerging Artist Grant at 37%, followed by Arts-In-Education Grants for Schools at 19%, Operating Support 17%, Fellowship Grants for Artists 15%, Small Arts and Art Project Grants at 5%.



**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.

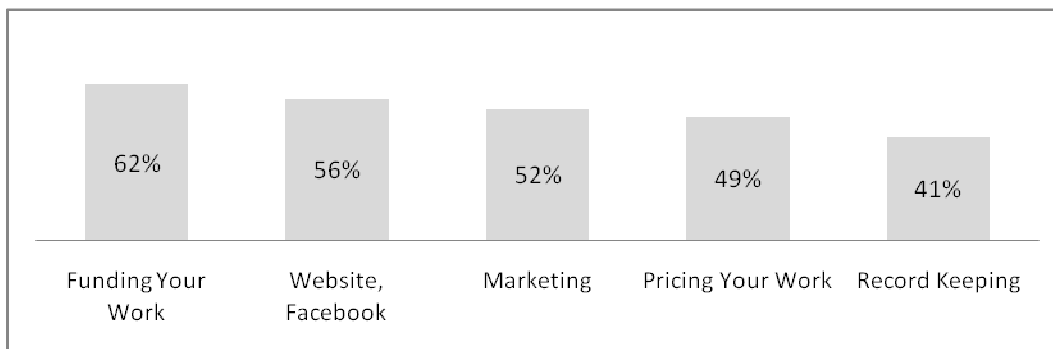


### **Interpretation:**

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.

## **2011 Survey Results**

Dr. Shifferd disseminated the survey to our respective constituents in February 2011, and tabulated and reported the results by region in March 2011. This proved to be an extremely effective and efficient method of gathering data and assessing our performance as Regional Arts Councils. We had 144 respondents from our 9 county area that responded to this survey. The overall participation was 567 from the entire state of Minnesota. The breakdown per county was Blue Earth 56, Brown 10, Faribault 6, LeSueur 12, Martin 4, Nicollet 31, Sibley 6, Waseca 11 and Watonwan 7. The initial question was to establish which grant categories they had applied for since July 2009. Several grant categories were listed and the top four categories of our respondents and the percentages were: 50% Arts & Cultural Heritage (ACH) grant, 33.1% Arts Project Grant for organization, 20.8% Individual adult artist project grant or fellowship, and 11.5 % Arts Education grant for schools (non-ACH).

Participants in the survey were asked if they or their organization had received at least one Regional Arts Council grant award since 2009 and **67.3% responded yes** and 32.7% said no. Therefore, not all 144 respondents recently received a grant from our office. So, the survey has a broader representation than just those who are currently being served with the programs, which is good.

The individuals and organization members were asked to rate the quality of our services designed to strengthen the arts in the region. Eight questions were asked and they could respond excellent, good, fair or poor. **When combining the excellent and good responses together the arts council ranked the highest in communication with 91.7%**, followed by public advocacy for the arts with 90.6%. The category that ranked lower was Publication of directories of artists and/or organizations with 74.3%; which is still a high satisfaction rate overall.

**Please rate the quality of the following services designed to strengthen the arts in your region.**

<b>Answer Options</b>	<b>Excellent</b>	<b>Good</b>
Workshops/conferences for artists	33.9%	46.8%
Publication of directories or registries of artists and/or organizations	26.5%	47.8%
Communication: Newsletters, brochures, etc.	56.7%	35.0%
Sponsoring exhibits/performances of local artists' work	40.2%	48.7%
Workshops/conferences for organizations	30.2%	45.9%
Regional Arts Council website	42.8%	42.0%
Publicity services: press releases, website listings, etc.	39.4%	44.5%
Public advocacy for the arts	52.5%	38.1%

**Participants were asked to give their opinion of the Regional Arts Council grant application and award process.** They could respond strongly agree, agree, neutral, disagree, strongly disagree and NA. When combining the excellent and good responses together the arts council ranked the highest in Grant deadlines are published well in advance with 93.4%, followed by Staff promptly and knowledgeably answers

my questions 90%. The category that ranked the lowest was Grant-writing workshops are effective in providing needed information with 69.4%. However, as noted by “who completed the survey” 32% of the respondents have not received a grant since 2009, and perhaps that has some bearing on the lower response; since they are not attending the workshops that are currently being offered.

**The following statements deal with how easy it is for you to get the information you need in order to decide whether to apply for one of the Regional Arts Council grants.**

Answer Options	Strongly agree	Agree
Grant deadlines are published well in advance	62.8%	30.6%
Grant categories and guidelines are clear and easily understood	41.7%	40.0%
Information sessions are offered at convenient times and places	39.3%	41.0%
Grant-writing workshops are effective in providing needed information	38.1%	31.3%
Staff promptly and knowledgeably answers my questions	62.5%	27.5%

**Participants were asked to give their opinion of the Regional Arts Council grant application and award process.** They could respond excellent, good, fair or poor and five questions were asked. When combining the excellent and good responses together the arts council ranked the highest in Timeliness of decision notifications with 96.3%, followed by Staff assistance in creating a strong application 93.7%. The category that ranked lower was Availability of panel comments with 81%; which is still a high satisfaction rate overall.

**Now please give your opinion of the Regional Arts Council grant application and award process.**

Answer Options	Excellent	Good
Staff assistance in creating a strong application	60.7%	33.0%
Ease of submitting required application materials	50.0%	41.9%
Fairness of panel deliberations	47.7%	37.6%
Timeliness of decision notifications	52.8%	43.5%
Availability of panel comments	38.0%	43.0%

**Participants were asked to indicate how well your Regional Arts Council administered your grant.** When combining the excellent and good responses together the arts council ranked the highest in Timeliness of payments with 94%, followed by Helpfulness of grant oversight 92.7% and Availability of staff when problems arise 90.3%. The category that ranked lower was Flexibility in addressing unforeseen situations with 79.2%; which is still a high satisfaction rate overall.

**Please indicate how well your Regional Arts Council has administered your grant.**

<b>Answer Options</b>	<b>Excellent</b>	<b>Good</b>
Timeliness of payments	68.7%	25.3%
Helpfulness of grant oversight	57.3%	35.4%
Ease of reporting, both during and at the end	45.8%	42.2%
Availability of staff when problems arise	65.0%	25.3%
Flexibility in addressing unforeseen situations	53.6%	25.6%

**Respondents were asked their opinion of over-all performance of Regional Arts Council.**

When combining the strongly agree and agree responses together the arts council ranked the highest in The staff is professional and efficient with 93%, followed by The staff and board are effective advocates of the arts with 91.1% and My Regional Arts Council seems to use the public money efficiently and fairly 85.1%. The category that ranked lower was Regional Arts Council programs effectively serve all segments of the population, including groups often underrepresented with 78.5%.

**Respondents, what is your opinion of the over-all performance of your Regional Arts Council.**

<b>Answer Options</b>	<b>Strongly agree</b>	<b>Agree</b>
The staff is professional and efficient	65.8%	27.2%
The board fairly represents all areas of my region	45.6%	35.0%
The location and hours of Regional Arts Council offices are convenient	38.6%	41.2%
My Regional Arts Council seems to use the public money efficiently and fairly	54.4%	30.7%
The staff and board are effective advocates of the arts	66.1%	25.0%
Regional Arts Council programs effectively serve all segments of the population, including groups often underrepresented.	42.8%	35.7%

## **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 2012 – 2013 WORK PLAN**

The Prairie Lakes Regional Arts Council (PLRAC) work plan describes eight 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 a Small Arts Project Grant Program that focuses on production or sponsorship of community arts activities. This program accommodates activities that may have a smaller budget or occur outside the main timeline of Arts and Cultural Heritage Grants.
- b. 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.
- c. With new constitutional funds from the Clean Water, Land and Legacy Amendment we have created an Arts and Cultural Heritage grant that encompasses the three areas of Arts and Arts Access, Arts Education and Arts and Cultural Heritage.
- d. Fund art projects offering exposure to professional performances and exhibits. Promote the performing arts through funding of theater, dance and music performances.
- e. Assist the visual and design arts through funding for displays, exhibits, and other projects.
- f. Assist the literary arts through funding of projects in creative prose, poetry, playwriting, nonfiction, fiction, etc.
- g. Encourage and fund new and innovative projects.
- h. 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.

**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 individual artist grants and assist with the annual Prairie Lakes Regional Juried Art Exhibition.
- c. Maintain funding from the Prairie Ecology Bus Center, Lakefield to fund bus stipends for schools to attend the annual Prairie Lakes Regional Juried Art Exhibition.
- d. Partner or individually respond to requests for proposals from foundations.

**C. BOARD DEVELOPMENT GOALS**

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

**7. 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.

**8. 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 2012 - 2013 GRANT PROGRAM INFORMATION**

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

- July 1, 2011** Small Arts Project Grant and Arts-In-Education Grant -  
(Monthly deadlines July 1<sup>st</sup> - May 1<sup>st</sup>, or until funds are exhausted.)
- Aug. 1, 2011** Arts and Cultural Heritage (ACH) Fund (*also Aug. 1, 2012*)
- Sept. 15, 2011** PLRAC/McKnight Fellowship Grant (Letter of Intent, 10/1/11 Full application)  
(*also Sept. 17, 2012*)
- Oct. 3, 2011** ACH Youth Scholarship/Mentorship Grant (*also Oct. 1, 2012*)
- Jan. 16, 2012** PLRAC/McKnight Emerging Artist Grant (Letter of Intent, 2/1/12 Full application)  
(*also Jan. 15, 2013*)
- Feb. 1, 2012** Arts and Cultural Heritage (ACH) Fund (*also Feb. 1, 2013*)

**B. GRANT CATEGORIES FOR STATE FUNDS**

It is the intent of the Prairie Lakes Regional Arts Council (PLRAC) 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. PLRAC will fund proposals from regional, non-profit tax-exempt 501© (3) arts organizations, non-profit community groups, units of government and non-parochial schools that are sponsoring an arts activity in dance, literature, media arts, music, theater and visual arts. The applicant or organization must have an address and provide programming within the nine county region PLRAC serves. Counties include: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, and Watonwan.

**1. Small Arts Project Grant**

Grants of \$1,000 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 Arts and Cultural Heritage (ACH) Grant deadline. Applicants may submit only one grant application per fiscal year and no request may exceed 50% of the project cost. An applicant may not receive both an ACH 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; and are reviewed on a monthly basis.

## **2. 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 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. The maximum grant is \$1,000.

## **3. Arts and Cultural Heritage Grants**

Prairie Lakes Regional Arts Council will fund proposals from regional, non-profit tax-exempt 501© (3) arts organizations, non-profit community groups, units of government and non-parochial schools that are sponsoring an arts activity in dance, literature, media arts, music, theater and visual arts. Proposals are encouraged to address more than one of the three program areas.

A. General Information. The Fund was established for three specific purposes:

- 1. Arts and Arts Access:** to support Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing the arts; and to instill the arts into the community and public life in this state.
- 2. Arts Education:** to support life-long learning and appreciation of the arts, including support for K-12 activities that enhance but not replace school arts curriculum.
- 3. Arts and Cultural Heritage:** for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.

This program is made possible by the Arts and Culture Heritage Fund, a fund created by the people of Minnesota to support the arts and preserve our heritage. The Prairie Lakes Regional Arts Council (PLRAC) grant programs and services will address these areas: Arts and Arts Access 78%, Arts Education 15% and Cultural Heritage 5%. Deadlines will be in August and February each year. The grant period is one year or the fiscal year the applicant designates.

**1. Arts and Arts Access – Maximum proposal \$4,500.** Proposals can include **Capacity Building** for an arts organization; defined as maintaining on-going performances, programs, services, paid staff, hiring new staff, administrative costs, facilities, utilities, etc.; and equipment grants which improve and increase the artistic capabilities of the organization. **Equipment** includes but is not limited to: office equipment and software, instruments, risers, theater lighting, theater curtains, sound system, display cases, etc. This also includes **Public Art**, sculpture, murals, etc; and activities that plan to reach **New Audiences** such as youth, ethnic groups, senior citizen groups, etc. and engage the public in new ways.

### **2. Arts Education - There are three categories of support.**

A. **Schools – Maximum proposal \$2,500.** This is available to all public or private non-parochial elementary, middle or secondary schools (K-12) in the nine county area. The focus is to provide educational

partnerships between local and regional professional artists, arts organizations and (K-12) schools.

- To enhance school arts curriculum by providing artist residencies, live arts performances, mini-workshops and arts related field trips.
- To 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.
- To collaborate with arts organizations in the region to perform in their school and/or community.

**B. Non-profit and Community Groups – Maximum proposal \$2,500.**

To support life-long learning and appreciation of the arts, through arts activities conducted by a non-profit arts organization, community group, early childhood education, community education, library, senior citizen's organization, unit of government, etc.

**C. Youth Scholarship/Mentorship – Maximum \$300. (No match is required.)**

Youth Scholarships and Mentorships provide selected students in grades 7-12, the opportunity to study their chosen art with a practicing professional artist, attend an arts workshop, series of classes or special training opportunity or performance. The scholarship can also be used to take lessons or pay fees to a non-profit arts organization serving youth (i.e. Arts Center of Saint Peter, Dance Conservatory of Southern MN, Mankato Ballet Company, Mankato Children's Chorus, Mankato Area Youth Symphony Orchestra, Mankato or New Ulm Suzuki School of Music, other art centers which offer classes to youth, etc.). Applicants should contact staff directly for a separate application. There is one application deadline per year October 1<sup>st</sup>.

**3. Arts and Cultural Heritage Festival – Maximum proposal \$2,500.** Grants are for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state. This may include folk art classes, single performances, a series of cultural activities, arts and music festivals, etc.

## **Goals: Arts and Cultural Heritage Fund**

Five goals with accompanying objectives were adopted to accomplish our mission and address the organizational and individual artist needs through our Arts and Cultural Heritage fund.

**I. Goal: Increase Access to the Arts** by supporting Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state.

**Objective A:** Provide financial support to eligible individual artists and organizations for activities that support access to the arts.

**II. Goal: Increase Art Education** by supporting life-long learning and appreciation of the arts, including but not exclusive to K-12 activities.

**Objective A:** Provide financial support to eligible individual artists and organizations for activities that support lifelong Arts Education.

**III. Goal: Increase Arts & Cultural Heritage activities** by supporting events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.

**Objective A:** Provide financial support to eligible individual artists and organizations for activities that support arts and cultural heritage.

**IV. Goal: Provide Services and Support** to individuals and organizations that provide arts activities in our region.

**Objective A:** Provide Publicity/Public Awareness services to support and increase the visibility and understanding of the arts.

**Objective B:** Provide networking opportunities to share best practices and build relationships.

**Objective C:** Provide workshops to increase knowledge and expertise of individual artists and organizations.

**Objective D:** Provide individualized support through one-on-one meetings with PLRAC staff to explore how to best utilize Arts & Cultural Heritage funds.

**V. Goal: Achieve Accountability of Arts and Culture Fund** by acting as responsible stewards of public funds.

**Objective A:** Work with our arts delivery partners to develop and refine a strategic plan for best use of the amendment funding, based on feedback from the state's citizens.

**Objective B:** Develop methods to increase our system's level of accountability, including but not limited to: peer review, checks and balances and public involvement.

**Objective C:** Maintain a strong and highly functional Board of Directors.

## **Outcome Evaluation: Arts and Cultural Heritage Fund**

**I. Goal: Increase Access to the Arts** by supporting Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state.

**II. Goal: Increase Art Education** by supporting lifelong learning and appreciation of the arts, including but not exclusive to K-12 activities.

**III. Goal: Increase Arts and Cultural Heritage activities** by supporting events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.

### **For Goals I, II, III:**

**Objective A:** In FY 2012-13 the PLRAC will determine if the base line of the number of applicants established in FY 2010-11 has increased for the Arts and Cultural Heritage fund grants and services. We anticipate an increase of 5% in FY 2012. This will be measured by the PLRAC data base.

**Objective B:** In FY 2012-13 of those receiving grants and services from the PLRAC, 75% will indicate that their project was artistically successful, reached the target constituency and had community impact. This will be measured by the final reports.

**IV. Goal: Provide Services and Support** to organizations that provide arts activities in our region.

**Objective A:** At the conclusion of FY 2012 the PLRAC will provide publicity and public awareness services for a minimum of 10 Arts and Cultural Heritage grant recipients. At the conclusion of FY 2013 the PLRAC will provide publicity and public awareness services to minimum of 15 grant recipients. This will result in an increased awareness of the arts in the PLRAC region. This will be measured by staff tracking of publicity releases.

**Objective B:** By the end of FY 2012 the PLRAC will hold 1 networking meeting with 75% attendees responding that they were impacted favorably. By the end of FY 2013 will hold 1 networking meeting with 75% attendees responding that they were impacted favorably. This will be measured by an exit survey.

**Objective C:** By the end of FY 2012 the PLRAC will hold 1 educational workshop with 75% attendees responding that they were impacted favorably. By the end of FY 2013 the PLRAC will hold 1 educational workshop with 75% attendees responding that they were impacted favorably. This will be measured by an exit survey.

**Objective D:** By the end of FY 2012 there will be a minimum of 7 grant writing workshops held with constituents interested in the Arts and Cultural Heritage Fund. By the end of FY 2013 there will be a minimum of 7 grant writing workshops held with constituents interested in the Arts and Cultural Heritage Fund; and 75% of constituents will indicate that these meetings were beneficial. This will be measured by a constituent survey.

**V. Goal: Achieve Accountability of Arts and Culture Fund** by acting as responsible stewards of public funds.

**Objective A:** In FY 2013, 75% of constituents will signify a satisfaction level of Acceptable to Excellent when asked if the PLRAC has acted as responsible stewards of the public funds they administer. This will be measured by a constituent survey.

### **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. Only one grant per organization, per year will be allowed in FY 2012-13 due to reduced state funding. 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% (one-to-one) cash match required of the applicant. **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 ACH 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.
17. The project may be excluded from PLRAC funding if other Arts and Cultural Heritage funds are available to the application through the Regional Library System, Statewide County Fair board, etc.

## **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 Arts and Cultural Heritage 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 GRANTS**

### **Small Arts Project Grant Review Criteria**

1. Artistic quality and merit of the project. (0-10 points)
2. Ability of the organization to carry out the proposed project. (0-10 points)
3. Artistic need for the project by the organization and/or community. (0-10 points)

### **Arts-In-Education Grant Review Criteria**

1. **Artistic Quality and Merit of the project**, demonstrated by the artistic quality of the artist to perform the activity (schools must submit the required support materials as outlined below); the merit of the activity and stated goals; the involvement of parents and community in the activity; and effective use of artist - teacher contact time.
2. **Ability of the school to accomplish the project**, demonstrated by budget feasibility / fiscal responsibility; how the activity will be publicized, documented, and evaluated; and feasibility of the plan and schedule.
3. **Artistic Need for the Project**  
Enhancement to the current arts curriculum and availability of arts experiences in the area.

### **Arts and Cultural Heritage Grant Review Criteria**

1. **Artistic Quality and Merit of the project** (0 - 10 points)  
Question A. Summary of proposed use of new grant funds.  
Is the organization's mission & proposal meritorious?; Does the proposal have artistic impact relative to the community and public life?; Are the planning processes, marketing and publicity appropriate?; Is the management of their organization strong?; Do the staff and volunteers have good qualifications?; Is the proposal reaching other counties or communities?; Are the expenses and income on the budget page appropriate for the project?; Does the group appear to have sufficient initiative and ability?
2. **Ability of the organization to carry out the proposed project** (0 - 10 points)  
Question B. Arts & Cultural Heritage Investment Summary.

Does this proposal provide a high quality arts experience?; Does this proposal instill the Arts into the community and public life?; Does the proposal help to represent diverse ethnic and cultural arts traditions?; Does the proposal help to develop knowledge, skills and understanding of the arts?; Does this proposal help to overcome barriers so Minnesotans can access high quality arts experiences?

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

Questions C & D. Goal Statements and How They Correspond to Activities; and Outcome Evaluation.

Are the goals reasonable and clearly described?; Are the results reasonable and clearly described?; Are the community benefits reasonable and clearly described?; Does it contribute to the artistic development of the respective art form and/or audience?; Is there community involvement and support for the project?; Was the information regarding the target population clearly noted?; What evaluation methods will they use such as creating a survey, distributing and tabulating results, increased audience and/or participation numbers, etc.? Do they seem reasonable and specific? If Evaluation information is lacking in this area, the application may have to be tabled; so we can obtain more specific information and/or provide technical assistance to this applicant.

## **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 will be publicized in news releases to the general public and posted on the PLRAC website. Prospective applicants will be notified of upcoming grant deadlines through the media, emails from our office and our monthly newsletter.
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 Arts and Cultural Heritage Grant applicants are invited to attend the review session to answer questions, which may arise during the discussion. Other grant applicants may attend our public meetings, but they are not required to do so.
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 grant 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 an Arts and Cultural Heritage 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. McKnight Artist Grantees also receive 80% and 20% payments. The Small Arts Project and AIE grantees receive the full payment up front.
3. Our organization, as a grantee of state funds, agrees to send a Thank You letter to our state senator and representative. We will attach a copy to the Final Report.
4. Our organization, as a Small Arts Project or AIE 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.”*  
**Arts and Cultural Heritage grantees must use the legacy Logo and this credit line:**  
*“This activity is made possible by a grant provided by the Prairie Lakes Regional Arts Council, from the Minnesota Arts and Cultural Heritage Fund as appropriated by the Minnesota State Legislature with money from the vote of the people of Minnesota on November 4, 2008.”* A shortened version of this credit line is not acceptable.
5. Our organization, as a grantee, agrees to complete the Evaluation and Survey Methods for Arts and Cultural Heritage Funds. We will attach a copy to the Final Report.
6. 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.
7. 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.*)
8. 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.
9. 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.

10. 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.
11. 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. Our organization understands that future grants will be contingent upon complete compliance with the terms of this grant contract.
12. 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.
13. PLRAC retains secondary ownership of any or all property purchased with Arts and Cultural Heritage funds. Should the applicant organization dissolve, all property purchased with Arts and Cultural Heritage funds will go to the non-profit fiscal agent (where applicable) or PLRAC. PLRAC will transfer the property to another non-profit arts organization.

## **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.

## **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 for arts organizations and community groups and also our ability to serve artists. Therefore, more than ever it is essential to have this partnership with the McKnight Foundation which funds artist grants, services for artists and technical assistance. McKnight funding is a valuable resource and very much appreciated by our artists.

### **GRANT CATEGORIES**

#### **1. McKnight/PLRAC Emerging Artist Project Grant**

The purpose of this emerging artist grant program is to provide financial support to developing artists committed to advancing their work and career, or to take advantage of an upcoming opportunity to perform or exhibit their work. Grants are available to emerging artists, in their formative stages of career development. Project grants are available in all art disciplines for specific projects that contribute directly to the artist's growth and development as a professional. Funds may be used for supplies, matting and framing, production of audio or videotape, workshops, training, research, mentorship, equipment, etc. The grant is for \$1,000, with a total of \$9,000 available. The annual deadline is February 1st and the Letter of Intent is due on January 15th.

#### **2. McKnight/PLRAC Fellowship Grant**

The purpose of this fellowship is to provide professional mid-career artists with financial support that

enables them to further their work and their contribution to their communities. It is intended to recognize, reward, and encourage outstanding individual artists in the region. Applicants for the Fellowship are expected to demonstrate professional achievement in their disciplines. Professional mid-career artist defined: professional achievement includes, but is not limited to: juried exhibitions, performances, and publications. Eligible artists are beyond the "emerging" or "beginning" stage in their careers. They have proved to be deeply engaged in their art form and may be ready to take a "leap" in their career. They are committed to being artists and to creating a body of work. A Fellowship can support a broad range of study or activities, including exploration of new directions, continuation of work already in progress, or accomplishment of work not financially feasible otherwise. A Fellow may choose to take time for solitary work or reflection, engage in collaborative or community projects, embark on travel or research, or pursue other activity that contributes to their life as an artist. The grant is for \$3,000, with a total of \$30,000 available. The annual deadline is October 1st and the Letter of Intent is due on Sept. 15th.

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

### **Prairie Lakes Regional Juried Art Exhibition (Years 20 & 21)**

The 20th 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 20th annual exhibition in May 2012. The Regional Art Exhibition will be supported with an Arts and Cultural Heritage grant awarded to the Carnegie Art Center, annually as long as they are willing and able to coordinate the exhibit. If they are not, another arts center will be offered the opportunity to host the exhibit. PLRAC will continue to apply to the Prairie Ecology Bus Center, Lakefield to fund the bus stipends to schools, to attend the exhibition.

The Regional Arts Council has successfully held nineteen regional art exhibitions in both Mankato and St. Peter. The 19<sup>th</sup> Exhibition takes place April 28 – June 9, 2011. In 2010 artists submitted 249 pieces of art work and the juror selected 106 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 850 people viewed the exhibition at the Carnegie Art Center, Mankato. In 2012 - 2013, 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 2010-11 due to limited funds.

Bus stipends to local schools to attend the art exhibition are planned again for 2012-2013, depending upon funding available. In the past we have had seven to ten 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 20<sup>th</sup> and 21<sup>st</sup> annual exhibition. Publicity will include: advertising the art exhibit in the PLRAC Newsletter, email notes to our artist database, news releases to all media in the nine county area, connecting with local art centers/galleries to promote the exhibit as well as the colleges in the region, and television promotion through "Regional Spotlight" on KEYC, North Mankato. This attention to a variety of publicity methods has taken additional staff time, but it has proved to be very successful for past art exhibitions. Entry Forms will be available electronically on our website and we will mail the entry form to anyone who requests one.

## **ARTS COUNCIL STRUCTURE AND MEMBERS**

The Prairie Lakes Regional Arts Council 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; and amended on Oct. 17, 1996, May 16, 2002, and May 27, 2010.

The Prairie Lakes Regional Arts Council (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). There are thirteen board members and each serve a three-year staggered term; July 1 through June 30; 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** – Lill Robinson, Blue Earth. Lill is president of the Blue Earth Town and Country Players, and is a retired Middle School Language Arts teacher from the Blue Earth Area Public School. She is involved in the Masterpiece Art Program and the Retired Senior Volunteer Players. Lill was co-founder of the CAPP Committee of Blue Earth Schools. Term began 9/1/09.

**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. Elizabeth serves as secretary.

**Martin County** – Bonnie Taplin, Fairmont. Bonnie is chairman of Interlaken Heritage Days Festival of the Lakes, Fairmont and is a member of the Red Rock Center for the Arts, Fairmont. She has served as Chairman for the Granada Centennial, Women of Today Junior Miss Program and Family Fest. She has also served on a variety of community and church boards and programs. Term began 8/1/10.

**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 Folkly 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** – Joe McCabe, St. James. Joe has a B.S. in Accounting and is the St. James City Manager. He is the co-chair for the St. James Community Theater and involved with the St. Mary's Church Choir. Joe has been stage manager for over 20 productions, performed in plays, and assisted in high school one act plays. He is a member of various community organizations. Term began 8/1/10.

**City of Fairmont** – Judy Berkeland, Fairmont. Judy has a M.A. in K-12 Music Education with an emphasis in Curriculum and Development. Judy is the Orchestra Director for grades 5-8 at Fairmont Public School. She has taught all grade levels in music and numerous choirs. She has participated in many bands playing mainly brass instruments. She has been the choir director for many churches. Judy has directed the vocals in various musicals and played cello in two Fairmont High School Musical. She was the Community Choir Director in 2009 which presented a concert at Red Rock Center for the Arts, Fairmont. She is a participant in the "Quality Teacher Network" based through the Perpich Center for the Arts which provides a resource for the legislature when making decisions on the MN Standards for the Arts. Term began 8/1/10.

**City of Mankato** – Mary Motter, Mankato. Mary has a B.A. in Elementary Education and M.S. in Curriculum and Instructions. She is a fifth grade teacher at Eagle Lake Elementary School. She was in charge of the school's Artist in Residence program for over seven years and served as president of the Mankato Area Public Schools CAPP Committee. She was a member of Twin Rivers Arts Center, was one of the founders of this organization, and served as their president for nine years. Mary was a member of Prairie Lakes Regional Arts Council from 2000-2006 and served as president.

**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 21 years, since 1989. The full-time Program Manager Bookkeeper, Cindy Lewer has worked with the organization for 15 years. The part-time Administrative Assistant position will be significantly reduced and/or eliminated based on the state budget cut. 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 27, 2010. Staff performance reviews occur annually.

### **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 other foundations, as needed; 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.

**PROGRAM MANAGER** (Part-time position 25 hours)

The Program Manager position provides content-specific expertise and assists with the management of the new Arts and Cultural Heritage grants, and other grant programs. This is a year around, part-time position, based on 25 hours a week.

1. Provides technical assistance and general information about grant programs to local artists, arts organizations, community groups, schools, and others as requested. Provides verbal assistance to arts constituents to complete the application form. Conveys a positive image of the PLRAC to the public and to Prairie Lakes' constituents.
2. Oversees grant applications and selection process by publicizing the availability of grants, answering questions of potential grantees, reviewing and screening grant applications and presenting applications to arts council for review and selection.
3. 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 propose possible revisions when necessary.
4. With the assistance of PLRAC office staff, administer the grants process, including determining the eligibility of grants, preparing grants for review, notifying grant applicants of the status of their grants, keeping accurate records of all grant applications received and awarded, and monitoring final reports.
5. Oversee office management, i.e. filing, typing correspondence, etc. associated with administering the grant programs.
6. Manage the grant programs budget and payout schedule.
7. Work in association with the Executive Director to review policies, program services, accounting, and other management activities related to the grant programs.
8. Take ownership of the PLRAC web site by developing and executing a plan that will bring it up to date and research how to expand its presence as a useful communication and distribution tool for the Council's activities and services.

9. Attends monthly council meetings.

**BOOKKEEPER** (Part-time position 15 hours)

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

1. 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.
2. Prepares payroll, maintain employee earnings records, vacation, sick leave, etc., and complete required quarterly state and federal reports for salary.
3. Prepares a monthly financial statement, including disbursements, requests for payment, and bank account balances for the monthly council meetings.
4. Prepares information for presentation to the auditor for the annual financial reports.

**ADMINISTRATIVE ASSISTANT** (Part-time position, hours TBD)

Provide staff support to the Prairie Lakes Regional Arts Council (PLRAC) Executive Director and Program Manager under the direction of the PLRAC board. Reports to and is supervised by PLRAC Executive Director. Qualifications: Typing and computer skills (Microsoft Office, Excel, Access, Publisher, etc.) and experience in general office administration. Excellent customer service and communication skills. Ability to deal effectively with the general public, artists and arts organizations.

Willingness to work occasional evening and weekend hours. Desirable candidates should have willingness to learn and work with website design and new social media, i.e. Facebook and Twitter.

Principal Responsibilities and Tasks for Administrative Assistant: This is a part-time position and hours TBD based on funds available. This job description is not intended to be all-inclusive, and the employee will also perform other reasonable-related job duties as assigned by PLRAC Executive Director. The employee is expected to comply with established office, administrative, and personnel policies. Duties include but are not limited to:

1. Assisting with general PLRAC office duties: typing, filing, copying, sorting, labeling, and mailing of information. This includes the development of mailing lists, forms, applications and newsletter. Computer skills to assist with the development of forms, applications, and the quarterly newsletter.
2. Providing general information about grant programs to local artists, arts organizations, community groups, schools, and others as requested. Conveys a positive image of the Arts Council to the public and to Prairie Lakes' constituents.
3. Updating and maintaining the various computer databases in the office.
4. Directing Arts Council phone calls and visitors in the absence of the Executive Director.
5. Assisting with the preparing of the newsletter and coordinating bulk mailings of the Arts Council.
6. Attending evening monthly Arts Council meetings and recording minutes; and attending occasional weekend meetings.
7. Making business calls related to the Arts Council.
8. Assisting with the maintenance of the grant files, contracts, payment of grants and other clerical duties as assigned by the Executive Director and Program Manager within the hours available.

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

As revised by action of the Board of Directors on May 27, 2010.

**ARTICLE I: NAME, MISSION**

**Section 1.01. Name of Corporation.** The name of this corporation shall be the Prairie Lakes Regional Arts Council, Inc. The Mission of Prairie Lakes Regional Arts Council is to encourage and promote arts creation, appreciation, and education through grant programs and services to enhance the quality of life for Minnesota residents in Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca and Watonwan County.

**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 July 1 and end on June 30.
  - (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 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. A member may request a leave from the Council for no more than three (3) months without forfeiting their position. The length of a member's term is fixed at three (3) years and will not be extended or reduced if a board member takes a leave of absence. A member may temporarily reside outside of the county for which they were elected to represent without forfeiting their position if they attend Council meetings and resume full-time residency within a three (3) month period. The Executive Committee will review such requests on an individual basis but does not encourage the above options.

**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. In the event a member of the Council is absent for three (3) consecutive meetings, without good cause (as determined by the Council) shall be sufficient reason for the Council to remove that director; and find that a vacancy exists in the term and membership held by the member involved. The member will be contacted prior to filling the vacancy. The vacancy will be acted upon by the Board of Directors and filled in the manner specified in Section 4.05 hereof.

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

**Section 4.14. Committees.** Committees shall be established as determined to be necessary by the Board of Directors.

**Section 4.15. Advisory Panel.** There may be an Advisory Panel to the Board, created as needed, for the purpose of reviewing and recommending for funding arts grant applications. This may include the Artist Fellowship applications, and other programs as needed. Panel members will be selected for their expertise in the various arts disciplines and must reside in the 9-county area.

## **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 27, 2010. Previous bylaws were adopted Nov. 10, 1993 and amended on Oct. 17, 1996 and May 16, 2002.

**Biennial Plan For Fiscal Year 2012 - 2013**

Submitted to the MN State Arts Board on May 13, 2011 - **Updated on September 16, 2011**

Page 4. **Planning Process**

There was a state shut down on 7/1/11 and special session of the legislature. The budget was resolved on 7/20/11 and the anticipated state cuts to the arts were much less! Therefore, the state general funds were cut about 5% and we will receive \$122,641 in both FY 2012-2013. The Arts and Cultural Heritage Funding is \$368,994 in FY 2012 and \$388,815 in FY 2013 (this is a slight increase). This is very good news. Our arts programs and budget will therefore be very similar to FY 2011.

We will maintain the current grant programs and reduce slightly the grant maximums per program, with ACH Grants at \$7,000 and \$3,500 for schools. On page 15-16 of the plan, the amounts were previously stated as \$4,500 and \$2,500. The Small Arts Project and Arts-In-Education Grant maximums will be \$1,200. Other changes from the previous plan are listed below. The Revised Budgets will be submitted separately as an Excel Document.

Page 20. **Outcome Evaluation: Arts and Cultural Heritage Fund.** I. Goal: Increase Access to the Arts by supporting Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state. **\*New: Goal is to fund a minimum of 40 grants**

II. Goal: Increase Art Education by supporting lifelong learning and appreciation of the arts, including but not exclusive to K-12 activities. **\*New: Goal is to fund a minimum of 6 school grants and 40 Youth Scholarships.**

III. Goal: Increase Arts and Cultural Heritage activities by supporting events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state. **\*New: Goal is to fund a minimum of 5 grants to organizations for festivals and cultural activities.**

Page 21. **UPDATE:** Objective B: By the end of FY 2012 and FY 2013 the PLRAC will hold “2 Evaluation Training Meetings” with 75% attendees responding that the information was “Very Useful or Useful”.

**DELETE:** Objective C: By the end of FY 2012 the PLRAC will hold 1 educational workshop with 75% attendees responding that they were impacted favorably. By the end of FY 2013 the PLRAC will hold 1 educational workshop with 75% attendees responding that they were impacted favorably. This will be measured by an exit survey.

Page 21. IV. Goal: Provide Services and Support to organizations that provide arts activities in our region.

**DELETE:** Objective A: At the conclusion of FY 2012 the PLRAC will provide publicity and public awareness services for a minimum of 10 Arts and Cultural Heritage grant recipients. At the conclusion of FY 2013 the PLRAC will provide publicity and public awareness services to minimum of 15 grant recipients. This will result in an increased awareness of the arts in the PLRAC region. This will be measured by staff tracking of publicity releases.

**\*New: Goal IV., Objective A.**

At the conclusion of FY 2012 and FY 2013 the PLRAC will provide publicity and public awareness services for a 100% of the Arts and Cultural Heritage grant recipients by sending News Releases announcing the organization grantee projects and youth scholarships recipients. This will be done three times per year to all media in the 9-county area, which includes 38 newspapers, 12 radio stations and 1 TV station. This will be measured by staff tracking of publicity releases.