

BIENNIAL REGIONAL ARTS COUNCIL BLOCK GRANT PLAN
for Regions 6E, 6W and 8

Fiscal Years 2008 and 2009

07 - 0440

Southwest Minnesota Arts & Humanities Council
1210 East College Drive, Suite 600, Marshall, MN 56258
(507) 537-1471, (800) 622-5284, smahc@starpoint.net
www.smahc.org

May 14, 2007

Luanne Fondell, President
Kurt Schulz, President-Elect
Ruth Ascher, Treasurer
Greta Murray, Executive Director
Charles Carrera, Administrative Assistant
Cat Abbott, part-time Clerical Assistant

Table of Contents:

Mission Statement.....Page 1

Planning ProcessPage 1

Organization StructurePage 1

Public HearingPage 2

Strategic Overview.....Page 2-3

Grantmaking and Monitoring Process.....Page 4

Work PlanPages 5-16

 Goals and Objectives..... Pages 5-7

 Program Information.....Pages 8-10

 Total Agency Budget.....Page 11

 Proposed Work Plan for McKnight Funds....Pages 12-16

Demographics.....Pages 17-18

Needs Assessment.....Page 19

Board & Staff Affiliations.Page 20-21

Attachments:

- By-laws
- Board of Directors Information (responsibilities, application, interview questions)
- Grant Review Panel Information (lists of panel members, synopsis, application form, interview questions, panelist agreement form)
- Staff Job Descriptions
- Public Hearing Press Release
- Comments from Grantees
- SMAHC Programs (list with deadlines, appeal procedure, conflict of interest policy and procedure, Grant Guidelines, Contracts and Final Report Forms)

MISSION STATEMENT

The mission of the Southwest Minnesota Arts and Humanities Council is to encourage the growth and development of the arts and humanities in southwestern Minnesota by serving as a source of funds and technical services which enable local organizations, educational institutions and individuals to sponsor and/or create and promote the arts and humanities in their communities.

ORGANIZATIONAL STRUCTURE

The Southwest Minnesota Arts & Humanities Council was incorporated as a 501(c)(3) non-profit organization in 1974. The organization is governed by an eighteen member board of directors (one representative for each of the 18 counties served) elected from the membership. Up to 3 at-large board positions may be added. Board members are elected for a three-year term. They may be re-elected for one additional three-year term. Terms expire on a rotating basis (6-7 positions per year). Press releases are sent to area media and the SMAHC membership announcing the counties for which nominations are sought. Nominations are reviewed and nominees are interviewed by the Nominating Committee of the Board. A slate is presented by the Nominating Committee to the SMAHC Membership for voting at the SMAHC Annual Meeting. Vacancies during the year are filled by the board.

The board is advised by grant review panels made up of knowledgeable volunteer experts from the region. Press releases are mailed to area media announcing that qualified nominees are being sought. Applicants to the panels are interviewed by the Nominating Committee and their recommendations are presented to the SMAHC Board for consideration. Panelists are appointed to serve a one-year term. The Nominating Committee seeks to find qualified board and panel members who are experienced artists, arts advocates and representatives of the arts community in the region. The Nominating Committee seeks qualified panels that include all disciplines and represent the geographical area of the region. The Nominating Committee reviews applications and conducts interviews of nominees before making recommendations to the SMAHC board of directors. (Lists, board description, panel synopsis and application form are attached.) The current staff consists of a full time executive director, administrative assistant, and 1 part-time clerical assistant. (Job descriptions are attached.)

PLANNING PROCESS

Over the past two years the SMAHC Board of Directors held discussions at several board meetings and held two board retreats (Saturday, February 25, 2006 and Sunday, March 4, 2007) to review all SMAHC programs and to recommend programs and policies for the next two years. Program recommendations were solicited at all grant review panel meetings and their recommendations were forwarded to the SMAHC Long Range Planning Committee and SMAHC Board of Directors. The SMAHC Long Range Planning Committee met during the 2006-07 biennium to complete work on the Biennial Plan prior to board review. Members of the 2006 and 2007 Long Range Planning Committees included Ramona Larson, Luanne Fondell, Ruth Ascher, Kurt Schulz, Chuck Brown, Margaret Hurlbut Vosburgh, Louise Mack, Tom Wirt and Brent Olson.

In fiscal year 2007, with funding from the McKnight Foundation, we contracted with Andrea Fox Jensen of Litchfield, to facilitate our Strategic Planning Process. She met with the Long Range Planning Committee and the full board at meetings in November 2006, facilitated a March 4 board strategic planning session and a follow-up session on March 26. Fox Jensen met with the SMAHC Long Range Planning Committee in November 2006 to refine our planning approach. A survey was published in our January/February 2007 newsletter and placed on our website with an announcement sent via email to our constituents. We received a total of 198 completed surveys. We also conducted a survey of our board members. The results were compiled and distributed to the board. Fox Jensen also met with the board chair and executive director throughout the planning process. Communication via email with the Long Range

Planning Committee and full SMAHC board allowed for additional input. The SMAHC Board met on April 23, 2007 to discuss, revise and approve the preliminary Biennial Plan for fiscal years 2008 and 2009 pending additional input from a public hearing scheduled for May 11, 2007. A press release was sent to all media in the 18 county region announcing that a public hearing on the SMAHC Biennial Plan would be held at 4:00 p.m. on May 11 in Marshall, Minnesota. An announcement was also posted on our website.

Board planning included input from discussions held at six SMAHC grant review panel meetings, staff recommendations, input from grantee final reports, meetings with arts organizations throughout the region, informal conversations with constituents and historical reviews of SMAHC programs and income history. The SMAHC Grant Program Review committee provided additional input and recommendations. The SMAHC Board reviewed recommendations from these sources and approved a plan designed to meet the needs of the region. For additional background information please refer to SMAHC region Demographics (page 18-19) and Needs Assessment (page 20.)

STRATEGIC OVERVIEW

As we worked on our strategic planning three issues kept surfacing in all discussions: Impact, Access, Capacity. Our 2008 and 2009 goals and objectives were developed to address those issues.

IMPACT

With increasing requests for limited funds it is important to us that our grants assist projects that will have a high impact in our communities. Our needs assessment reflects a decline in arts opportunities for youth. We have revised our criteria for Art Project Grants to encourage projects that incorporate a youth component. In many elementary schools the classroom teacher is charged with providing art education. If funding is available we intend to add a grant program for art study opportunities for educators to provide them with tools necessary to teach arts in their classrooms.

We have struggled with the fact that our name and our mission include the humanities, but the majority of our funding is earmarked for arts activities. Historically we have funded humanities projects only if they incorporated the arts. In order to increase the impact of SMAHC funded projects we have revised our grant criteria for art projects to encourage and reward projects that incorporate the humanities to provide context for arts activities and stimulate community engagement.

We will actively seek more applications from currently underserved populations. We have funded projects in Walnut Grove, Worthington and Willmar that actively engage new immigrant populations. Although we award grants in all eighteen counties of the region we will work to increase the number of quality applications from less active counties, particularly those counties on the outer edges of our region.

We will continue efforts to offer technical assistance and encourage networking and resource sharing among artists, arts organizations and schools through workshops, conferences and one on one assistance from the SMAHC staff.

ACCESS

Our needs assessment revealed that there are still many people in our 18 county region who are not familiar with our organization or our programs. We intend to focus efforts on increasing our visibility to enable increased access to our resources. We will work on improving access to our programs and services through streamlined grant guidelines and easier access to information via our website and electronic mail. The SMAHC Executive Director will increase travel throughout the region to present information in person. We will also work with local arts organizations to increase access to their programs.

CAPACITY

Faced with limited resources the SMAHC board and staff are seeking creative ways to be more efficient and effective in our delivery of services. We were forced to cut staff hours in 2004 when our State allocation was reduced but the work load has not decreased. The board will take a more active role in fund raising activities in order to decrease the strain off staff as well as to increase our financial resources.

We are seeking ways to lessen our dependence on State funding. According to the 2006 census estimates, our region has 5508 fewer residents than in 2000. A shift in population can have a major impact on our State allocation, but the cost of serving our constituents has not declined. We cannot control the population shift so we must look at alternate funding sources to make up the difference.

SMAHC is unique among the regional arts councils as the only membership based organization. The founders of SMAHC believed that membership should be a crucial element of our structure. It provides not only a source of revenue but is also a way of engaging our constituents. Today we continue to successfully solicit funds from cities, counties, schools, individuals, businesses and organizations. In Fiscal Year 2007 SMAHC received allocations totaling \$15,850 from all of our 18 counties. In FY06 21 cities, 17 schools and 292 individuals, businesses and organizations contributed to SMAHC. The income generated from memberships been declining, particularly from cities and schools who have faced cuts in their own budgets. Projected income from memberships, city and county governments for 2007 is \$34,000. We believe a concerted effort focusing on individuals and businesses has the potential to strengthen our membership base. The SMAHC board plans to put a strong effort into increasing our membership revenue over the next two years. We intend to build lists and contacts to position ourselves for fund development in the next planning cycle. The SMAHC Finance Committee will focus on increasing board involvement and providing additional training to board members to help us reach our goal of increased membership revenue. It is important to note that local arts organizations have not expressed concerns that SMAHC is infringing on their membership base and in fact many of our local arts organizations contribute generously to SMAHC.

Plans are in progress for our fourth annual art celebration and fundraising event. We netted over \$5,000 at each of the past two events. The major fundraising activity at the event is a silent auction. Last year we solicited business sponsorships to cover some of the expenses of putting on our event. These celebrations help us to increase our own visibility, offer an opportunity to showcase artists and arts activities in our region and provide a great chance to celebrate the arts! Faced with limited staff resources to work on an event of this magnitude, a committee of the SMAHC board has committed to planning and organizing this event with limited staff involvement.

Other capacity issues of concern to SMAHC include succession planning for both staff and board members. In order to allow staff to focus on delivery of services, we must tap the full potential of board members to enable them to take a more active role in the work of our organization. We will be developing tools to assist both the board and staff in their work, including detailed task oriented job descriptions and calendars. Ongoing board education will take place at board meetings.

The SMAHC board plans to continue to work on strategic planning through the next biennium. We feel we have only been able to scratch the surface in our efforts to really plan strategically for our future. Time will be spent at board meetings as well as at least one all day session to be held during each fiscal year 2008 and 2009.

GRANT MAKING AND MONITORING PROCESS

SMAHC staff reviews all applications for eligibility. Eligible Art Project, Local Arts Development, Arts in Education & Communities, Individual Artist Study Opportunity, Development & Career grant applications and Nominations for the Prairie Star & Prairie Disciple Awards are forwarded to the appropriate SMAHC grant review panel. Panelists review the applications, apply the criteria, score each application based on the criteria and recommend funding levels. In addition, two SMAHC board members volunteer to read copies of all eligible applications and often participate in the grant review panel meeting. All board members receive copies of the Prairie Star and Prairie Disciple Nominations. The panel recommendations are forwarded to the SMAHC Board for final action. Eligible Challenge Grant applications are forwarded to the SMAHC board for review and action. The SMAHC Executive Director reviews applications for Cultural Bank Insurance and Arts Organization Networking Grants and is responsible for funding decisions for those two small programs. All grantees are required to submit a final report form within 60 days of their project end date (30 days for Arts Organization Networking Grants). All grantees except the Arts Organization Networking Grantees are required to sign a contract outlining their responsibilities. On receipt of the signed contract and within 30 days of the project start date checks for 80% of the grant award are issued. On receipt and approval of the final report form, the final 20% of the grant award is paid. Challenge Grantees and Arts Organization Networking Grantees do not receive payment until their final report is approved. Cultural Bank Insurance is paid only if needed, on receipt of the final report. Volunteer grant review panelists, board members and staff members attend SMAHC funded events for evaluation purposes and submit a written evaluation. (See attached: conflict of interest policy and procedure, grant appeal process, program listing, grant guidelines, contracts, final report forms.)

**SMAHC WORKPLAN
FY2008-2009**

SMAHC 2008—2009 STRATEGIC BIENNIAL PLAN

GOALS, OBJECTIVES AND ACTIVITIES

GOAL I: CONTINUE TO BROADEN AND DEEPEN SMAHC'S IMPACT ON THE DEVELOPMENT OF THE ARTS AND HUMANITIES IN SOUTHWEST MINNESOTA

1. Invest approximately \$310,000* over two years in arts activities in the region through existing SMAHC grant areas:

- Grants for individual artist development
- Grants for local arts organization development
- Grants to organizations for arts projects
- Grants for arts in education and communities

2. Increase the percentage of total projects funded that enhance the impact of SMAHC grants in at least one of four critical areas

- Actively seek more qualified *applications from currently underserved populations*
- Revise grant criteria to encourage and reward *projects that incorporate the humanities* to provide context for arts activities and stimulate community engagement
- Revise grant criteria to encourage and reward *projects that incorporate a youth component*
- Revise grant criteria to encourage and reward *projects that involve collaboration between arts organizations*

3. Allocate approximately 30% of SMAHC staff time to collectively and individually developing artists' and arts providers' capacity to succeed

- Enable constituents to learn from each other and specific subject matter experts through one high-quality conference per year (focusing on arts organizations in 2008 and individual artists in 2009)
- Make marketing tools for artists and arts organizations available on the SMAHC website (starting with links to key local, regional and state web-based calendars)
- Allocate 35% of Executive Director's time to provide technical assistance to artists, schools and arts organizations, including advocacy, information and referral, organization development, marketing, public relations, and career development.

* Based on 2006-2007 levels. This level is dependent on available funding.

GOAL II: INCREASE AWARENESS OF AND ACCESS TO SMAHC AS AN ORGANIZATION, AND AS A LINK TO REGIONAL ARTS CREATORS AND PROVIDERS

1. Update SMAHC's communication toolkit to present a more compelling identity and generate more recognition for the organization and its work

- Improve SMAHC's profile with new logo and graphics reflecting a greater arts orientation and incorporated into letterhead, website, brochure, and other advertising and promotion materials
- Create PowerPoint presentation on SMAHC history, programs and services, and impact on southwest Minnesota for use with civic organizations, local government, schools and other groups of constituents
- Create high impact poster to be displayed by grantees at SMAHC-funded events

2. Increase efforts to actively and effectively connect with constituents

- Increase use of email to disseminate information regarding grant deadlines, events, workshops and other opportunities
- With leadership from individual Board members, initiate an informational gathering in a different county every other month to expand local awareness of SMAHC programs and services
- Re-evaluate newsletter frequency and content

3. Enable constituents to actively and effectively connect with SMAHC

- Streamline grant guidelines and procedures (starting with grant applications for organizations and schools)
- Update website design and content (e.g., add FAQ's)
- Annual survey via website to encourage additional input from constituents

4. Promote and celebrate arts creators, providers and appreciators in southwest Minnesota

- Advertise regional arts activities through website, newsletter and email
- Advocate for the arts at selected venues within and beyond the region
- With leadership in planning and execution from a Board committee, host at least one arts celebration during the biennium
- Prairie Star and Prairie Disciple awards to show the public the high esteem we hold for outstanding artists and advocates in our region, to serve as an inspiration to others, and to honor those outstanding individuals.

GOAL III: FURTHER DEVELOP SMAHC'S CAPACITY TO DELIVER HIGH QUALITY PROGRAMS AND SERVICES

- 1. Strengthen the organization's foundation of funding, constituent relationships and institutionalized expertise**
 - Increase staff and Board capacity to grow funds from regional sources
 - Increase paid membership by at least 20% each year
 - Facilitate retention of institutional knowledge of Board and staff by creating an updated policy manual to be incorporated into board and staff handbooks
 - Conduct an annual Board and Staff retreat and devote two board meetings/year to facilitate organizational evaluation and adjust strategic plan as needed
- 2. Position current staff to achieve strategically critical activities**
 - Combine grant deadlines when possible and consider feasibility of re-aligning grant programs for more efficient use of staff and volunteer resources
 - Change the number of newsletter issues from bi-monthly to quarterly
 - Ensure that annual celebration is designed and implemented by Board members and volunteers with minimal staff involvement.
 - Engage graphic artist or firm to develop new look that communicates the arts and integrate into communications toolkit, including developing new poster
 - Develop detailed calendar of staff tasks
 - Update job descriptions for staff members
- 3. Enable Board of Directors to effectively engage in internal and external Board work**
 - Create annual calendar of SMAHC activities and Board tasks
 - Develop "job description" for Board members
 - Incorporate ongoing education related to key Board functions into monthly Board meetings

SMAHC WORKPLAN PROGRAM INFORMATION

Art Project Grants: Project grants of up to \$4,500 are available to organizations to produce or present high quality arts programs. There are two grants rounds per year. These grants are reviewed by a panel of volunteers who make recommendations to the SMAHC Board of Directors.

This grant program addresses Goals I and Needs 3, 6, & 7.

Linkage Grants: Grants of up to \$4,500 are available for projects that link local arts organizations and schools for collaborative programs that benefit both the local arts organization, the school and the community in a significant way. Three grant rounds per year. Reviewed by a panel of volunteers who make recommendations to the SMAHC Board of Directors.

This grant program addresses Goals I and Needs 3,6 & 7.

Local Arts Development Grants: Grants of up to \$4,000 to local arts organizations to strengthen their ability to provide quality arts activities and encourage organizational growth and stability. Two grant rounds per year. Reviewed by a panel of volunteers who make recommendations to the SMAHC Board of Directors.

This grant program addresses Goal I and Needs 3,6 & 7.

Art Organization Networking Grants: Provides mileage reimbursement for members of local arts organizations to meet with members of other arts organizations, as well as reimbursement for workshop fees, up to \$500. Simple one page request form. Final report will describe benefits of meeting. Ongoing deadlines. Applications reviewed and approved by SMAHC Executive Director.

This grant program addresses Goals I and Needs 4, 5, 6, 7 & 9.

Challenge Grants: Matches up to \$500 of new or increased memberships or pre-sold ticket sales. Three rounds per year, reviewed by the SMAHC Board of Directors.

This grant program addresses Goals I and Needs 1, 3, 5 & 6.

Local Arts Organization Initiative Grants: Grants of \$750 each will be awarded to up to two new arts organizations who have not previously received SMAHC funding. These organizations will be identified by and involve direct assistance from SMAHC staff and board members. Grants will not require a local match but will provide resources for small projects that will give new organizations some visibility in their communities. Applications reviewed and approved by SMAHC Executive Director.

This grant program addresses Goals I and Needs 3 6 & 7.

Cultural Bank Insurance Program: Member organizations may apply for this program to guarantee against losses, up to \$400/event or 1/3 of the project cost, whichever is less, for projects which are expected to break even or make money. Funds for this program come from organization membership fees (\$50/organization). Applications must be filed 28 days prior to a scheduled event and are reviewed and approved by the Executive Director. Final report form must be filed 60 days following the event.

This grant program addresses Goals I and Needs 3 6 & 7.

Individual Artist Grants: Grants are available to artists for projects which will aid in career development.

Developing Artists may apply for up to \$1,000; **Career Artists** may apply for up to \$2,000. Grant requests are reviewed by a panel of artists who make recommendations to the Board of Directors. There is one deadline per year. **Art Study Opportunity Grants** of up to \$500 are available to fund artist-training needs at all stages of development, from students to professional career. There are two rounds per year. Study Opportunity grants are reviewed by the Arts in Education & Communities Grant Review Panel who make recommendations to the SMAHC Board of Directors.

This grant program addresses Goal I and Needs.3 & 7.

Prairie Disciple Award: One award is made each year to recognize an individual whose activities have best aided in the development of the arts in the SMAHC region. Nominations are reviewed by the SMAHC Individual Artist Grant

Review Panel who makes recommendations to the Board of Directors. Recipients receive a plaque recognizing their achievements, a gift certificate in the amount of \$500 which can be used to purchase art from an artist in the SMAHC region, and are recognized at the SMAHC Annual Celebration and through regional media.

This grant program addresses Goals I and Need 1 & 8.

Prairie Star Award: One award is made each year to recognize an individual whose work and activities have best exemplified the highest quality of work in the SMAHC region. Nominations are reviewed by the SMAHC Individual Artist Grant Review Panel who make recommendations to the Board of Directors. Recipients receive \$1,000 award and are recognized at the SMAHC Annual Celebration and through regional media.

This grant program addresses Goals I and Needs 1 & 8.

Arts in Education and Communities: Grants are available to arts organizations and schools for educational projects that involve students, educators and the community in a significant way. Two rounds per year. These grants are reviewed by a panel of volunteers who make recommendations to the full SMAHC Board. Two categories under this program are Field Trips and Artists in Residence. **Field Trips:** Grants of up to \$600 available for field trips to high quality professional arts activities not available locally. Must include educator-training component prior to trip and involve the community in a significant aspect of the project.. **Artists in Residence:** Grants of up to \$2,500. All projects must include a minimum of 4 hours artist contact time with a core group of students and must involve the community in a significant aspect of the project. Applications from schools must include an educator-training component. Prepackaged theatre residencies are limited to \$750 grant.

This grant program addresses Goal I and Needs 1 & 3.

Art Study Opportunity for Educators: Grants of up to \$500 are available to fund art study opportunities for educators. There is one round per year. Study Opportunity grants are reviewed by the SMAHC Board of Directors.

This grant program addresses Goal I and Needs 3, 8 & 11

“Voices” Newsletter: SMAHC’s newsletter includes information on grant programs, grants awarded, arts activities in the region, a calendar of events, a listing of opportunities for artists and arts organizations and articles of general interest on arts events and activities. Published 4 - 6 times per year.

This service addresses Goals I, II, & III and Needs 1, 2, 4, 5 & 8.

Resource Library: SMAHC maintains a limited resource library of books on fundraising, organizational development, planning, marketing, etc.

This service addresses Goals I, II & III and Needs 5 & 6.

Technical Assistance: SMAHC staff is available as a resource for artists and arts organizations. Assistance is provided via mail, e-mail, phone and in person. Staff provides information and referrals to other sources of information on request. SMAHC maintains a toll free telephone line to allow ready access to constituents. Staff is available to meet with local arts organization representatives to address specific concerns and provide assistance as requested throughout the region.

This service addresses Goals I, II, & III and Needs 1, 2, 4, 5, 6, 7 & 8.

SMAHC Website: Currently, SMAHC has a web site that includes a list of SMAHC programs and deadlines, a regional arts calendar, articles of interest, links to other arts organizations and resources, list of SMAHC Board members, news items and features work by regional artists. We are continually working to improve the web site. Our grant guidelines are available on the website. Guidelines and application forms can be e-mailed on request.

This service addresses Goals I, II, & III and Needs 1, 5, 6, 7, 8 & 9.

McKnight Web Site for Minnesota Artists: SMAHC staff is available to help individual artists participate in the McKnight Web-site for Minnesota Artists – Minnesota Artists Online. SMAHC staff is available to photograph artists’ work or scan photos or slides to be added to the web-site. We also promote the arts calendar to SMAHC region organizations.

This service addresses Goal II and Needs 5, 7 & 9.

SMAHC Annual Meeting and Arts Celebration Fund Raising Event: The SMAHC Annual Meeting is held in conjunction with our annual celebration at a different location in the region each year. The event includes a celebration of the arts and a fund raising event that includes a silent auction. Events are planned which showcase regional artists and arts activities. Costumes are optional. The Prairie Star and Prairie Disciple recipients are honored at our Annual Celebration.

This service addresses Goal I & II and Needs 1, 2, 4, 6 & 8.

Workshops and Conferences: SMAHC conducts workshops and conferences annually to address specific needs of constituents. Plans for this biennium include grant writing workshops, a conferences for arts individual artists and a conference on arts and economic development for community leaders, artists and organizations. Networking meetings may be scheduled for local artists and arts organizations. In addition, we will continue to work with and encourage statewide arts organizations to plan workshops and meetings in our region.

This service addresses Goals I, II, & III and Needs 1, 2, 4, 5, 6, 8, 9.

Southwest Minnesota Arts & Humanities Council FY08-09 Draft Budget Proposals

	FY08 Budget	FY09 Budget
FUND BALANCE July 1:	\$ 217,590	\$ 220,714
Memberships	\$ 23,000	\$ 23,000
County/City Contributions	\$ 18,500	\$ 18,500
Interest Income	\$ 18,700	\$ 18,700
McKnight Grant Income	\$ 69,000	\$ 69,000
State Allocation	\$ 172,516	\$ 172,516
State Allocation to FRACM	\$ 10,000	\$ 10,000
Other Grant Income	\$ 900	\$ 900
**Reimbursed food (fundraising event)	\$ 3,000	\$ 3,000
Miscellaneous	\$ 2,000	\$ 2,000
Fund Raising Event	\$ 5,000	\$ 5,000
Fiscal Agent Fee for Forum	\$ 1,600	\$ 1,600
TOTAL INCOME	\$ 324,216	\$ 324,216
Staff Salaries	\$ 89,411	\$ 94,507
Non-Staff Salaries	\$ 5,100	\$ 5,400
Staff Travel	\$ 4,500	\$ 4,500
Non-Staff Travel	\$ 200	\$ 400
Volunteer Travel	\$ 5,500	\$ 5,500
Employee Benefits	\$ 21,770	\$ 22,422
Telephone	\$ 2,600	\$ 2,600
Postage	\$ 3,000	\$ 3,000
Duplicating & Printing	\$ 4,000	\$ 4,000
Rent	\$ 7,320	\$ 7,320
Supplies	\$ 1,800	\$ 1,800
Purchased Services	\$ 1,800	\$ 1,800
Memberships, Subscriptions	\$ 641	\$ 641
Hiring, Training, Development	\$ 500	\$ 500
*Funding of Local Projects - Grants	\$ 155,250	\$ 155,250
Miscellaneous Expense	\$ 200	\$ 200
Investment Fees Expense	\$ 1,700	\$ 1,700
Advertising	\$ 1,000	\$ 1,000
Insurance Expense	\$ 2,400	\$ 2,400
**Reimbursed Food, etc. (fundraising event)	\$ 2,400	\$ 2,400
Forum Fiscal Agent Account	\$ 10,000	\$ 10,000
TOTAL EXPENSES:	\$ 321,092	\$ 327,340
NET GAIN/(LOSS):	\$ 3,124	\$ (3,124)
ENDING FUND BALANCE:	\$ 220,714	\$ 217,590

Breakdown of expenses by function

General Administration:	\$ 30,702	\$ 35,905
Fund Raising:	\$ 6,731	\$ 7,282
Programs & Services:	\$ 261,334	\$ 284,153
Total Expense:	\$ 321,092	\$ 327,340

*Funding of Local Projects

Art Project Grants:	\$85,350
Arts Organization Networking Grants:	\$2,000
Challenge Grants:	\$2,000
Local Arts Development Grants:	\$8,000
Cultural Bank Insurance:	\$2,400
Arts in Education & Communities Grants:	\$29,000
Art Training/Mentorships for Educators:	\$8,000
Individual Artist Grants, Dev. & Career:	\$15,000
Individual Artist Study Grants:	\$2,000
Prairie Star/Prairie Disciple:	\$1,500
*Total Funding of Local Projects:	\$155,250

SMAHC Work Plan for use of McKnight Funds

I. Capacity Building

Need: In fiscal year 2007 revenue from our State allocation and The McKnight Foundation constituted almost 77% of our total budget. With decreasing population and uncertain funding levels from the State, it is essential for SMAHC to increase our efforts to expand our funding base from other sources in order to provide increased financial stability. Along with this is a need to increase our visibility and present an image that communicates who we are to both potential funders and potential grantees.

Goals:

- Increase SMAHC membership base by 20% each year of the biennium
- Develop a new look that communicates the arts and integrate the image into our communication tools, including letterhead, brochures, website and a poster to be displayed by grantees

Strategies:

1. The potential of matching funds from McKnight will provide us with a tool to invigorate our membership campaign. Board members site the lack of a “hook” to inspire donors and are convinced that more people will contribute if they know their funds will be matched by another source. A well publicized matching membership program would also provide SMAHC the opportunity to demonstrate to our constituents how to effectively conduct and promote a successful campaign. We are asking McKnight to match new and increased contributions to SMAHC up to \$5,000/year.
2. We will contract with a graphic artist or design firm to develop a new look that communicates the arts. \$1,000 has been budgeted to pay for the cost of the designer.

II. Strategic Planning

Need: SMAHC has identified a need to conduct long range strategic planning to continue the work begun in fiscal year 2007 and to develop plans to address needs beyond the current biennium. There is a strong interest from board members to expand our strategic planning efforts.

Goals: To strengthen SMAHC’s institutional expertise through continued evaluation and planning.

Strategy: SMAHC will contract with Andrea Fox Jensen, a professional facilitator, to assist the SMAHC board and staff with strategic planning at one day long board planning session each year. Staff led strategic planning sessions will be conducted at a minimum of two board meetings per year to provide follow-up, facilitate evaluation of the current plan and make adjustments as needed. The SMAHC Long Range Planning Committee will hold additional strategic planning sessions throughout the biennium.

\$2,000/year has been budgeted to pay for the cost of the facilitator.

III. Efforts Aimed at Individual Artist Development

Need: Lack of financial resources is a barrier for many artists. Artists trying to earn a living with their art are tempted to compromise their work to appeal to the market. Many individual artists in our rural region experience a profound sense of isolation. They are frustrated by the lack of recognition and appreciation for artists in rural communities as well as the lack of financial opportunities.

Goal: The goal of this program is to provide resources and recognition for regional artists allowing their work to develop and evolve with less consideration of what is saleable. Our aim is to inspire creativity in its unique and true state.

Strategies:

1. Individual Artist Grants: These grants use a simple application process, including the main elements necessary for any career opportunity: work sample, art resume, and professional contacts. Artists are provided a brief opportunity to meet with a review panel in order to talk about their work and project and answer questions from the panelists. The applicant interview offers artists a rare opportunity to talk about their work with other artists. Several applicants have remarked on the importance of this part of the grant process. The program maintains an emphasis on meeting artist-initiated goals. This program is designed to encourage artists at all stages of their careers.

This program has proved highly effective. Numbers of high quality area artists have credited this program with significant positive impact on their careers, citing specific opportunities, increased financial contracts and sales, as well as crediting it with having initiated artistic growth. The program has also provided SMAHC with a significantly enhanced knowledge and database of area artists, not otherwise possible.

The Individual Artists Grants program is divided into five components:

- **Study Opportunity Grants** of \$500 for study opportunities for artists of all stages of development. This component has two deadlines per year. Arts programming in the schools in our region, particularly in the elementary schools, is very limited. Educators are reporting that many parents are not showing support for youth arts activities. There is an increased need for this program for younger artists. Grants awarded to students are often life changing. Adult artists also benefit from the opportunity to take advantage of workshops and classes in their field.
- **Development Grants** of \$1000 grants are available for project funding for emerging artists who have not received significant regional recognition. This program has one deadline per year.
- **Career Grants** of \$2000 available for artists who have received significant regional recognition. This program has one deadline per year.
- **Prairie Star Award** of \$1000 serves to show the public the high esteem we hold for outstanding artists in our region and serves as an inspiration to other artists. Artists must be nominated for this award. Recipients of this award are held to a high standard. If nominations do not meet the highest standard, no award will be made. One award is given per year.
- **Prairie Disciple Award** for one significant arts advocate who has developed opportunities for area artists. Individuals must be nominated for this award. \$500 gift certificate awarded for purchase of artwork or performance by regional artist. The Prairie Disciple Award honors and encourages those who devote significant portions of their lives to the development of artists and arts activities in our region. This award has increased the good will and local support of these persons, much needed in our reticent communities. One award is given per year.

2. Information & Referral for Artists: For many artists SMAHC serves as a source of information and encouragement as well as a financial resource. Through our contact with other organizations and businesses both within and outside of our region we are able to provide a referral service to connect artists with opportunities. Thanks to previous McKnight support that provided us with a scanner and funds to purchase a digital camera, we are able to continue to facilitate artist participation in the McKnight website for artists, www.mnartists.org. SMAHC staff member Charles Carrera is very computer savvy and has been able to provide computer support to artists.

\$18,500 has been committed to fund individual artist programs.

IV. Efforts Aimed at Growth & Development of Local Arts Organizations

Need: We continue to see new local arts organizations forming and existing arts organizations struggling to meet the needs of their communities. The majority of these organizations are run entirely by volunteers. In

many communities these organizations must compete with other non-profits, schools, hospitals and churches for the limited resources available (both for volunteers and funds). New organizations and existing organizations have a need for financial resources as well as information. In an all volunteer organization, board turn over often means a need for continuous training. Many of the new organizations are struggling with basic issues such as board development, funding and access to information. Established organizations are suffering from burn out and are struggling to develop new leadership and attract and train new board members.

Goals:

- to provide financial resources and technical assistance to arts organizations for organizational development
- to provide support opportunities for networking with other regional arts organizations.
- to provide access to training opportunities for arts organizations

Strategies:

1. Local Arts Development Grants of up to \$4,000 for organizational management projects that will have a long-term impact on an organization's stability or development. Examples of eligible activities include filing fees and costs for obtaining non-profit status, training of staff or board members at workshops, hiring consultants, developing new arts programs and services, purchasing equipment and start up costs for new staff positions. These grants require a 50% cash match from the organization. Recent projects have included upgrading and replacing light and sound equipment at Memorial Auditorium in Worthington and purchase of string and percussion instruments by the Crow River Area Youth Orchestra for use by students who are unable to afford their own.

2. Challenge Grants: This program matches new or increased memberships for local arts organizations. It provides an incentive to the community for increased giving and helps local organizations increase their membership base. A small grant of \$500 can result in income of \$1,000, and the potential that the new members may renew their contribution in future years.

3. Local Arts Organization Networking & Training Grants: This program provides up to \$500 for mileage reimbursement to members of local arts organizations to enable them to meet with the board of other similar arts organizations for the exchange of ideas and networking as well as reimbursement for mileage and workshop fees for training opportunities. A simple application form with a short turn around time provides easy access to this program.

4. Information & referral for local arts organizations: SMAHC maintains a library of resource material on various topics for arts organization development. We serve as a source of information and encouragement as well as a financial resource. Through our contact with other organizations, communities and artists both within and outside of our region we are able to provide a referral service to connect arts organizations with opportunities. SMAHC staff is available to meet with organizations to provide personalized technical assistance. Examples include facilitation of long range planning, mediation with a board chair and executive director, reviewing basics of non-profit responsibilities and requirements, assistance in developing by-laws and mission statements. Plans for FY2008 and FY2009 include the SMAHC executive director, accompanied by a board member, conducting county technical workshops that will include grant writing, program overview, general information & referral on topics of interested identified for that county. In addition SMAHC conducts region wide conferences and workshops for arts organizations (see Conference Component below.)

\$13,000 is committed to programs for local arts organizations.

V. Efforts Aimed at Arts in Education and Communities

Need: School administrators and teachers are not finding the time to fill out grant applications or arrange for artist residencies in their schools. Elementary classroom teachers are asked to provide art instruction with little or no background in the arts. There is a critical need for arts programming for youth in our communities. The lack of younger people participating in or attending arts activities is a major concern. In many cases arts residencies in the schools are the only opportunity young people have to be exposed to the arts. Some community arts organizations help fill the need for arts education projects but they have limited funding resources.

Goal: To enable arts organizations, educators and schools to provide increased quality arts experiences for students.

Strategies:

1. Arts in Education & Communities Grants: This program was first started through McKnight assistance to provide opportunities to rural area schools for "outside" activities, including field trips to artists' studios, arts events and exhibits, as well as professional artist residencies. The program provides matching grants to area schools and local arts organizations, one per year (or up to a maximum of \$2500 per school for combined field trip & residency activities). In order to assure that these projects have a lasting impact, all projects funded through our Arts in Education & Communities program must have a well-defined community component and a significant training element for school instructors.

The Arts in Education & Communities program is divided into three components:

- **Field Trips:** Grants of up to \$600 are available for field trips to arts activities. A minimum 25% cash match is required.
- **Artist Residencies:** Grants of up to \$2500 are available for residencies in the school. A 25% cash match is required.
- **Pre-packaged theatre residencies:** Grants of up to \$750 are available. A minimum 25% cash match is required.

2. Art Study Opportunity Grants for Educators: Many of our school districts have eliminated art specialist positions in their schools, particularly in the elementary schools. School district funds for staff development have been drastically reduced or eliminated. In an effort to further address the need for quality arts experiences in the schools, we would like to add a program to offer grants of \$500 to enable educators to participate in arts classes and workshops that will enable them to offer quality experiences to their students. Seventeen teachers applied for grants through a pilot program in 2004 which was announced only one month before the grant deadline. Final reports illustrated the need for and value of this type of program (see attached). Particular effort will be made to reach classroom teachers who are not art specialists.

\$18,000 is requested for Arts in Education programs.

VI. Conferencing Component

Need: The need to meet with peers for the exchange of ideas and to have access to experts in the field has often been articulated by many of our constituents (artists, educators, local arts organizations). The feeling of isolation in the rural area is often overwhelming.

Goals: There are several identified areas in need of local conferencing at this time. They include local arts organizations, individual artists, educators and administrators, and communities.

Strategies:

1. Hold a minimum of one conference per year. Conferences continue to serve as a valuable method of providing access to experts in the field and opportunities for networking. We will continue to collaborate

with other arts organizations in state (the Minnesota State Arts Board, COMPAS, the Forum of Regional Arts Councils of Minnesota, Springboard for the Arts, FORECAST) to conduct conferences for our constituents. The nature of the costs will be to provide keynote speakers, impanel local experts, and subsidize the paperwork of the conference, such as conference packets and advertising. Registrants' fees will cover costs of meals and refreshments, and are kept deliberately low to encourage attendance. We will continue to enlist the aid of a local arts organization host for our conferences when possible. The host organization provides input into the conference content, arranges for a facility and food, set-up and take-down, local entertainment and general hosting duties at the conference.

A committee of SMAHC board members and members of the host organization determines the conference topics. Current plans are to conduct a conference for individual artists in FY2008 and a conference on arts and economic development in 2009.

Individual Artists: Artists have expressed a need to connect with other artists, talk about their work with their peers, and get information on marketing and portfolio development.

Arts & Economic Development: Workshop for community representatives (business leaders, chamber of commerce, civic groups, schools), local arts organizations and artists to discuss the impact of arts on economic development of a community and ways for artists, organizations and communities to work together for their mutual benefit. Plans are to include an Asset Mapping workshop in this conference. The results of the recently completed *Economic Impact of Arts & Culture Survey* and *Artists Count! An Economic Impact Study of Artists in Minnesota*. will be incorporated into these workshops. Copies of the McKnight publication, *Bright Stars* will be distributed to participants as an illustration of the impact the arts can have on community life in towns throughout Minnesota.

Request: \$1,500 of assistance 2008 conference and \$2,500 for the 2009 conference, primarily for the hiring, travel and per diem of conference presenters and to offset costs for participants.

Finally, \$10,000 each year is requested for administrative and office support to assure the timely and competent implementation of these activities.

PROPOSED BUDGET FOR MCKNIGHT FOUNDATION ARTS FUNDING

Southwest Minnesota Arts & Humanities Council

Fiscal Years 2008 and 2009

	<u>FY2008</u>	<u>FY2009</u>	<u>Total Request</u>
Individual Artists Program:	\$18,500	\$18,500	\$37,000
Local Arts Organization Development Program:	\$13,000	\$13,000	\$26,000
Arts in Education & Communities Program:	\$18,000	\$18,000	\$36,000
Conference Expense:	\$ 1,500	\$ 2,500	\$ 4,000
Capacity Building:	\$ 6,000	\$ 5,000	\$11,000
Strategic Planning:	\$ 2,000	\$ 2,000	\$ 4,000
Administration:	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$20,000</u>
Total McKnight Plan:	\$69,000	\$69,000	\$138,000

DEMOGRAPHICS: The eighteen counties served by the Southwest Minnesota Arts and Humanities Council include: Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift and Yellow Medicine. The southwest eighteen counties of Minnesota contain about 5.789 percent of the population according to the 2000 census and 15.18 percent of the landmass of Minnesota. The 2006 census estimates show our region's population dropping to 282,119, 5.46 percent of the total State population. The SMAHC area includes three regional development commissions, 6E, 6W & 8.

- The largest city in the eighteen county area of SMAHC is Willmar, which has a population of 18,831.
- Three cities, Worthington, Marshall and Hutchinson have populations in the 10,000 to 13,000 range.
- Two thirds of the cities in the region have a population of less than 1,000 people (43% have less than 500 people.)
- Twenty-two percent of the cities in the region have a population between 1,001 and 3,000.

Although the 2000 census figures showed a 1% increase in population from 1990, estimates for 2006 show a decrease in population from 2000 to 2006.

- The white population has decreased slightly; the minority population has increased throughout the region.
- Many cities now have minority populations ranging from two to five percent. According to the 2000 Census,
- The City of Tracy, population 2268, includes 53 Hispanics, 7 blacks, 11 Native Americans and 183 Asians.
- Other cities with growing minority populations include Chandler (276 people including 48 Hispanic), Morton (442 people including 27 Hispanics, 36 Native Americans), Mountain Lake (2082 people including 120 Hispanic, 142 Asian), Willmar, Hutchinson and Worthington.

Several towns in the area identify themselves with the arts as part of their economic structure.

- Milan, Pipestone, Lake Benton, Walnut Grove are examples of towns in which the arts form a critical role.

Many towns also see the arts as a part of their identity:

- Willmar, Marshall, Luverne, Worthington, Hutchinson, Dawson, Wabasso, New London, Tracy and Montevideo are examples.
-

There is one state university:

- Southwest Minnesota State University in Marshall, with visual arts, music and theatre programs, especially known for its association with the large community of writers in the area.
- Additionally, there are seven community colleges and technical schools (Willmar, Hutchinson, Worthington, Canby, Pipestone, Jackson, Granite Falls).

There is only one arts organization in the region (other than SMAHC) with a fiscal budget large enough to qualify for State Arts Board Institutional Support (Group III), the Barn Theatre in Willmar. Total annual budgets for several arts organizations in our region have increased substantially in the past few years.

- Two years ago most arts organizations had budgets ranging from \$7,500 to \$30,000 annually
- A few (Pipestone Performing Arts Center, Worthington Memorial Auditorium, Willmar Area Arts Council, Prairie Dance Alliance, Marshall Area Fine Arts Council, Lake Benton Opera House, Willmar Community Theatre) ranged higher.

Recent figures show more organizations with budgets ranging from \$10,000 to \$60,000/year.

- With the exception of SMAHC, six arts organizations have part-time paid staff positions.
- In the entire 18 county region The Barn Theatre currently has the only full-time paid position, not including the SMAHC staff.

There has been evidence of growth in arts facilities over the past decade.

- Fairly new or recently renovated Performing Art Centers are located in Willmar, Pipestone, Worthington, Windom, Redwood Falls, Dawson
- Exhibition Centers are located in Windom, Walnut Grove, Hutchinson, Granite Falls, New London, Luverne, Marshall.

There are a number of new or reincarnated arts councils in the region,

- Friends of the Arts in Renville County, Crow River Arts in Hutchinson, Prairie Arts Continuum in Windom, Marshall Area Fine Arts Council, Dawson Boyd Arts Council, Tracy Arts Council, New London Arts Center, Tatanka Arts in Redwood Falls to name a few.

There are three regional orchestras in the region:

- the Willmar Area Symphonic Orchestra based in Willmar,
- the Southwest Minnesota Orchestra based in Marshall
- the Crow River Area Youth Orchestra based in Hutchinson.

Musicians travel from a wide range of towns to participate in these orchestras.

The Prairie Arts Chorale is a regional group of choral musicians who perform throughout the region.

Individual artists in three parts of our region have joined together to host studio tours.

- The Willmar Area Arts Council sponsors a “Studio Hop” in June,
- artists along the Minnesota River from Clinton to Granite Falls hold an “Arts Meander” in the fall
- artists in the Marshall area held their first event, “Art Amble Studio Tour” last August.

NEEDS ASSESSMENT: Field assessment of programs of SMAHC is based on:

- Demand by field (# of applicants, \$ requested)
- Staff and Board Interviews with Local Arts Organizations (ongoing)
- Written evaluations by SMAHC volunteer evaluators
- Written final reports by grant applicants
- Comments relayed to SMAHC Board and Panelists (18 Directors, 20 Panelists)
- Program review & evaluation conducted by SMAHC Grant Review Panelists at each of their meetings
(Organization Grant Review Panel, Individual Artist Grant Review Panel, Arts in Education & Communities Grant Review Panel)
- Conference evaluation results: SMAHC Workshops for Arts Organizations (May 2005 and June 2006).
- Unsolicited comments and requests for information received via phone and in person.
- Comments solicited at SMAHC informational meetings held throughout the region and grant workshops conducted in the SMAHC office.
- Constituent surveys completed on SMAHC website or mailed with newsletter.
- Surveys of SMAHC board members.
- Staff recommendations regarding program usage and direction.

Constituents report high overall satisfaction with SMAHC delivery of services, noting helpfulness of staff and easy access to grant forms on the web in particular. Grants to arts organizations were ranked as most important to the growth and development of the arts in SW Minnesota, followed closely by grants to schools and grants to individual artists.

List of Needs Identified (numerical order is not significant):

1. Advocacy for all arts, in education and throughout the public sector.
2. Increased audiences for local arts events.
3. Financial support for arts in schools, arts projects, organization development & artists.
4. Networking opportunities for local arts organizations and artists.
5. Opportunities for artists to connect with each other.
6. Opportunities for organizations to connect with each other.
7. Technical Assistance – workshops, information and referral for artists and arts organizations.
8. Arts Development – encouragement and support for local arts groups and artists.
9. Access to information.
10. Increased visibility and public awareness of the existence of Southwest Minnesota Arts and Humanities Council and the availability of its programs.
11. More opportunities for arts experiences for youth.
12. Simplified grant process.
13. More face to face contact with SMAHC staff.
14. Fund development.
15. Improved communication and promotion tools.
16. Funding for arts facilities development.
17. Increase quality of funded activities.

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL
Board of Directors Affiliations

Ardie Eckardt, Odessa (Big Stone County): Milan Village Arts School coordinator and past board member. Student of art at the Milan Village Arts School and MN Center for the Book Arts. Former free-lance graphic designer. Primary interest is currently in book arts. Former board member of the MN Women's Golf Association and the Auxiliary of the MN Aboretum. Elected 2/07 to a partial term.

Nancy Strand, Milan: Member Milan Village Arts School, Milan Movers. Former SMAHC Grant Review Panelist. Organist. Business owner. Elected June 2006 to partial term ending December 2007.

Cathy Peterson, Windom (Cottonwood County): served as co-chair of the Cottonwood County Cultural Diversity Committee and the Annual Riverfest Committee. Past director of the Windom Community Education, Education/Events Director for the Business, Arts & Recreation Center in Windom; Elected to a three year term 12/06-12/09.

Louise Mack, New London (Kandiyohi County): Small business entrepreneur; psychiatric nurse and co-founder of the Willmar Shelterhouse; Former SMAHC Grant Review Panelist; Arts Advocate. Theater arts enthusiast. Recipient of SMAHC 2005 Prairie Disciple Award. Elected to partial term 9/05 -12/07

Luanne Fondell, Dawson (Lac qui Parle County): Loan Closer, Farm Credit Services (Madison and Willmar), Dawson-Boyd Community Education Advisory Board, Director of the Dawson-Boyd Performing Arts Center, Dawson-Boyd Arts Association; Served partial term 06/99-12/01; Elected to first full term 10/01-12/04. Re-elected 10/04 – 12/07; Past President and member of SMAHC Executive Committee.

Linda Grong, Marshall (Lyon County): Audiologist; Founding member and past president of Prairie Home Hospice and KIDS, past school board member, current board member of SMSU Campus Religious Center. Arts Advocate and supporter, avid gardener. Elected to partial term 4/06-12/07.

Kurt Schulz, Glencoe (McLeod County): Actor/Writer, Co-founder of the 4 Shadow Theatre Company; Currently on the board of the Magnolia Musical Theatre Company, Minneapolis; Elected 5/05 to a partial term ending 12/05; Re-elected to 3-year term 10/05 – 12/08

Danielle Rogers, Litchfield (Meeker County): Brodin Studios in Litchfield. Teaches 4-5th Grade Art at St. Phillips Catholic School. Chair of Promotion committee and board member of Litchfield Chamber of Commerce; member of the Litchfield City Council; Extensive experience as a board member of many non-profit organizations. Elected 10/04-12/07.

Chad Felton – Slayton (Murray County): Choir director and teacher at Murray County Central Schools. Member of Prairie Oasis Theatre and Slayton Concert Association.

Margaret Hurlbut Vosburgh, Worthington (Nobles County): Fiber Artist, Manager of the Memorial Auditorium Performing Arts Center, Curator of Performing Arts Season including dance; Former Adjunct Faculty at Briar Cliff College, Sioux City, IA; Elected to a 3-year term 10/05-12/08

Bronwyn Jones, Pipestone (Pipestone County): Singer/Soloist, Opland Singers, Pipestone, MN; Pipestone Performing Arts Center Board Member; Church Music Committee Member; actor, Elected to partial term 10/05 – 12/06

Ramona Larson, Redwood Falls (Redwood County): music and dance teacher, Redwood Area Community Youth Foundation, Redwood Falls Parks & Recreation Commissions, and SMAHC organization grant review panelist. Elected to first full term 10/02-12/05; Re-elected to a 3 year term 10/05 – 12/08

Chuck Brown, Olivia (Renville County): writer, former SMAHC Individual Artist Grant Review Panelist, past president, Artists & Friends of Renville County, Olivia city council member. Elected 11/03 to first term 1/03 through 12/06;

Tamara Isfeld, Granite Falls (Yellow Medicine County): Visual Artist; Art teacher in the Renville County West Schools; Started Art Club for students in grades 9-12; Planning committee member for the Meander/Upper Minnesota River Valley Art Crawl. Elected 10/04-12/07.

Ruth Ascher, Canby (At-large): Executive Director of the United Way of Southwest MN; Musician, organist; Former president of the "Friends of the Smoky Hills Museum;" Moved to Southwestern MN a few years ago; Shares responsibility for the church music at her church in Canby. Ruth and her husband have been long-time art patrons in their previous community and are anxious to become involved in the arts here in Southwestern MN; Elected to a 3 year term 1/06 – 12/08

SMAHC STAFF

Executive Director – Greta Murray

Affiliations: Board Member, Minnesota Citizens for the Arts; Board Member & Treasurer, Forum of Regional Arts Councils of Minnesota; member, Marshall Area Fine Arts Council, Southwest Minnesota Weavers Guild; former panelist, MSAB SADI grant panel, MSAB Folk Arts Directory Panel and MSAB Folk Arts Presenters Grants Panel; former member, Minnesota Area Community Jazz Band.

Administrative Assistant – Charles Carrera

Affiliations: Music Teacher (Retired), Vocal/Instrumental; Former Director of the Marshall Area Men's Chorus, church musician, choir director and church accompanist; Past member, Marshall City Band; Former Executive Director, Marshall Area Fine Arts Council and current financial secretary and member. Technology instructor and Coordinator for K-8 public school; Formerly taught computer classes through Adult Basic Education, Conducted workshops and consulting in music technology, office productivity, and web page development.

Part-time Clerical Assistant – Cat Abbott

Affiliations: Gallery Assistant, William Whipple Gallery; Exhibit Committee, Marshall Area Fine Arts Council; Visual artist whose work has been exhibited at the Minneapolis Foundation (group show); William Whipple Gallery (solo & group shows); Nobles County Art Center (solo & group shows); Marshall Area Fine Arts Center (solo show); Minnesota State Community and Technical College, Fergus Falls Campus (solo show); Fireside Gallery, Montevideo; Bemidji Arts Center; Member, Marshall Area Fine Arts Council.

BYLAWS OF THE SOUTHWEST MINNESOTA ARTS AND HUMANITIES COUNCIL

Original By-Laws are on file in the SMAHC office.

1. As revised by action of the Board of Directors on November 20, 1978
2. As revised by action of the Board of Directors on January 17, 1983
3. As revised by action of the Board of Directors on May 16, 1983
4. As revised by action of the Board of Directors on June 9, 1986
5. As revised by action of the Membership on October 26, 1991
6. As revised by action of the Board of Directors on January 18, 1993
7. As revised by action of the Board of Directors on April 18, 1994
8. As revised by action of the Board of Directors on September 2004.
9. As revised by action of the membership on October 30, 2004.

Article I – Membership

1.1 Qualification – Any individual or organization may become a member of the Council upon expressing interest in the arts and humanities and support for the purposes of the Council and upon payment of the membership fee. There shall be no limit on the number of members.

1.2 Types of members and membership fee for each – There shall be two types of memberships in the Council. Organizations shall be institutional members. All others shall be individual members. The annual membership fee for institutional members as well as for individual members shall be set in amounts and payable on a date set by the Board of Directors.

1.3 Voting – Each member shall have one vote at any meeting of the membership of the Council. Institutional members shall designate in writing who shall cast the vote of that organization and shall deliver that writing to the secretary of the Council before the vote in question. Such a notice shall be effective until superseded by another notice. Proxy votes shall be allowed providing that the proxies shall be filed with the Secretary prior to the meeting.

1.4 Annual Meeting – The membership shall hold its annual meeting at a place within the SMAHC service area at a time to be determined by the Board of Directors and given in written notice mailed to all members at least thirty days before the meeting. The members shall hear reports of the officers and shall conduct such business as may come before the meeting. Ten percent of the current members in good standing present in person or by proxy shall constitute a quorum. The members present at any meeting may adjourn the meeting to a time and place agreed upon by a majority of the members present despite the absence of a quorum.

1.5 Election of Directors – The task force members shall elect preliminary directors whose terms expire on January 1, 1976. The President shall appoint a nominating committee of not less than five members to solicit candidates from counties which have open board positions. The permanent directors, hereafter referred to as directors, shall be elected by the members at the annual meeting of the Council. Nominations may also be made from the floor at the annual meeting, but only if the prior consent of the nominee is obtained. Any member may make a nomination from the floor.

1.6 Special Meetings – Special meetings of the membership may be called by the President, and must be called by the President upon the demand of five directors or any 50 or more of the members in the manner described in Section 317.22, Subdivision 3, of Minnesota Statutes.

Article II – Board of Directors

2.1 Size and Term of Office – The Board of Directors shall consist of 13 to 21 directors, each from a different county, elected by the membership, and such ex officio directors as the Board may

designate. Ex officio members of the Board of Directors shall not be allowed to vote. The term of office of a director elected by the members shall be three years or until a successor shall be chosen, except that the preliminary Board of Directors shall serve until their successors are elected and qualified and the first Board of Directors shall have terms of office of one, two and three years, as determined by lot, to establish a rotation method by which the terms of approximately one third of the members of the Board shall expire each year. The terms of the Directors shall expire on the 1st of January immediately following the period of their term or as soon thereafter as their successors shall be elected and qualified.

2.2 Election and Qualification – Except for ex officio directors, the directors whose terms expire each year shall be elected from and by the membership as provided in Section 1.5 of these Bylaws. No director shall serve for more than two consecutive full terms. Absence from two (2) meetings of the Board of Directors in any one year without prior explanations shall constitute good cause for the removal of a director from the Board of Directors.

2.3 Powers and Duties – The Board of Directors shall have and exercise all of the usual powers and duties of the Board of Directors of a business corporation including the immediate government and direction of affairs of the Council. Within the provisions of these Bylaws, the Board shall make all rules and regulations which it deems necessary or proper for the government of the Council, and for the due and orderly conduct of its affairs and the management of its property. The Board may fill any vacancies on the Board for the remainder of the term in question. The Board shall have the power to remove any members of the Board for good cause shown. Each Director shall name an alternate to represent his/her county, subject to Board approval. In the absence of the director, his/her alternated shall assume the powers and duties of a director.

2.4 Committees – The Board of Directors may establish such committees as it sees fit to advance the purposes of the council. Members of the Council who are not members of the Board of Directors may be appointed to committees.

- An Executive Committee may be appointed by the Board from the officers and Directors of the Board. The Executive Committee shall have and exercise in the intervals between meetings of the Board of Directors all the powers of the Board which may lawfully be delegated in the management of the business and affairs of the Council or such lesser powers as may be specified from time to time by vote of the Directors. The Board shall establish quorum standards. The Executive Committee shall meet at the call of its Chairman or the President.³ All actions of the Executive Committee shall be subject to review by the Board of Directors at its next meeting.
- Arts Advisory Panels shall be appointed by the Board. Each panel shall have at least five (5) members – Three (3) artists and two (2) interested or nonprofessional persons in the area of specific discipline. Other Advisory Panels may be appointed by the Board as the needs arise.

2.5 Meetings – The Board shall meet at least six times per year and at such other times as it deems appropriate. A total of six board members must be present to constitute a quorum. Notice of all regular meetings of the Board shall be mailed by the Secretary at least fourteen (14) days before the meeting. The Board may act without a meeting by two-thirds (2/3) majority action in writing signed by all members of the Board. Business shall be transacted by a majority vote at any properly convened meeting of the Board.

2.6 Special Meetings – Special meetings of the Board of Directors may be called by the President, and must be called by the President upon the demand of five directors or any 50 or more of the members in the manner prescribed in Section 317.22, Subdivision 3, of Minnesota Statutes.

2.7 Nominations – Prior to any election of directors at a meeting of the members, a Nominating Committee chosen by the President for a period of one year shall submit nominations for positions open. The Nominating Committee shall nominate one person for each position open. The Nominating committee shall attempt to keep a balance of arts interests represented on the Board and strive to bring the number of Board members to twenty-one (21). Directors also may be nominated from the floor but only if prior consent of the nominee is obtained.

2.8 Liability of Directors, Officers and Committee Members – As stated in the Articles of Incorporation for this corporation, the directors, officers and committee members of this corporation shall not be personally liable to any extent whatsoever for any debts or obligations of this corporation. In addition, pursuant to Minnesota Statutes Section 317A.257, no director, officer or committee member who serves this corporation shall be held civilly liable for any act or omission by that director, officer or committee member if that act or omission was in good faith, was within the scope of the person's responsibilities as director, officer of committee member and did not constitute willful or reckless misconduct. The corporation shall provide a defense for any of its directors, officers or committee members who are sued for acts or omissions within the scope of their duties as director, officer of committee member so long as such act or omission was taken in good faith, was within the scope of the person's responsibility as a director, officer or committee member and did not include willful or reckless misconduct. The corporation shall indemnify any director, officer or committee member to the extent of any damages actually recovered for any act or omission taken by any director, officer or committee member provided such act or omission was taken in good faith and in the scope of that person's duties and did not constitute willful or reckless misconduct. Such protection shall inure to any and all directors, officers or committee members of this corporation so long as and to the extent they continue to serve the corporation without compensation other than reimbursement for expenses actually incurred on behalf of the corporation all in accordance with Minnesota Statutes Section 317A.257.⁷

Article III – Officers

3.1 Manner of Election and Number – The officers of the Council shall be elected by the Board of Directors. The officers of the Council shall be the President, President-Elect, Secretary and Treasurer; each but the Secretary must be a director. The President-Elect shall succeed the President without election. The President, President-Elect and Secretary shall serve a one-year term. The Treasurer shall serve a two-year term. Each Officer shall serve until the successor is qualified. The election of officers shall take place at the first Board of Directors' meeting and subsequently at the Board meeting following January 1st. Any vacancy occurring during the term of any officer shall be filled at the next meeting of the Board.³

3.2 Duties – The duties of the officers of the Council shall be such as usually pertain to their respective offices. The President-Elect shall preside at Executive Board meetings. Additionally, the duties of each officer of the Council shall include those as are prescribed and assigned to them by the President.³

3.3 Additional Officers and Agents –The Board of Directors shall have the power to appoint such officers, employees or agents, as may be necessary in their judgment for the conduct of the business of the Council and designate their titles and compensation, if any.

3.4 Reelection – Any officer may be reelected for an additional term or terms, but no more than three terms consecutively.

Article IV – Grant-making

4.1 The Board of Directors shall be responsible for devising and implementing guidelines for grant-making.

4.2 No member, organization or individual may use the name of this organization when applying for outside grants without prior approval of the grant by the Board of Directors.

Article V – General

5.1 Seal – The Council shall have a seal.

5.2 Fiscal Year – The fiscal year of the Council shall be from July 1 to June 30.

5.3 Audit – The accounts of the Treasurer shall be audited at the end of each fiscal year by a certified public accountant appointed by the directors and at such other times as are deemed by the directors.

5.4 Financial Reports – A financial report, based on the aforementioned audit, shall be made to the Board of Directors by the Treasurer at least once annually and transmitted by the secretary to the members of the board, and general membership upon request. Additional financial reports shall be made available to the members of the Board in such form and at such times as may be requested.

5.5 Amendment of Articles and Bylaws – Articles and Bylaws of the Council may be amended by majority vote of the members present at any duly called meeting of the members provided it is stated in the call the meeting. The Board of Directors shall be allowed to amend the By-Laws of the Council by a two-thirds (2/3) vote of the directors who are present and qualified to vote providing that notice of the meeting and of the proposed amendment shall have been duly given to the directors.

5.6 Robert's Rules of Order will be used to conduct official business.

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL
1210 E College Drive, Suite 600, Marshall, Minnesota 56258, (507) 537-1471 or 1-800-622-5284
2007 BOARD OF DIRECTORS

<u>COUNTY</u>	<u>BOARD MEMBER</u>	<u>TERM EXPIRES</u>
Big Stone (20A)	Ardie Eckardt 70001 US Highway 75, Odessa, MN 56276 (320) 273-2235 (h) (320) 734-4807 (w) eckardt@fedteldirect.net Elected 2/07 to fill vacant term ending 12/08.	12/08
Chippewa (20B)	Nancy Strand Box 33, Milan, MN 56262 (320) 734-4734 nstrand56@yahoo.com Elected 6/06 to fill vacant term ending 12/07.	12/07
Cottonwood (22B)	Cathy Peterson 800 5 th Ave., Windom, MN 56101 (507) 830-1466 (Daytime), (507) 831-5956 (home) cathylee53@windomnet.com Elected 12/20/06 to fill vacant term ending 12/09	12/09
Jackson (22B)	open	12/09
Kandiyohi (13B)	Louise Mack POBox 28, New London, MN 56273 (320) 761-1347 (cell) (320) 354-4234 (home) lmack@tds.net Elected 9/05 to partial term ending 12/07.	12/07
Lac qui Parle (20A)	Luanne Fondell 1341 285th Avenue, Dawson, MN 56232 (320) 769-4742 (h), (320) (320)769-2955 ext. 246 (school) (320) 226-5625 (cell) Email: fondell@frontiernet.net lfondell@dwby.k12.mn.us Elected 6/99 to partial term ending 12/01. Re-elected 10/01 to 3-year term to 12/04. Re-elected 10/04 to 3-year term to 12/07.	12/07
Lincoln (20A)	Open	12/09
Lyon (21A)	Linda Grong 1000 Country Club Drive, Marshall, MN 56258 (507) 532-2687 (w), 532-4805 (h) Email: lsg.hearing@wmmc.org Elected 4/06 to partial term ending 12/07.	12/07
McLeod (18A)	Kurt Schulz 9656 160 th Street, Glencoe, MN 55336 (320) 864-5292 (h) Elected 5/05 to a partial term ending 12/05 re-elected 10/05 to a three year term ending 12/08	12/08

<u>COUNTY</u>	<u>BOARD MEMBER</u>	<u>TERM EXPIRES</u>
Meeker (18B)	Danielle Rodgers 130 N. Sibley Avenue., Litchfield, MN 55355 (320) 593-1030 (h), 593-1495 (w) Email: brodin@hutchtel.net Elected 10/04 to 3-year term ending 12/07.	12/07
Murray (22A)	Chad Felton 2205 26 th Street, Slayton, MN 56172 (507) 393-0094 (h), 507-836-6184 ext 4144 (w) chad_felton@mcc.mntm.org Elected 6/06 to fill vacant term ending 12/08.	12/08
Nobles (22B, 22A)	Margaret Hurlbut-Vosburgh 1732 Viking Rd., Worthington, MN 56187 Email: showtimenow@frontiernet.net (507) 372-4714(h), (507) 376-9101 (w) Elected 10/05 to a 3 year term ending 12/08	12/08
Pipestone (22A)	Bronwyn Jones 902 6 th Ave. SE, Pipestone MN 56164 (507) 825-5169 (h) (507) 825-5833 (w) Email: singing_mom3@hotmail.com Elected 10/05 to partial term ending 12/06. re-elected 10/06 to serve a three year term ending 12/09	12/09
Redwood (21A, 22B)	Ramona Larson 209 E. 5th St, Redwood Falls, MN 56283 507-627-3117 Email: rdwlson@mchsi.com Elected 10/02 to 3 year term ending 12/05. Re-elected 10/05 to 3 year term to 12/08	12/08
Renville (20B)	Chuck Brown 508 South 4 th Street, Olivia, MN 56277-1431 (320) 523-1641 Email: cpbrown@redred.com Elected 11/03 to 3-year term ending 12/06. re-elected 10/06 to a three year term until a replacement is found.	12/09
Rock (22A)	open	12/09
Swift (20A)	Open	12/08
Yellow Medicine (20B,20A)	Tamara Isfeld 1071 Bergeson Drive, Granite Falls, MN 56241 (320) 564-9289 (h), Email: sisfeld@mchsi.com Elected 6/04, partial term to 12/04. Re-elected 10/04 to 3-year term to 12/07	12/07
At-large	Ruth Ascher 505 Beaver Creek Drive, Canby, MN 56220 (507) 929-2273 (w), (507) 223-7043 (h) srascher@frontiernet.net Elected 10/04 to 3-year term ending 12/07. (w) unitedwaylc@iw.net	12/07

RESPONSIBILITIES OF A SMAHC BOARD MEMBER

As a private non-profit organization, SMAHC is controlled by its Board of Directors. The board is charged with making basic decisions concerning SMAHC's organization, policies and activities. The staff exists chiefly to carry out and coordinate the activities that the board has approved. This arrangement is a great source of strength for the organization. SMAHC is not managed by a small number of professional arts administrators, but rather by dedicated arts volunteers drawn from all walks of life. Your active participation on the Board will help ensure that SMAHC will continue to serve the purpose for which it was created, that it will continue to meet the needs and reflect the tastes and attitudes of the people of southwestern Minnesota.

The activities of SMAHC board members can be divided into two basic categories: the role they serve in the development and governance of the region-wide organization, and the role they serve in their local county.

AT THE REGIONAL LEVEL, BOARD MEMBERS ARE EXPECTED TO:

1. Attend and play an active role in all SMAHC meetings.
 - a. SMAHC board meetings are usually held on the fourth Monday of each month. The staff prepares a packet of information that is sent to each board member prior to each meeting. It is crucial that board members understand this information and come to the meetings prepared to discuss and act upon it.
 - b. SMAHC's annual meeting is usually held in October.
 - c. Occasionally special meetings or planning sessions are called to handle business too lengthy for regular board meetings.
 - d. Board members will comply with SMAHC's Conflict of Interest Policy.
2. Play an active role in the administration and development of the organization.
 - a. Board members **must be members of SMAHC** and are called upon to take an active role in the annual membership and fund drive.
 - b. Board members serve on committees---some ad hoc, others standing. Some committees meet on the same day but prior to board meetings, others may require additional travel.

AT THE COUNTY LEVEL, BOARD MEMBERS ARE EXPECTED TO:

1. Serve as an information liaison between SMAHC and communities in your county.
 - a. Board members must stay informed with SMAHC activities so as to inform local groups and individuals about opportunities they may be interested in. Likewise, they are expected to share local ideas, problems and concerns with SMAHC. This includes attending local meetings; contacting officers of local arts organizations, or working with other groups which traditionally have not been identified with the arts.
 - b. Board members should inform SMAHC about local cultural events so that we may help publicize them throughout the region.
 - c. Attend arts events in their own communities as well as other communities in the region. Board members may be called upon occasionally to report on an event funded by SMAHC.
 - d. Board members are expected to represent SMAHC at city and county government levels.

Southwest Minnesota Arts & Humanities Council
Application/Nomination Form
Board of Directors

1. Name of Nominee: _____

Mailing Address: _____

City: _____

Zipcode: _____ County: _____

Telephone Number (daytime): (____) _____ evening): (____) _____

E-mail address: _____

2. Check as many of the following that apply to the nominee in terms of background, representation or expertise.

Arts Disciplines (Please describe the background or experience of the nominee. Feel free to attach a separate sheet of paper.)

☐ visual arts

☐ music

☐ literature/writing

☐ theatre

☐ dance

☐ film/video

Education Community

☐ Public Schools
☐ Private Schools
☐ Elementary Education
☐ Classroom Teacher

☐ Secondary Education
☐ Higher Education
☐ School Administration

☐ Parent
☐ Arts Teacher
☐ Student

Arts Community

☐ Arts Funder/Audience

☐ Arts Organization

☐ Artist

The Community-at-Large

☐ Business/Finance
☐ Media/Communications

☐ Politics/Advocacy
☐ PR/Marketing

☐ Law
☐ Fundraising

Other Information

☐ SMAHC member ☐ SMAHC Grant Review panelist
☐ Previous SMAHC service (please elaborate) _____

3. What other background makes the nominee a strong candidate for a position as a board member? (For example, what other volunteer positions, applicable work and educational experience, or board positions has the nominee held?)

4. Why is the nominee interested in a SMAHC board position?

5. What arts activities has the nominee attended (A), supported (S) or participated (P) in the last year?

_____ music _____ theater _____ visual arts
_____ dance _____ literary arts _____ other (describe)

6. Has the nominee read the guidelines and responsibilities for a board member?

_____ yes _____ no

7. Does the nominee agree to them?

_____ yes _____ no

8. If the nominee has a resume, please attach it to this application/nomination form.

Signature of Candidate

Date

9. Information regarding person completing this form (if other than the nominee).

Name _____

Mailing Address _____

City _____ State _____ Zipcode _____ County _____

Daytime telephone number _____

E-mail Address _____

10. Please send a resume if available, or attach a description of qualifications if not included on this form, with this application to:

Southwest Minnesota Arts & Humanities Council
1210 East College Drive, Suite 600
Marshall, Minnesota 56258

Questions? Call: 507/537-1471 or 800/622-5284.

QUESTIONS TO ASK POTENTIAL BOARD MEMBERS

Jot down notes of your conversation to report back to the rest of the committee members.

Do you have experience serving on other boards? What boards?

Talk about –

how often they met

your responsibilities as a board member

type of organization

offices held

Your attendance record? (# meetings attended & # missed during term?)

Do you have experience doing fund raising for an organization? Would you be willing to get involved in fund raising for SMAHC?

Are you in contact with others in the arts community in your county? Who?

If not, do you think you would be able to make contact with them in order to serve as a conduit of information between county arts organizations and artists and SMAHC?

How often do you attend cultural events?

What kind?

Where?

Are you able to read financial statements?

Understand budgets?

Have you been involved in strategic or long range planning in an organization?

Would you be able to come earlier (5:00 p.m.) for committee meetings?

General questions – where they work, where they're from, etc. General philosophy about the arts and arts funding.

Note to Interviewers: The purpose of the following questions is to try to determine whether board nominee will be fair minded or have any prejudices about specific art forms or genres and to convey the importance of artistic quality to the nominees. Feel free to add questions of your own.

Discuss any strong opinions you might hold about certain art forms or genres that would prevent you from voting fairly on an application?

Examples:

Visual: folk art, modern art, representational art

Theatre: musical theatre, light comedy, drama, melodrama, avant-garde

Music: classical, folk, bluegrass, jazz, rock, country western

Do you think SMAHC should hold different standards for artistic quality for “community art”? If so, talk about your philosophy.

Talk about your views about censorship.

Are you willing to defer to the recommendations of panelists or board members on grants that are not within your area of expertise?

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL
FY 2007 GRANT REVIEW PANELISTS
ORGANIZATION GRANTS

		<u>AREA OF EXPERTISE</u>	<u>TERM EXPIRES</u>
IRENE BENDER Advocate	25001 – 743 Avenue, Dassel, MN 55325 320.275.3841 (h) sunbound@lakedalelink.net	Visual/Theatre/Literature	06/30/07
JENNIFER DANIELSON	1002 South 1 st St., Marshall, MN 56258 (507)537-8900 x7088 (w), 537-0455(h), (507)530-8252 (c) chazim@chartermi.net	Dance/Music	6/30/07
VERA DOIDGE	1210 S. Halvorson, PO Box 441, Redwood Falls MN 56283 507.637.2855 (h) cjdoidge@rconnect.com	Music	6/30/07
ARDIE ECKARDT	70001 US Highway 75 Odessa, MN 56276 320.273.2235 eckardt@fedteldirect.net	Visual/Music	6/30/07
SHARON MACE	430 30th Street NW #208, Willmar, MN 56201 507.829.3267 sjsmace@yahoo.com	Theater	6/30/07
RUTH MCKINNEY	16315 140 St, Walnut Grove, MN 56180 (507) 859-2421 ruth@blackhawkstudios.com	Visual	6/30/07
JOEL MCKINNEY	16315 140 St, Walnut Grove, MN 56180 (507) 859-2421 ruth@blackhawkstudios.com	Visual	6/30/07
VERNA PATRICK	8995 North Shore Drive, Spicer, MN 56288 320.796.2627 verhowpat@hotmail.com	Music/Dance	6/30/07
JERRY SCHAEFER	PO Box 3, Ghent, MN 56239 507.428.3875 schaef@starpoinet.net	Literature	6/30/07
TOM WIRT	17614 240 th Street, Hutchinson, MN 55350 320.587.2599 claypot@hutchtel.net	Visual	6/30/07

As of 9/9/2006

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL
FY 2007 GRANT REVIEW PANELISTS
INDIVIDUAL ARTIST GRANTS

		<u>AREA OF EXPERTISE</u>	<u>TERM EXPIRES</u>
DIANN HAFNER	2222 Tamarack Drive N, Slayton, MN 56172 507.836.6367 (h) 507.763.3479 (w) arttrain@frontiernet.net	Visual/Theatre	06/30/07
GERARD KULZER	821 Capwood Avenue, Litchfield, MN 55355 320.693.2424 (w) 320.693.7325 (h) Gerry_Kulzer@Litchfield.K12.MN.US	Visual	06/30/07
RUTH MCKINNEY	16315 140 St, Walnut Grove, MN 56180 (507) 859-2421 ruth@blackhawkstudios.com	Visual	06/30/07
JERRY SCHAEFER	Box 3, Ghent, MN 56239 507.428.3875 schaef@starpoint.net	Literature	06/30/07
CAROLE WENDT	528 E. 1 st St., Litchfield, MN 55355 (mid Oct. – mid April: 79 Thompson St., NY, NY 10012) 320.693.8884 (Litchfield) 212.925.0036 (NY) carolewendt@willmar.com carolewendt@aol.com	Literature/Film	06/30/07
TOM WIRT	17614 240 th Street, Hutchinson, MN 55350 320.587.2599 claypot@hutchtel.net	Visual	06/30/07
SHARON SCHUETZE	125 Lake Ave No., Spicer, MN 56288 320.796.5030 (w), 320.796.5030 (h) sharon@mdetostudio.com	Visual	06/30/07
JIM SWARTZ	306 North High Street, Marshall, MN 56258 507.530.6150 (cell) swartz@southwestmsu.edu	Visual	06/30/07
CRAIG EDWARDS	PO Box C, New London, MN 56273 320-354-2655 credwards@tds.net	Visual I	06/30/07

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL
FY 2007 GRANT REVIEW PANELISTS
ARTS IN EDUCATION & COMMUNITIES and INDIVIDUAL ARTIST STUDY OPPORTUNITY GRANTS

		<u>AREA OF EXPERTISE</u>	<u>TERM EXPIRES</u>
IRENE BENDER Advocate	25001 – 743 Avenue, Dassel, MN 55325 320.275.3841 (h) sunbound@lakedalelink.net	Visual/Theatre/Literature	06/30/07
ARDIE ECKARDT Advocate	7001 US Highway 75, Odessa, MN 56276 320.273.2235 eckardt@fedteldirect.net	Music/Visual	06/30/07
GERARD KULZER Art Teacher/Artist	821 Capwood Avenue, Litchfield, MN 55355 320.693.2424 (w) 320.693.7325 (h) Gerry_Kulzer@Litchfield.k12.mn.us	Visual	06/30/07
PAM KYLLINGSTAD Superintendent, arts advocate	27250 MN Hwy 4, Grove City, MN 56243 320.857.2271 (h) 320.214.1232 (w) pkyllyingstad@acgc.k12.mn.us	At-large	06/30/07
VERNA PATRICK Artist	8995 North Shore Drive, Spicer, MN 56288 230.796.2627 verhowpat@hotmail.com	Music/Dance/Literature	06/30/07
RAYE MCKIM Retired teacher	PO Box 121, Renville, MN 56284 320.239.8266 mckimm@midstate.tds.net	Music/Theatre/ Literature	06/30/07
JOEL MCKINNEY Artist	16315 140 St., Walnut Grove, MN 56180 507.859-2421 joel@blackhawkstudios.com	Visual	06/30/07
RUTH MCKINNEY Artist	16315 140 St., Walnut Grove, MN 56180 507.859-2421 ruth@blackhawkstudios.com	Visual	06/30/07
DIANN HAFNER Artist	2222 Tamarack Drive N., Slayton, MN 56172 507.836.6367 (h) 507.763.3479 (w) arttrain@frontiernet.net	Visual	06/30/07
JEANNE WHITNEY Artist, advocate, youth worker	4430 165 Ave. NE, New London, MN 56273 320.354.2005 jeanne@whitneymusic.com	Music	06/30/07
TOM WIRT Artist	17614 240 th Street, Hutchinson, MN 55350 320.587.2599 claypot@hutchtel.net	Visual	06/30/07

SYNOPSIS OF GRANT PANEL RESPONSIBILITIES

About the Panel position:

- Term is one year
- Appointments are by SMAHC Board decision. The board seeks to find panelists from throughout the SMAHC geographic region representing a balance of members with backgrounds in each of the artistic disciplines and representing artists, arts organizations, schools and the community at large.

About Panel meetings:

- Meetings are generally held on Saturdays in Marshall at 9:00 A.M.
- Meeting length is dependent on number of applications. Agenda will contain time recommendations.
- Lunch, snacks, and beverages are provided by SMAHC.
- Mileage is reimbursed at .375 cents per mile.
- Attendance is crucial (a quorum of six panel members is required).
- Panelists must notify staff in advance if unable to attend.

About Panel responsibilities:

- Position is an acting, working one.
- Responsible for understanding program goals and objectives.
- Responsible for reviewing application forms prior to meeting.
- Must take active role in reviewing and making recommendations with other members of the panel based on the criteria for the program: Criteria for Arts in Education & Communities, Art Project/Linkage, and Local Arts Development Grants: artistic quality and merit of the project, ability to accomplish the project, collaboration and support for the project. Criteria for Individual Artist Grants: overall excellence of the work and demonstration of exceptional talent, evidence of serious professional commitment, project's contribution to the artist's professional growth.
- Panelists must declare any conflict of interest at the beginning of each meeting. If a conflict of interest exists, panelists are asked to leave the room during discussion and voting on any application for which a conflict of interest exists.
- Panel has only **recommendation** powers. The SMAHC Board of Directors makes final decisions.
- Panelists are asked to volunteer to conduct site evaluations of funded projects. Free passes are provided and mileage is reimbursed.
- Panelists must agree not to discuss the recommendations of the panel to the board prior to the board action on those recommendations.
- SMAHC Grant Review Panelists are not eligible to apply for Individual Artist Grants during their tenure on the Panel or two years following their resignation from the Panel.

FY08 MEETING SCHEDULES

SMAHC ORGANIZATION GRANT REVIEW PANEL

Art Project/Linkage and Local Arts Development Grant Applications

Round I	Saturday, September 8, 2007	9:30 a.m.	Marshall
Round II	Saturday, March 8, 2008	9:30 a.m.	Marshall

SMAHC INDIVIDUAL ARTIST GRANT REVIEW PANEL

Individual Artist Career & Development Grant Applications

Saturday, March 29, 2008 9:30 a.m. Marshall

SMAHC ARTS IN EDUCATION & COMMUNITIES GRANT REVIEW PANEL*

Arts in Education & Communities and Individual Artist Study Opportunity Grant Applications

Round I	Saturday, November 10, 2007	9:30 a.m.	Marshall
Round II	Saturday, May 10, 2008	9:30 a.m.	Marshall

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL GRANT REVIEW PANEL RESPONSIBILITIES & AGREEMENT

The following are conditions that you are asked to consider and agree to upon acceptance of appointment as a grant review panel member for the SMAHC Board:

1. To consider and review each application under written and published guidelines, as specified in program information, goals, standards, criteria, restrictions and support requirements.
2. To read orientation materials provided by SMAHC, especially those regarding responsibilities of grant review panel members, conflict of interest, open meeting guidelines, and other rules.
3. To read and familiarize myself with applications materials prior to the grant panel meeting.
4. To attend each full session of the grant panel meeting on the date(s) scheduled.
5. To refer all applicant contact to the SMAHC staff.
6. To comply with SMAHC's "Conflict of Interest Policy and Procedures."

My signature below certifies that I have read the above conditions and agree to abide by the terms of my appointment as a grant panel member for the Southwest Minnesota Arts & Humanities Council, effective as dated.

Signature

Date

Printed Name

Please return this form, signed and dated, to the Southwest Minnesota Arts & Humanities Council in the enclosed self-addressed envelope.

Southwest Minnesota Arts & Humanities Council
1210 East College Drive, Suite 600, Marshall, Minnesota 56258
(507) 537-1471 or (800) 622-5284 smahcinfo@iw.net

Grant Review Panelist Application

1. Name: _____

Mailing Address: _____

City: _____

Zipcode: _____ County: _____

Telephone Number (daytime): (____) _____ (evening): (____) _____ (cell): (____) _____

E-mail address: _____

1. I am applying for (check as many as you are interested in):

_____ Individual Artist Grant Review Panel (Development, Career, Prairie Star, Prairie Disciple)

_____ Organization Grant Review Panel (Art Projects, Linkage & Local Arts Development)

_____ Arts in Education & Communities, Individual Artist Study Opportunity Grant Review Panel

2. Check as many of the following that apply to you in terms of background, representation or expertise.

Arts Disciplines (Please describe your background or experience. Feel free to attach a separate sheet of paper.)

☐ visual arts

☐ theatre

☐ film/video

☐ music

☐ literature/writing

☐ dance

Please fill out both sides of this form.

3. What other background makes you a strong candidate for a position as a panel member? (For example, what other volunteer positions, applicable work and educational experience, or board positions have you held?)
4. Why are you interested in a SMAHC panel position?
5. What arts activities have you attended (A), supported (S) or participated (P) in the last year?
- | | | |
|--------------------------------|--|--------------------------------------|
| <input type="checkbox"/> music | <input type="checkbox"/> theater | <input type="checkbox"/> visual arts |
| <input type="checkbox"/> dance | <input type="checkbox"/> literary arts | <input type="checkbox"/> other |
6. Have you read the guidelines and responsibilities for a panelist?
- ☐ yes ☐ no
7. Do you agree to them?
- ☐ yes ☐ no
8. Please send your resume with this application to:
Southwest Minnesota Arts & Humanities Council
1210 East College Drive, Suite 600, Marshall, Minnesota 56258

Questions? (507) 537-1471 or (800) 622-5284 smahcinfo@iw.net

Signature of Applicant

Date

Please fill out both sides of this form.

Note to Interviewers: The purpose of the interview is to try to determine whether panelists will be fair minded or have any prejudices about specific art forms or genres, to convey the importance of artistic quality to the nominees and to try to determine whether they will honor their commitment to attend the panel meetings. Feel free to add questions of your own. Jot down notes of your conversation to report back to the rest of the committee members.

QUESTIONS TO ASK POTENTIAL GRANT PANELISTS

For All Panelists

Organization, Arts in Education & Communities and Individual Artist Grant Panelists

1. Do you have experience serving on other panels? (If yes, describe.)
2. Are you committed to attending all panel meetings, if at all possible? (This question is very important – we have had trouble with poor attendance at panel meetings)
3. Discuss any strong opinions you might hold about certain art forms or genres that would prevent you from voting fairly on an application?

Examples:

Visual: folk art, modern art, representational art

Theatre: musical theatre, light comedy, drama, melodrama, avante gard

Music: classical, folk, bluegrass, jazz, rock, country western

4. Do you think SMAHC should hold different standards for artistic quality for “community art”? If so, talk about your philosophy.
5. Talk about your views about censorship.
6. Are you willing to defer to the recommendations of other panelists on grants that are not within your area of expertise?

Additional questions for Organization and Arts in Education & Communities Grant Panelists only:

7. How often do you attend cultural events?
What kind?
Where?
8. Are you able to read financial statements?
9. Are you able to understand budgets?

**SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL
GRANT REVIEW PANEL RESPONSIBILITIES & AGREEMENT**

The following are conditions which are you are asked to consider and agree to upon acceptance of appointment as a grant review panel member for the SMAHC Board:

1. To consider and review each application under written and published guidelines, as specified in program information, goals, standards, criteria, restrictions and support requirements.
2. To read orientation materials provided by the SMAHC Board, especially those regarding responsibilities of grant review panel members, conflict of interest, open meeting guidelines, and other rules.
3. To read and familiarize myself with applications materials prior to the grant panel meeting.
4. To attend each full session of the grant panel meeting on the date(s) scheduled. Arts in Education & Communities Grant Review Panel meetings are scheduled for January 8, 2005 (Snow date: 1/15/05) and April 30, 2005.
5. To refer all applicant contact to the SMAHC Board staff.
6. To declare all real or apparent conflicts of interest prior to discussion of any applicant with whom my relationship may be perceived as such a conflict of interest.

My signature below certifies that I have read the above conditions and agree to abide by the terms of my appointment as a grant panel member for the Southwest Minnesota Arts & Humanities Council, effective as dated.

Signature

Date

Printed Name

Please return this form, signed and dated, to the Southwest Minnesota Arts & Humanities Council, 1210 East College Drive, #600, Marshall, MN 56258.

SMAHC STAFF

Executive Director – Greta Murray

Affiliations: Board Member, Minnesota Citizens for the Arts; Board Member & Treasurer, Forum of Regional Arts Councils of Minnesota; member, Marshall Area Fine Arts Council, Southwest Minnesota Weavers Guild; former panelist, MSAB SADI grant panel, MSAB Folk Arts Directory Panel and MSAB Folk Arts Presenters Grants Panel. Former member Minneota Community Jazz Band

Administrative Assistant –Charles Carrera

Affiliations: Music Teacher (Retired), Vocal/Instrumental; Former Director of the Marshall Area Men's Chorus, church musician, choir director and church accompanist; former Executive Director, Marshall Area Fine Arts Council and current Financial Secretary; Former member Marshall City Band;

Part-time Clerical Assistant – Cat Abbott

Affiliations: Gallery Assistant, William Whipple Gallery; member, Marshall Area Fine Arts Council. Visual artist whose work has been exhibited at the Minneapolis Foundation (group show), William Whipple Gallery (solo & group shows), Nobles County Art Center (solo & group shows), Marshall Area Fine Arts Center (solo show), Minnesota State Community and Technical College, Fergus Falls Campus (solo show). Member, Marshall Area Fine Arts Council.

JOB DESCRIPTION: SMAHC EXECUTIVE DIRECTOR

Executive Director is the chief executive officer for the organization and is responsible to the Board of Directors for the overall management of SMAHC's operations.

Major Duties and Responsibilities:

1. Prepare information for, work with and carry out policy for the Board of Directors; prepare public information/relations materials and serve as primary spokesperson for SMAHC.
2. Serve as authorizing official, fiscal and personnel officer for the corporation and supervise SMAHC staff/volunteers.
3. Plan, organize and budget for overall operations, direct programs and special projects.
4. Manage all components of SMAHC's grant programs and Cultural Bank program.
5. Identify, contact and write proposals to appropriate public and provide funding sources; coordinate and supervise annual membership/fund drive.
6. Serve as editor and work with volunteers to prepare and disseminate VOICES, SMAHC's monthly newsletter.
7. Plan, promote and implement local arts development project including maintenance and update of directories, resource library and networking services; provide information to client organizations, local community groups, individual artists/humanists and others upon request.
9. Coordinate all components of direct and special programs from planning through implementation and evaluation.
10. Act as liaison with groups whose programs and services affect SMAHC.
11. Other assignments and duties as requested by the Board of Directors.

JOB DESCRIPTION: SMAHC ADMINISTRATIVE ASSISTANT

6/08/01

I. MAJOR DUTIES & RESPONSIBILITIES

1. Manage bookkeeping system, keeping all records orderly, up to date and balanced.
 - a. enter checks and deposits in Quicken
 - b. enter checks written in Cash Dispersed journal and balance with Quicken
 - c. enter deposits in Cash Received journal and balance with Quicken
 - d. post ledger & prepare monthly financial statement & balance sheet
2. Issue checks and prepare receipts and deposits.
3. Research and compile records, reports and/or statistics such as grant round summaries, membership reports, etc.
4. Provide technical assistance throughout 18 county area.
5. Manage fundraising record-keeping system.
 - a. balance membership subsidiary ledger with membership in database.
6. Coordinate meetings for board, panels, committees.
 - a. schedule room
 - b. order/get food
 - c. prepare agenda and mailing for meeting participants
 - d. help prepare/set up for meeting
 - e. help clean up from meeting
7. Take minutes at board meetings, committee meetings, annual meeting, grant review panel meetings and other meetings as requested.
8. Staff committee meetings and prepare information for committees as needed.
9. Responsible for office management and PR when other staff is out.
10. Responsible for layout, and articles in and mailing labels for VOICES.
11. Supervise clerical assistant and administrative support staff.
12. Pick up and deliver mail to post office on request.
13. Serve as backup Receptionist.
 - a. answer phone and direct calls
 - b. send out grant or information requests
14. Computer technician.
 - a. maintain databases and design & produce appropriate reports, forms, queries & tables as needed.
 - b. maintain server connections
 - c. troubleshoot problems with computers in the office
 - d. contact appropriate vendors for maintenance, service and/or products
 - e. assist other staff with use of computer programs
15. Web site design and maintenance.
 - a. maintain calendar and keep information current
 - b. working with getting grants on-line
16. Manage Arts in Education & Communities Grant & Individual Artist Study Opportunity Grant Programs.
 - a. review incoming applications for completeness & accuracy – correspond with applicants as necessary
 - b. set up & staff board committee review meetings
 - c. prepare contracts, letters, correspondence with applicants
 - d. review final reports
17. Develop forms and brochures.
18. Type correspondence for Executive Director on request.
19. Other duties as requested by Executive Director or Board of Directors.

Job Description: SMAHC Clerical Assistant

I. MAJOR DUTIES & RESPONSIBILITIES

1. Answer phone and direct calls
2. Prepare receipts for checks received, prepare check deposit for bank.
3. Maintain membership database, update address changes, enter membership amounts and dates.
4. Maintain monthly membership mailings to individuals, organizations and businesses; complete membership mailings to schools, cities and counties during the month assigned.
5. Design and prepare reports as assigned.
6. Print membership and final report update reports for board mailing.
7. Copy, collate and mail Board and Panel mailings.
8. Check final report reminders for all programs every two weeks and mail.
9. Copy grant guidelines and grant requests as assigned. Maintain adequate supply of grant forms at all times.
10. Prepare (compose) and mail Press Releases.
11. Prepare and mail bulk mailings.
12. Coordinate meetings for board, panels, committees.
 - a. schedule room
 - b. order/get food
 - c. prepare agenda and mailing for meeting participants
 - d. help prepare/set up for meeting
 - e. help clean up from meeting
13. Take minutes at board meetings, committee meetings, annual meeting, grant review panel meetings and other meetings as requested.
14. Maintain filing system.
15. Order office supplies.
16. Prepare Opportunities and Calendar section of VOICES.
17. Other duties as assigned by Executive Director or Administrative Assistant

Charles (SMAHC)

From: "Charles (SMAHC)" <charles.smahc@iw.net>
To: <smahcinfo@iw.net>
Sent: Tuesday, May 08, 2007 4:08 PM
Subject: News Release: SMAHC to Hold Hearing on Fiscal Year 2008-2009 Biennial Plan

SOUTHWEST MINNESOTA ARTS AND HUMANITIES COUNCIL

1210 East College Drive, Suite 600
Marshall, MN 56258

(507) 537-1471 or 1-800-622-5284

May 4, 2007

FOR IMMEDIATE RELEASE

Contact: Greta Murray, Executive Director

SMAHC TO HOLD HEARING ON FISCAL YEAR 2008-2009 BIENNIAL PLAN

On Friday, May 11, 2007, the Southwest Minnesota Arts and Humanities Council (SMAHC) will hold a hearing at 4:00 p.m. at the SMAHC Offices.

SMAHC is offering this to ensure response to constituent needs in the SMAHC's 2008 -2009 Biennial Plan. This hearing is designed to gather testimony about the Arts Council's programs, policies and budget requests. Commentary and recommendations will be considered prior to final submission of the Biennial Plan.

Individuals or groups can present testimony at the Marshall meeting. SMAHC invites the public to address what is important to their community, suggestions for programs and services, and what special areas the Arts Council should address. Written testimony may be submitted to: Southwest Minnesota Arts and Humanities Council, 1210 East College Drive, Suite 600, Marshall, MN 56258.

A summary of the Biennial Plan is available by mail at the address above or can be reviewed at the SMAHC offices, 1210 East College Drive, Suite 600, Marshall, MN. For more information call SMAHC at (507) 537-1471 or toll free 1-800-622-5284.

GRANTEE COMMENTS ON THE FINAL REPORT FORM

Comments from SMAHC Grantees in answer to the following question on the Final Report Form:

In order to better serve you, we need your suggestions. Please feel free to discuss areas that SMAHC can improve our services.

For example: "Is there adequate communication between SMAHC staff and the grantee?" "Are the program information, application form, and the final report forms clear and understandable?"

Could SMAHC somehow compile a list of the ways organizations evaluate programs so others could use this information

The SMAHC staff is extremely helpful.

Plum Creek has always felt the communication between SMAHC staff and we, as the grantee, has been more than adequate. SMAHC staff hosted a grant writing workshop that was very beneficial and informative. It has also been beneficial to be able to submit a "draft" application for comment and review by SMAHC staff.

There is adequate communication between SMAHC and grantee. All paper information and requirements are understandable and easily accessible.

SMAHC did a great job of helping us to succeed in our endeavors. It meant a great deal to our organization that SMAHC staff attended our event.

MAFAC continues to have an excellent relationship with SMAHC and looks forward to working with you in the future. Your comments, advice and counsel are always valued.

My experience with SMAHC's process for Art Project Grant & Linkage Grant application and reporting was logical, concise, and timely. I appreciated the ability to easily contact SMAHC staff with questions and to attend granting writing training. The ability to go online and access the forms is a plus. I have no suggestions for improvement.

The communication, support, and cooperation by the SMAHC staff are extremely helpful to the CACC. From the grant writer's perspective, both the application form and the final report form could be more concise, especially for an event that SMAHC is very familiar with.

The process was fairly painless for very busy folks like me. When I had questions, a mere phone call clarified any confusion.

I think the process was clear from your end and questions that I had were politely and promptly answered. The grant was fairly simple to accomplish.

The process went well and the communications from SMAHC were prompt and useful.

The SMAHC staff are great! We so appreciate receiving grant funds to help support our program endeavors. Without this financial help, many of our libraries (especially the smaller ones) could not afford to host programs of any kind. And in some cases, this touring program IS the only program for children (outside the regular summer reading program.) Thank you very much.

Communications with SMAHC director is excellent and response to our questions are always timely.

SMAHC has always been very supportive and responsive in providing advice and information to MAFAC as it grows and expands its offerings. It is important for the SMAHC Board to know how much the SMAHC office is viewed as a valuable resource to those of us out there trying to maintain a viable arts program in the community. Knowing that the staff of SMAHC is available and responsive to questions, support and advice allows each arts organization to operate with a strong partner,

SMAHC was initially patient with us as we sorted out our difficulties with family and health situations; they became less so as time wore on. The Schubert Trio, as has been stated, is extremely sorry that we could not fulfill the concerts; we had every intention of doing so. We would like the board to know that, although the personnel may change, the Schubert Trio intends to create concert opportunities for itself in SW Minnesota and we would like to apply again for this grant, but perhaps with a different sponsoring agency, like the Southwest Minnesota Orchestra, or through our own 501 c3 status.

SMAHC provides a great level of support for our organization. The staff has been very generous in providing input and ideas to help make our organization better. Consultation has also been provided in regards to the grant forms and has always been very responsive.

We have always found the SMAHC office employees to be very helpful, and people who try to look out for our best interests. We certainly could never keep our organization going without the help of SMAHC.

The SMAHC grant was crucial in helping the artists maintain control and artistic integrity of the Meander. Without financial support, artists feel that they could not afford the time and investment in organization and production to support the project.

We definitely appreciate SMAHC and all the support you have given us. Honestly, I can't think of any suggestions. You have done a great job.

Greta was extremely helpful in assisting the committee in completing the grant form and her assistance was greatly appreciated. Obtaining grant approval early in our planning enabled the committee to make contracts with performers who would not have

been available at a later date. This was a great asset to our overall programming effort.

The communication between SMAHC and the Marshall Area Men's Chorus was very good. SMAHC answered our questions, gave us some tips, and directed us in the correct direction.

The SMAHC staff continues to do an excellent job in helping our organization work toward our mission statement and artistic goals. There are very good open lines of communication with our organization.

It is wonderful to have our grant applications reviewed before they are actually acted upon.

We need flexibility from SMAHC in order to do these programs and fill out the requisite paperwork. This is an all-volunteer ensemble, with some members doing much more work than others. The level of commitment to SMO has to be deepened in order to grow stronger.

The people at SMAHC are always helpful. The forms are basically easy to understand. Number 14 which asks us to estimate the number of special populations served is difficult.

The grant categories don't fit us very well--e.g. custodial fees are not rental but are necessary for us to use the space. Also, the dates of grant opps & reports overlap the fiscal year.

Our main concerns are being addressed by the technology upgrades on the SMAHC website and form format improvements to allow more efficient and less frustrating applicant experiences with applications and reports. Thank You!

Consider being more flexible with non-traditional art organizations. Consider higher grant funding limits when projects are regional (multi-county, city)

The SMAHC staff is very helpful and punctual at getting responses back to us. Forms are easy to understand and use.

The update of the web page has been greatly beneficial in finding all of the grant forms along with now being able to access the follow up forms as well. We have always had great communication between our organization and SMAHC. Your response time and help with looking over the grants before the submission deadline is greatly appreciated. Please continue to do the great work that you do in working with us to promote the arts in greater Minnesota.

I have no issues- the process has never had barriers for me. I have needed quite a bit of technical support over the years and received it promptly from all SMAHC staff.

Although we always feel comfortable asking for help, we could perhaps save you some interruptions if you created a "definitions" or "explanations" list (what are expendable supplies, who is a project director, etc.). This could be a separate sheet covering all types of SMAHC grants.

We appreciate everything SMAHC has done and is doing for arts funding in southwest Minnesota; we would like to see some lenience when it comes to organizational structure and other like matters, as the bulk of the work falls to the music director. We are working with SMAHC and MAFAC to obtain fiscal agency for 2005-06 season.

It is always a pleasure to work with the SMAHC office o their grant process. All the forms and the amount of communication are always handled in a professional manner and very timely. Please continue the great work.

SMAHC has done a great job in getting info and questions asked in a timely manner.

I felt the SMAHC staff was great!!! Any questions we had were quickly answered. The application was understandable, but takes a lot of time and work to complete.

SMAHC staff offered solid suggestions for improvements to the project, prompt communication, and guidance in the project.

SMAHC was wonderful in helping me during the writing process. It was easy to contact you and your response time was

We feel that the help that was given in order for us to receive this grant was GREAT. The staff are very helpful and we greatly appreciate this and as a result we do not have suggestions for improvement, but Thank You for all of the help given.

SMAHC was very supportive in this grant process in providing guidance on the application and final reports, and communication with the deadlines.

This workshop continues the fine relationship between SMAHC and SMSU in helping to create activities that benefit the region. What was important to SMSU in this grant was the recognition that the intergenerational activities are critical. To see grandparents and grandchildren doing something creative together is important.

It is a great asset to have the freedom and availability to work with local/regional performers instead of being committed to only theatre packages.

Our only problem was that we did not notice the final report had to be downloaded from the website, and we totally forgot to fill it out, because it was not sent to us as in the past. [Staff Note: This was their 15th Prairie Fire grant in 16 years. Paper final

report forms are sent with the 80% check after we receive the signed grant contract. They did not return the contract so we did not send a check or the final report form. Cat sent an email reminder that the final report was due which said the form could be downloaded from our website or they could contact us. Since no final report was filed by the due date I sent them a letter asking whether they had done the project and noted that since we hadn't received a signed contract or final report I would be forced to rescind the grant award. gm].

The service by SMAHC was helpful, prompt, and supportive.

Every question was answered by staff . . . Most helpful and provided tips regarding grant application content.

SMAHC was very helpful in guiding me through the grant writing process. The application was sometimes confusing.

The staff was very helpful and communication was timely & clearly understood.

I thought the grant process was pretty straight forward and able to be filled out by an average person. The staff was always friendly and helpful with our questions. The grant review friendly method (with some suggestions for changes) was wonderful! I think that SMAHC has great guidelines and direction for programming. I do hope in the future that our organization will be granted additional funding for a project like this. We believe it was very well worth our time and effort to accomplish the

We can only ask that SMAHC continue this type of grant for organizations like the Friends, as the funding is both needed and truly appreciated.

The improvements in the SMAHC web site and forms development greatly enhance how SMAHC can serve its applicants and grantees.

The grant process is relatively easy (which is great!) so it does not take a rocket scientist to write an application. Allowing an electronic application process instead of paper copiers to fill out is wonderful. The only thing that we would suggest is grants that are just a bit larger so those coordinating could just volunteer the time and not have to do additional fundraising.

We enjoy this program and feel it is working out just fine. We feel they communicate with us and Lynn sets up the week with them and it is clarified, so it seems to go well.

Overall it was a very easy process to obtain the grant and I thank you for that.

Input at the grant writing workshop was excellent. Suggestions on final writing of grant were appreciated. Email ability of forms is awesome! Thank you!

Since this is the first SMAHC grant we applied for it is hard to say how you can serve us. I feel that the help we received on the preparation of the project was very useful and the communication with staff was very good.

We have had a wonderful relationship with your staff over the years. Everyone is so helpful and courteous. We appreciate all of your hard work.

I appreciate the simpler reporting format that has been developed in recent years.

Communications were excellent; we also attended the grant writing workshop which made the process so much easier. We really like being able to send a draft for feedback. Thank you for all you do.

SMAHC funds have been instrumental in helping the Milan Village Arts School reach an enthusiastic audience for arts classes. SMAHC staff have been encouraging, helpful, and supportive.

Discussing options with Greta Murray for obtaining the recording were helpful. SMAHC's support of the arts makes what we accomplish possible.

Great communication! Questions are ALWAYS answered promptly. No complaints except a PARTNER study grant would be nice or a grant for more dollars so artists can stay in a location longer.

Everything always seems very organized and as it should be. Plus, the people I have talked to over the phone are always very polite and knowledgeable. Keep up the good work!

The staff has been very helpful. If we had any questions about the application they were there to answer them. They let us extend the grant time when I went into ask for an extension. They were very helpful in that way. They told me we had until the end of May to complete the final report I sent it in on May 31st. I got an email from them on May 25 which I didn't check till May 30th that said the report was due on that day I called on the morning of the 31st and said I mailed that day I called on the morning of the 31st and they told me I would be denied the last 20% because it was one day late which I originally thought it was due on the last day of May until I received the email. I feel I had till the end of May to send it to get the last 20%. I guess I feel the final date was unclear as the end of May. This has been a wonderful program for my daughter

Every time we contacted your office, a helpful and prompt response from a human was given!

The application process was straight forward and consise. SMAHC personnel were encouraging but left the outcome of the grant award contingent on merit. I have no suggestions for improvement.

The communication is excellent and the process was understandable. I do think automating the grant applications so that it could truly be filled out online would be a tremendous help. (I could probably help with that if you decided to do it.) [Staff note: I talked with Judi about this. The changes to the forms had been made after she submitted her application. SMAHC forms can now be filled out on-line.]

The only thing I can think of would be some sort of resource guide of established artists who would be willing to help emerging artists in their area of interest.

I was glad to have feedback on my application during the process. I wish there was more space to write on this form.

In my opinion, SMAHC has assisted perfectly. I feel like there was great communication and assistance. My only suggestion is to keep the grants coming.

I have been very impressed with the help and communication from the SMAHC staff. They are so quick to respond and help me whenever I needed help.

The forms are clear and easy to understand. I would like to see more projects to promote artist in the local area, such as visit studio of artist programs like Art Crawl.

The grant forms were detailed but not burdensome. The staff is always helpful and can clarify and answer questions.

Urge people to save their receipts in a methodical manner. Grateful for extension of time on final report. I am totally satisfied with the help and consideration everyone has shown me.

Include more space to fill out questions on the final report form. It would be nice to see more panel members at the exhibitions to get more immediate feedback.

The SMAHC staff has, once again been great in providing support and encouragement. Also the flexibility that an artist needs when they're not sure where inspiration may lead them, is priceless. While forms, budgets and reports are not tons of fun, the staff always sweetens that bitter pill. Thanks.

I can only speak as an individual career artist, so as such, would like to see the study and career grants increased in dollar amount for artists to do more with their funds (how about \$700 and \$3000 each?)

Yes on communication! People at the office have ALWAYS been helpful with my grant applications & reports. I greatly appreciate having forms available online AND the reminder of reports due! THANK YOU!.

We believe the SMAHC Challenge Grant is a big factor in building membership for Arts Organizations. We do not see a need for major changes. We had some problems dealing with a change in our fiscal year.

In small communities such as ours, it is very difficult to make any significant increases in memberships. A grant that gives some support for continuing memberships would be nice.

The grant information for ticket sales is based on 'New Members' - those who have not been a member for the past 2 fiscal years - and the actual figures for tickets sales are determined only one fiscal year apart, so, sorting ticket sales information becomes increasingly difficult. Or maybe we're just making it too difficult! I can't even imagine not having a computerized ticket sales system to keep track of all the information needed to fill out the Final Report Form."

We operate on a fiscal year from Sept. 1 to Aug. 31 so it would be helpful if we could use that time period for reporting. We have volunteers doing everything by the managing director and custodian jobs and having to figure out parts of two years has almost been impossible. I finally took 7/12 of the 2/1/05-8/31/05 period as the number of months involved. [Staff note: applicants can set their time period for the project to any dates they choose as long as it begins after the earliest allowable start

I cannot really think of any way in which the Challenge Grant program could be improved. I would encourage you to continue this program as it does have a positive impact on our membership drive.

Southwest Minnesota Arts & Humanities Council

1210 E. College Drive, Suite 600, Marshall, MN 56258

507-537-1471 or 800-622-5284, Email: smahcinfo@iw.net Web Site: www.smahc.org

SMAHC Programs for Organizations & Schools July 1, 2007 - June 30, 2008

Contact SMAHC office for deadlines and forms for period from July 1, 2008 through June 30, 2009 – Available Spring 2008

Minnesota Counties within SMAHC region: Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, and Yellow Medicine

TECHNICAL ASSISTANCE: Free to all area schools, arts organizations and artists. Ongoing.

No changes or additions to an application will be allowed after the application deadline.

ART PROJECT and LINKAGE GRANTS:

Provides area organizations with up to **\$4,500** in matching funds (Art Project) to produce or present high quality arts events and up to **\$4,500** in matching funds (Linkage) for collaborative projects between local arts organizations and schools benefiting the local arts organizations, the school and the community.

LOCAL ARTS DEVELOPMENT GRANTS:

Provides up to **\$4,000** in matching funds to local arts organizations to strengthen their capacity to provide quality arts activities

Deadlines for Art Project, Linkage, and Local Arts Development programs

Round I

Application Deadline: August 1, 2007
Grant writing workshop: June 20, 2007
Panel Meeting: September 8, 2007
Board Action: September 24, 2007
Earliest project start date October 15, 2007

Round II

Application Deadline: February 1, 2008
Grant writing workshop: December 5, 2007
Panel Meeting: March 8, 2008
Board Action: March 24, 2008
Earliest project start date: April 15, 2008

ARTS CHALLENGE GRANTS

Provides arts organizations up to **\$500** matching new memberships and/or season tickets.

Deadlines for Arts Challenge Grants

Round I

Application Deadline: September 4, 2007
Board Action: Sept. 24, 2007
Earliest project start date October 1, 2007

Round II

Application Deadline: January 2, 2008
Board Action: Jan. 28, 2008
Earliest project start date February 1, 2008

***Round III**

Application Deadline: April 1, 2008
Board Action: April 28, 2008
Earliest project start date May 1, 2008

* Round III to be added if funds remain after Round II. Please contact the SMAHC office before applying.

ARTS ORGANIZATION NETWORKING and TRAINING GRANTS

Provides up to \$500 in mileage reimbursement and workshop fees for members of local arts organizations to network with members of other arts organizations and/or attend arts workshops.

Applications due one (1) week prior to the planned trip.

ARTS IN EDUCATION & COMMUNITIES GRANTS

Matching grants to schools, organizations, and communities for artist residencies or arts-related field trips that include educator training and community involvement. Up to **\$600** (field trips), **\$750** (pre-packaged theatre residencies) or **\$2,500** (residencies).

Deadlines for Arts in Education & Communities Grants

Round I

Application Deadline: October 1, 2007
Grant writing workshop: Aug. 15, 2007
Panel Meeting: Nov. 10, 2007
Board Action: Nov. 26, 2007
Earliest project start date: December 1, 2007

Round II

Application Deadline: April 1, 2008
Grant writing workshop: Feb. 20, 2008
Panel Meeting: May 10, 2008
Board Action: May 27, 2008
Earliest project start date June 1, 2008

CULTURAL BANK

Up to **\$400** in insurance support for projects which face possible loss of expected revenue.

Ongoing deadline: 28 days before project performance date.

SMAHC Programs for Individual Artists July 1, 2007 - June 30, 2008

Contact SMAHC office for deadlines and forms for period from July 1, 2008 through June 30, 2009 – Available Spring 2008

Minnesota Counties within SMAHC region: Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, and Yellow Medicine.

TECHNICAL ASSISTANCE: Free to all area schools, arts organizations and artists. **Ongoing.**
No changes or additions to an application will be allowed after the application deadline.

<u>INDIVIDUAL ARTIST STUDY OPPORTUNITY GRANT PROGRAM</u>	<u>INDIVIDUAL ARTIST DEVELOPMENT GRANT PROGRAM</u>	<u>PRAIRIE DISCIPLE & PRAIRIE STAR AWARD</u>
<p>Up to \$500 for specific study opportunities - all ages & disciplines</p> <p>Deadlines for Individual Artist Study Opportunity Grants</p> <p>Round I Application Deadline: October 1, 2007 Grant writing workshop: Aug. 15, 2007 Panel Meeting: Nov. 10, 2007 Board Action: Nov. 26, 2007 Earliest project start date: December 1, 2007</p> <p>Round II Application Deadline: April 1, 2008 Grant writing workshop: Feb. 20, 2008 Panel Meeting: May 10, 2008 Board Action: May 27, 2008 Earliest project start date June 1, 2008</p>	<p>\$1,000 to aid established career artists</p> <p>Deadlines for Individual Artist Development Grants</p> <p>Application Deadline: March 1, 2008 Grant writing workshop: Jan. 9, 2008 Panel meeting: March 29, 2008 Board Action: April 28, 2008 Earliest project start date: May 1, 2008</p> <p><u>INDIVIDUAL ARTIST CAREER GRANT PROGRAM</u></p> <p>\$2,000 to aid established career artists</p> <p>Deadlines for Individual Artist Career Grants</p> <p>Application Deadline: March 1, 2008 Grant writing workshop: Jan. 9, 2008 Panel meeting: March 29, 2008 Board Action: April 28, 2008 Earliest project start date: May 1, 2008</p>	<p>Prairie Disciple This award acknowledges one person who has been instrumental in promoting the arts in the 18-county area of southwestern Minnesota. This award is made possible with funds provided by the McKnight Foundation. (\$500)</p> <p>Prairie Star This award was established to honor a distinguished artist whose work and activities have best exemplified standing leadership and vision to the southwestern Minnesota artistic community. This award is made possible with funds provided by the McKnight Foundation. (\$1000)</p> <p>These awards made by nomination only.</p> <p>Deadlines for Prairie Disciple and Prairie Star Award</p> <p>Application Deadline: March 1, 2008 Panel meeting: March 29, 2008 Board Action: April 28, 2008</p>

Southwest Minnesota Arts & Humanities Council
Grant Appeal Process

Appeal Process:

Any applicant who disputes the decision of the board regarding his or her grant application on any issue other than artistic quality or merit may appeal the decision of the board. Appeals must be based on alleged procedural errors. There is no right of appeal for disputes of decisions of the board and/or its advisory committees with respect to the stated grant criteria, including but not limited to artistic quality or merit, ability, collaboration and support. Appeals on judgements of merit/quality or ability will not be heard.

The appeals process is as follows:

1. Appellant organizations 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 ten (10) days of written notification of the board's decision on the original application. A copy of this letter should also be sent to the President of the SMAHC Board of Directors.
2. Appellant will receive written notification from SMAHC 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 SMAHC executive committee.
3. The executive committee will review the written appeal request as soon as possible but no later than 30 days following the receipt of the request.
4. The executive committee may then do any of the following:
 - A. Determine that there has been no procedural irregularity, and dismiss the appeal;
 - B. Determine that more investigation is needed. Investigation could include interviewing panel members, allowing testimony, or asking the organization for written clarification. After investigation, the executive committee would then make decision A., or
 - C. Determine that a procedural irregularity did occur, to the apparent detriment of the applicant -- and pass the application back to the board for another chance to be judged "on its merits."
5. If the appellant organization is then awarded a grant, it will not be at the expense of other applicants who have already been awarded grants -- EXCEPT THAT if the "procedural irregularity" involves misconduct by another applicant (such as an undisclosed conflict of interest by a panel member) that organization could be penalized.
6. If the executive committee is aware of any procedural irregularity or unfairness, this may be considered, even if the appellant did not raise it.
7. Within 45 days of receipt of a request for appeal, appellant will receive notification of the executive committee's decision on the action that will be taken concerning the request.
8. The appellant will be notified in writing of the final board action that will be taken concerning the request.
9. There is no right of appeal for disputes of decisions of the board and / or its advisory committees with respect to the stated grant criteria, including but not limited to artistic quality or merit, ability, collaboration and support.

SMAHC Grant Conflict of Interest Policy & Procedure

Out of fairness to all grant applicants, it is essential that SMAHC maintain strict standards regarding conflict of interest issues. As a non-profit organization receiving funds from both the state legislature and from individual donors, the board and grant review panelists must be at all times cognizant of the public trust with which they are charged.

We have set up procedures to ensure that all grant applicants have the same opportunities to present information about their grant requests. SMAHC board & panel members are ineligible to apply for SMAHC grants for individual artists. SMAHC board & panelists agree to declare a conflict of interest on any grant application and refrain from discussion or voting on an application with which they have a conflict. In most cases, people declaring a conflict of interest are asked to leave the room during discussion and voting on any application with which they have a conflict.

Each applicant has access to staff assistance prior to the application deadline. After the deadline, staff reviews applications and provides applicants with the opportunity to make sure their applications are as complete and accurate as possible. Applicants are allowed ten days after notification by staff to file any additional information or revisions to their applications.

Any SMAHC grant review panelist or SMAHC board member who has a conflict of interest regarding an application, either real or perceived, must declare that a conflict exists and is required to leave the room prior to any discussion and voting on that application. Panelists do not rank any application for which they have declared a conflict of interest exists.

After the panel has met, there is no further opportunity for applicants to provide input regarding their applications. The panel is told that their recommendations are not public information until after the board has acted on them. Applicants who call the office requesting information following the panel meeting are told that we cannot release any information until after the board of directors has met and acted upon the recommendations of the panel.

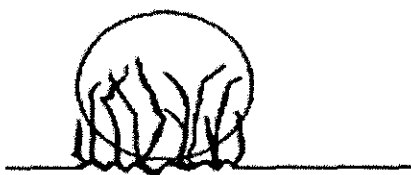
The only time an applicant is allowed to submit additional information prior to the board meeting would be if the panel had requested that additional information be submitted to the board for clarification or if the project had changed in a substantial way that would impact the grant application. This usually happens when additional resources are found and the request is reduced or circumstances will prevent the project from being completed as planned.

Because board members and panelists are often involved with organizations that submit grant requests, we must be particularly careful that our procedures are followed equally for all applicants. The only time an applicant would be privy to the panel recommendations prior to board action on the recommendations is when an applicant representative serves on the SMAHC board of directors or grant review panel. The minutes and recommendations from the grant review panel meeting are mailed to the board members for their review in advance of the board meeting. **Board and panel members may not share the panel recommendations with any person who is not a SMAHC Panel or Board member until after the board of directors has met and acted upon the panel's recommendations. Applicants are not allowed to comment on or discuss their applications or comment on the recommendations of the panel with board members prior to board action.**

- ◆ **A grant application will be considered ineligible for funding consideration if there is found to be a breach of SMAHC conflict of interest policies and procedures in connection with that application.**

I agree to follow SMAHC's Conflict of Interest Policy as outlined above.

Panelist or Board Member Signature: _____ Date: ____/____/____



Promoting the arts since 1974

**Southwest Minnesota Arts and
Humanities Council**

Effective July 1, 2007 to June 30, 2008

Arts in Education & Communities Program Overview Application & Instructions

Application Deadlines

Postmarked by

Round 1: October 1, 2007

Earliest Project Start Date: December 1, 2007

Round 2: April 2, 2008

Earliest Project Start Date: June 1, 2008

SMAHC
1210 E. College Drive
Suite 600
Marshall, MN 56258
(507) 537-1471
(800) 622-5284
smahcinfo@iw.net
www.smahc.org

**SMAHC Artist in Education and Communities
Program Guidelines
Artist Residencies, Field Trips & Pre-packaged Theatre Residencies
July 1, 2007 to June 30, 2008**

Introduction:

The SMAHC Arts in Education and Communities Program (AiE&C) is made possible by funds provided by the Minnesota State Legislature and the McKnight Foundation. AiE&C is designed to:

- ♦ advance arts education in schools and communities in the SMAHC region through artist/teacher/community partnerships.
- ♦ support the arts as essential to education and daily life.
- ♦ enrich the communities of the SMAHC region through the arts.

AiE&C will provide financial and technical assistance to schools, communities and nonprofit organizations to help involve professional artists to strengthen school and community art programs. An AiE&C field trip grant is intended to help increase the exposure of students to professional artists through visits to professional artists' studios, performances by professional theatre, dance or musical groups, readings by writers, visits to art galleries, exhibition and other locations pertinent to the creation and exhibition of art.

Applications to the AiE&C program must incorporate a residency or arts-related field trip, a community event, and a workshop or in-service training.

Grant Amounts:

Grants are available for up to **\$2,500 for Artist Residencies, \$750 for Pre-packaged Theatre Residencies, and \$600 for Field Trips** or 75% of the total project cash costs, whichever is less. Annual maximum AiE&C award---including all residencies and field trips---will not exceed \$2,500 per organization or school building per year (July 1, 2006 to June 30, 2007). A school district may submit one application for residencies in more than one building; not to exceed the maximum award amount per building for each building included in the application. *(For example, ISD #ABC may submit an application for artist residencies in all of the elementary school buildings, the middle school building, and the high school building on one application form requesting a maximum of \$2,500/building or 75% of the project costs/building. Please call the SMAHC office for clarification).*

Important Dates:

Round I Grant Deadline: October 1, 2007
Grant Writing workshop: August 15, 2007, 4-6 p.m. at the SMAHC Office
Panel Meeting: November 10, 2007; Board Action: November 26, 2007

Round II Grant Deadline: April 1, 2008
Grant Writing workshop: February 20, 2008, 4-6 p.m. at the SMAHC Office
Panel Meeting: May 10, 2008; Board Action: May 27, 2008

Application Forms:

The application must be postmarked or delivered to the SMAHC office no later than 4:30 p.m. on the application deadline. Late or incomplete applications will not be considered. Please read the grant guidelines and application forms carefully. Submit the signed original with necessary support materials. Keep a copy for your records.

Application Assistance:

Applicants are strongly encouraged to submit a draft of the application to SMAHC well in advance of the application deadline. A staff member will review your application, as time permits, and may offer suggestions for improvement. Staff will try to help all applicants who submit prior to the grant deadline but cannot

guarantee assistance. Staff assistance does not imply that a grant request will be funded. Project quality, content, budget, and accuracy of an application are solely the responsibility of the applicant. Free grant writing assistance workshops are scheduled for organizations interested in applying to the SMAHC Arts in Education and Communities grant program. To sponsor a workshop in your area, please contact the SMAHC office 507-537-1471, toll-free 800-622-5284 or e-mail smahcinfo@iw.net to make arrangements for a workshop.

Who is Eligible?

The Arts in Education & Communities grant program is open to nonprofit organizations and units of government in the following eighteen counties of southwest Minnesota:

Big Stone	Chippewa	Cottonwood	Jackson	Kandiyohi	Lac qui Parle
Lincoln	Lyon	McLeod	Meeker	Murray	Nobles
Pipestone	Redwood	Renville	Rock	Swift	Yellow Medicine

Applicants must be nonprofit organizations as described in Section 501 (c)(3) of the United States Internal Revenue Code with Articles of Incorporation on file with the State of Minnesota or an official unit of a city, county, or state government of the State of Minnesota.

Any formal organization not meeting this requirement may apply through a **fiscal agent**. A fiscal agent is an organization meeting the requirements listed above. A signed agreement spelling out the relationship between the applicant and the fiscal agent must be submitted with the application. A fiscal agent, if used, must sign the application and, if funded, sign the Arts Grant Contract, and is legally responsible for the completion of the project and for the proper management of grant funds.

IMPORTANT!: For additional eligibility requirements, see the **Project Requirements on the Certification Page of the grant application form.**

Review Process:

1. The SMAHC staff reviews applications for accuracy, completeness and eligibility. Only complete applications will be forwarded to the AiE&C Grant Review panel. Grant applicants may not discuss their application with SMAHC panelists or board members following the grant deadline until after the board has acted on the application. Communication regarding an application with SMAHC board or panelists during this time will result in the application being ineligible for funding consideration.
2. Board and panel members with a conflict of interest in regard to a specific applicant or project declare such and abstain from comment and rating of that application.
3. Applications will be considered until the end of the fiscal year or until all program funds have been expended. The Board of Directors has final authority over all grant making decisions. Applicants will be notified in writing of the Board's decision within 15 days after the Board's decision.
4. If the application has received partial funding, a revised project description and budget must be submitted within 30 days of notification.

Review Criteria

Through majority vote, the AiE&C Grant Review panel makes a recommendation to the SMAHC Board of Directors based on the established criteria for:

- a. **Artistic quality and merit of the project**, as demonstrated by:
 - the artistic quality of the work of the artist(s) in the project
 - the merit of the project plan, including an overall schedule of what activities will be conducted during the project and the grade level of students being served
 - the artistic goals of the school/organization and how the project fulfills those goals and meets the curricular objectives
 - involvement of community in the project

- evidence of growth, evidence of exploring a new art form or a new dimension of an art form for participants
 - Note: While not required, work samples and sample lesson plans for non-roster artists are very important aides for the panel to determine whether the criteria for artistic quality have been met. Work samples will be returned to applicant only if a stamped self addressed envelope is included or if they are picked up at the SMAHC Office. See “**Return of Work Samples**” in the Application Checklist. While reasonable care is taken with work samples SMAHC is not responsible for loss or damage of submitted materials. For information on submitting work samples contact the SMAHC office.
- b. Ability of the applicant to accomplish the project, as demonstrated by:**
- the make-up of the school/organization’s planning team and the planning process
 - how the school or organization, students, staff and community will be prepared for and involved in the project
 - how the project will be publicized, documented and evaluated
 - the depth and breadth of the partnership between the artist and the educators or members of the sponsoring organization
 - project/budget feasibility and fiscal responsibility
- c. Collaboration or support for the project, as demonstrated by:**
- the existing arts resources in the school/organization’s community and how the project complements rather than replaces the existing art resources in the school/organization
 - the partnership between educators/organization and artists
 - the financial commitment to the project by the school or organization and the community
 - effective use of artist-teacher or artist-community contact time through teachers’ training or adult workshops
 - the school’s progress toward a comprehensive education in the arts for all students.

Grants will be awarded to the extent of funds available to applications meeting the criteria. The SMAHC board will consider the geographic distribution of available funds and first time applicants. Contact the SMAHC office to receive more information on the rating process.

The Appeals Procedure:

Any applicant who can show cause that established grant review procedures were not followed, or can show that the policies of the program are not equitable to all applicants, may file an appeal in writing, within ten (10) days of notification of the Board’s decision on that application. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact SMAHC at 800.622.5284 or 507.537.1471 for a copy of the appeal process.

Grant Contract and Distribution of Funds:

Awarded grantees must sign and return a contractual agreement within 30 days of notification. Failure to provide any required documents within the prescribed time can result in the cancellation of a grant commitment. Occasionally, additional but clearly outlined conditions will be added to the contract. Eighty (80) percent of the grant award will be sent to the grantee upon receipt of the signed contract and within thirty (30) days of the project start date. The remaining twenty (20) percent of the grant award will be sent to the applicant upon receipt and approval of the Final Report.

The Final Report:

A final report form will be sent to the grantee with the letter containing the initial 80% grant award check. The report requires information on the number of persons involved, the actual costs, and an evaluation of the success of the project. The final report is an extremely important document. SMAHC realizes that as projects develop some minor differences may arise, but applicants should take every precaution to insure implementation, operation, and evaluation of the project as promised. *Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a forfeit of the remaining 20% of grant funds and may result in applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.*

Southwest Minnesota Arts & Humanities Council
1210 E. College Drive, Suite 600, Marshall, MN 56258
Phone: 507.537.1471 or 800.622.5284
E-mail: smahcinfo@iw.net Website: www.smahc.org

For office use only
Application # _____
Date Received: _____
Postmarked: _____
Board Reviewed: _____

Arts in Education & Communities Grant Program
Artist Residency, Field Trip, and Pre-packaged Theatre Residency Application

July 01, 2007 – June 30, 2008

Directions for Applicant: Submit a typed and signed original. Keep a copy for your records.

PART I

Name of Organization _____

Organization's Website _____

Authorizing Official's Name _____

Title _____

Address _____

Phone (daytime) _____

City _____

Zip _____

Email _____

Project Director's Name _____

Title _____

Address _____

Phone (daytime) _____

City _____

Zip _____

Email _____

**If your organization is not yet officially recognized as tax exempt and you are applying through a fiscal agent, complete the following:*

Fiscal Agent Organization: _____

FA Authorizing Official's Name _____

Title _____

Address _____

Phone (daytime) _____

City _____

Zip _____

Email _____

Important: A copy of the IRS letter that verifies status of the applicant or its fiscal agent must be enclosed. Groups using a fiscal agent must submit a copy of an agreement that outlines the responsibilities of each organization. *NOTE: The Authorizing Official, Project Director, and Fiscal Agent Authorizing Official are responsible for all pertinent paperwork for this project and compliance with all program requirements.*

Project Start Date: _____

Project End Date: _____

Start Date is defined as the actual date of a performance. Applicants may begin planning, auditions, and/or rehearsals prior to the start date, knowing that if they do not receive a grant, they will still be responsible for any financial commitments made.

Names of Artist(s) (Attach additional page if necessary)

Artistic Discipline(s)

1. _____

2. _____

3. _____

Describe Proposed Project (e.g., *Painter L. da Vinci and dancer M. Graham will conduct a residency with the 5th grade focusing on the human figure at rest and in motion.*):

Statistical Information (For this project):

Number of students: _____

Number of full-time teachers/art instructors: _____

Number of community participants: _____

Estimated audience for community events: _____

Total participants in project: _____

Amount of Request from SMAHC: _____

Total Project Cash Cost: _____

PART II

List all **cash** expenses directly associated with the project. Clearly identify each item. Show calculation i.e., rate/hour. **Round to the nearest dollar.** SMAHC no longer considers in-kind contributions as an income or expense match, although an accounting of in-kind contributions is requested in the project narrative as evidence of local community support. **Please itemize all expenses.**

A. Cash Cost of Project

Totals

1. Salaries, Artist fees, Contracts, & Honorariums: *Itemize:*

2. Transportation & Subsistence: *Itemize:*

3. Expendable Supplies & Materials: *Itemize:*

4. Publicity (Ads, Printing, etc.): *Itemize:*

5. Rental: *Itemize:*

6. Other: *Itemize:*

7. Total Cash Cost of Project (Add lines 1 through 6):

B. Cash Match for Project

8. Organization Funds Budgeted for Project:

9. Other Grants and Cash Contributions

(Indicated source and if funds are anticipated or received.): *Itemize:*

10. Earned Income (Ticket sales, Workshop Fees, Fundraisers, Etc.): *Itemize:*

11. Total Cash Match for Project (Add lines 8 through 10):

12. Amount Requested from SMAHC (Line 7 minus line 11): *Requested amount may not exceed 75% of line 7 or \$2,500 (residencies/building), \$750 (pre-packaged theatre residencies), or \$600 (field trips).*

Please double-check your math.

PART III PROJECT ACTIVITY INFORMATION

	1. Adult Artists Participating Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
	2. Adult Audience Benefiting Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees
	3. Children/Youth Benefiting Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (<i>excluding broadcast figures</i>). Do not double-count repeat attendees.
Total Org. Expenses - most recently completed Fiscal Year (FY):	
	\$
	FY

NOTE: Total Org. Expenses to be filled out by Arts Organizations only

PART IV

1. Required Support Material:

A. Project Narrative: Attach a maximum four-page narrative detailing the points outlined below: When responding to the questions, use boldface description to head each segment and double space between each of the sections. Review the criteria on pages 3 & 4 of the guidelines (*Review Criteria., a-c*) and be sure the narrative addresses the criteria evaluated. Keep your answers clear and concise.

i. Project Goals – Why are you doing this project?

- ♦ Describe the artistic goals of the school or organization, its arts resources, and how the proposed project will address artistic and/or curricular objectives.
- ♦ Describe why the artist(s)/site(s) were selected and how artistic quality factored into the decision.
- ♦ Describe the need for the proposed project and how the teacher/artist or organization/ artist partnerships will complement existing resources rather than replace them.

ii. Project plan – What is this project?

- ♦ Describe the proposed project in as much detail as possible. If particular details are yet to be determined, indicate the plan you are following in order to firm up the specifics.
- ♦ Identify the core group and other groups involved in the residency, the proposed contact time activity, and how the members of the groups will participate in the residency.
- ♦ Outline the concepts to be covered, including student learning goals in the arts curriculum, arts criticism, art history and/or aesthetics.
- ♦ Artist/teacher/community partnership (workshop component): how will they work together? Include any artist/teacher/community contact time in addition to the scheduled workshop day and in-service plans.
- ♦ Describe any scholarship program connected with this project. If participation fees are charged for this project, how will the activity be made accessible to all members of the student body/community?
- ♦ Provide a schedule---dates, times and locations of the project including planning day(s), contact time with core and exposure groups, teacher training workshop(s) and community event/involvement.

iii. Planning process – How are you going to do this project?

- ♦ Preparation: how will the students, educators or organization members and community prepare for the project?
- ♦ Community involvement: how will the broader community support and be involved in the residency? Identify the in-kind contributions made to the project by your school/organization or local community groups.
- ♦ What funding sources have you used in the past 2 years? Include previous support received from SMAHC, the Minnesota State Arts Board and the McKnight Foundation.
- ♦ Planning team: include a list of people with names and titles and each of their roles in the planning process and project activities.
- ♦ How will the project be documented and evaluated? How will you know if the project is/was a success? Include evaluation form(s).
- ♦ Please describe publicity and/or marketing efforts for this project.

iv. Long term effect

- ♦ Describe your vision and hopes for the long-term impact on your school/organization. Include any considerations for future arts planning.

Long term effect (cont.)

- ♦ Briefly describe the art program history and the long-term effects. Describe how the proposed residency has affected/may affect an increase in financial commitment, length of community/student/artist contact time, opportunities for teacher professional development, artist collaboration, community involvement, etc.
- ♦ What plans or activities are scheduled to continue in order to integrate the project experience into the school's curriculum/your organization's programming after the project is completed?
- ♦ Provide a list of arts related projects undertaken by your school/organization in the past two years.

v. **Americans with Disabilities Act (ADA) requirement** ADA refers to the 1990 Americans with Disabilities Act. This federal law made access to cultural programs and services for persons with disabilities a civil right. In the spirit of that law, SMAHC believes that the receipt of public money obligates its grant recipients to ensure that people with disabilities can fully participate in and enjoy arts activities. One approach to understanding the many ways a group can become more accessible is to develop an ADA access plan. Such a plan serves to assess the accessibility of an organization's programs, services, and facilities and define strategies for improvement. For assistance, contact **VSA Minnesota** (website: <http://mn.vsarts.org>) at 800.801.3883, e-mail: craig.mn@vsarts.org or the **MN State Council on Disability**.

(website: www.disability.state.mn.us) at 800.945.8913, e-mail: margot.indiecke@state.mn.us.

- ♦ What plans have been made to address the Americans with Disabilities Act (ADA) requirements in making this project accessible to all persons?
- ♦ What challenges have you met in trying to meet ADA requirements? Successes?

B. Resumes of artists involved in work

Artists' resumes should be up to date and document training and accomplishments in the art discipline being used in the project; including any teaching or residency experience (please include a sample lesson plan). Provide websites for artists if available. Submit resumes for all professional artists who are budgeted for payment. Resumes for current Young Audiences of Minnesota, COMPAS, and Minnesota State Arts Board roster artists are **not** required. Resumes for Prairie Fire Theater are recommended but not required.

Certification Page

Project Requirements:

Applications for grant assistance *will not* be accepted for review if any of the following conditions exist. *Review each requirement and check the box to indicate that you have read and complied with the requirement. Your application is incomplete until all boxes have been checked.*

<input type="checkbox"/>	1. Grant Application forms must be typed. <i>Hand written copies will not be accepted.</i>
<input type="checkbox"/>	2. Artists selected must be independent, professional artists. A professional artist considers the arts as a primary profession or career.
<input type="checkbox"/>	3. A residency must allow for a minimum of four hours of artist/core group contact time beyond the community event. Definitions can be found in "A Few Steps to a Successful Artist Residency" available from the SMAHC office or website (www.smahc.org).
<input type="checkbox"/>	4. Each project must involve the general community in some significant aspect of the residency.
<input type="checkbox"/>	5. A qualified instructor must be present at all times during a school residency. In the case of non-K-12 projects, a qualified member of the applicant organization must be present at all times.
<input type="checkbox"/>	6. Project requests may not exceed 75% of the cash cost of the project or \$2,500 (for residencies), \$750 (for pre-packaged theatre residencies) or \$600 (for field trips) per school building, whatever is less.
<input type="checkbox"/>	7. The project will be carried out as described in the grant application and budget within twelve months of award notification.
<input type="checkbox"/>	8. If the actual project cost is less than the total budgeted cost, the AiE&C grant will provide only up to 75% of the actual project cost.
<input type="checkbox"/>	9. The school or organization will provide <i>broad-based</i> publicity to the community at large prior to the project. SMAHC's financial assistance be acknowledged on all publicity and promotional material through the following credit line: <i>"This activity is made possible by a grant from the Southwest Minnesota Arts and Humanities Council (SMAHC) with funds appropriated by the McKnight Foundation and/or Minnesota State Arts Board with funds appropriated by the State Legislature."</i>
<input type="checkbox"/>	10. Grant funds may not be used for capital investments or construction, for purchase of real estate or endowment funds, for the purchase or commission of a work of art, or solely for the production costs associated with the creation of an arts event, such as costumes, sets, matting, framing costs, etc.
<input type="checkbox"/>	11. Activities must not be essentially for the religious socialization of the participants.
<input type="checkbox"/>	12. SMAHC AiE&C grant funds may not be used with funds from other SMAHC grant programs.
<input type="checkbox"/>	13. Projects must be inclusive and accessible in their process and/or final product, considering economic, geographic and physical accessibility, as well as the cultural, racial, ethnic, age, and gender make-up of their community. Field trips must be open to all students within a grade or subject discipline, rather than exclusive to a student organization.
<input type="checkbox"/>	14. I agree to file a Final Report must be filed within sixty (60) days of the residency's completion. <i>Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a forfeit of the remaining 20% of grant funds and may result in applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.</i>
<input type="checkbox"/>	15. The applicant must not have any outstanding final reports to SMAHC, and is in full compliance with any active contract with SMAHC.

Application Checklist:

The application must be postmarked or received by the deadline. Read the grant guidelines and application forms carefully. Submit the signed original with necessary support materials. Keep a copy for your records.

Complete this checklist before submitting your application.

The original copy of the following:

<input type="checkbox"/>	Pages 1 & 2 of application---signed by Authorizing Official & Project Director
<input type="checkbox"/>	Project Narrative (maximum of 4 pages)
<input type="checkbox"/>	Schedule: include dates, times, locations of residency, in-service & community event
<input type="checkbox"/>	Resumes for all paid artists in the project (unless a Young Audiences of Minnesota, COMPAS, or Minnesota State Arts Board Roster Artist)
<input type="checkbox"/>	If applicable, a signed copy of fiscal agent agreement outlining responsibilities of all participating parties.
<input type="checkbox"/>	Non-roster artist lesson plans and work samples (not required, but encouraged)

RETURN OF WORK SAMPLES (check one):

☐ I want my work samples returned. I am enclosing the required stamped self-addressed envelope.

☐ I will pick up my work samples from the SMAHC office within 30 days after the Board Meeting date.

☐ I do not wish to have my work samples returned.

NOTE: Unclaimed work samples and work samples sent without return postage will be discarded 30 days after the SMAHC Board of Directors meets.

Mail or deliver your application to: SMAHC, 1210 E. College Dr., Suite 600, Marshall, MN 56258

Certifying Signatures:

The signatures below certify that we meet all of the eligibility requirements of this grant program, that all information contained in this application and its attachments is true and correct to the best of our knowledge and that we have submitted a complete application fulfilling all items on the application checklist. **Must be signed by the Project Director, Authorizing Official and Fiscal Agent (if applicable).**

Project Director	_____	Date	_____
Authorizing Official	_____	Date	_____
Fiscal Agent	_____	Date	_____
Grant Writer	_____	Date	_____

**SMAHC/MCKNIGHT ARTS IN EDUCATION AND COMMUNITIES
GRANT AWARD CONTRACT**

School: **«SCHOOLORGAN»**
Authorizing Official: **«AUTHFIRST» «AUTHLAST»**
Project Director: **«CONTACTFIRST» «CONTACTLAST»**

Project: **«PLANSUM»**

Date: **05/07/07** Application #: **«PRG»-«REGAPP»** Grant Award: **\$«GRA»**

In order to finalize the grant, this signed contract must be returned to SMAHC within thirty (30) days of the above date. The undersigned agrees to the following terms.

1. The project will be carried out as described in the grant application and budget within twelve months of award notification.
2. SMAHC's financial assistance be acknowledged on all publicity and promotional material through the following credit line: ***"This activity is made possible by a grant from the Southwest Minnesota Arts and Humanities Council (SMAHC) with funds appropriated by the McKnight Foundation and/or Minnesota State Arts Board with funds appropriated by the State Legislature."***
3. Access to and/or participation in the project will not be limited on the basis of national origin, race, religion, age, gender, sexual orientation, economic, geographic or physical accessibility.
4. If the actual project cost is less than the total budgeted cost, the Arts in Education & Communities grant will provide only up to 75% of the actual project cost.
5. The school or organization will provide broad-based publicity to the community at large prior to the project.
6. A final report form will be submitted, along with supporting material and documentation of expenses within 60 days of the project's completion, in this case, by **«FINALDUE»**. *Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a forfeit of the remaining 20% of grant funds and may result in applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.*
7. Projects will involve the general community in some significant aspect.
8. The grantee will return the entire grant award to SMAHC in the event that the project cannot be completed as stated.
9. Grantee may be required to submit a certified audit report of a specific project funded by SMAHC. That SMAHC shall have access to any books, documents, papers and records regarding the granted project in the case of an audit or evaluation of the project. These records and supporting documents shall be retained for a period of three (3) years following the completion of the project.
10. The organization or school shall notify SMAHC---in advance---of exact times, dates, locations and venues of activities. Alterations of the project must be cleared in advance by the SMAHC director. Failure of an applicant to provide SMAHC staff with a ten-day prior notice of any change of dates, locations or venues of activities may result in forfeiture of final 20% of grant funds.

I understand that future grants may be contingent upon complete compliance with the terms of this contract.

SMAHC Executive Director

Date

Project Director

Date

School Superintendent or Organization Authorizing Official

Date

E-mail: smahcinfo@iw.net Website: www.smahc.org

Date pstmrkd

- 8. How did you promote this project?**
- 9. How did you acknowledge receipt of the SMAHC grant—how was the public informed about the source of funding? (Please send a copy of the program, a poster, a newspaper article or advertisement in which the grant has been acknowledged.)**
- 10. What means were used to evaluate this program?**
- 11. So that we may better serve you, we need your suggestions. Please comment on how SMAHC has served you during this granting process and feel free to offer suggestions about ways in which SMAHC can better serve you and the arts community (i.e., communication with staff, clarity and content of the application and other forms related to this grant, the nature of this grant, suggestions for new programs).**
- 12. In order for us to inform our legislators on how important state arts funds are to the citizens of our region, please give us a brief statement describing the impact this grant had on your community. What effect, if any, will this investment of public resources have on the success of your community and its citizens? What would you have done without these funds?**
- 13. How many community people attended or participated in the community event: _____ Describe the community event:**
- 14. How many participated in the in-service or training component: _____ Describe the in-service or training component:**
- 15. How many students participated in the project: _____**
- 16. Provide number of people directly involved in the development and/or production of the project (planning team, classroom teachers, volunteers, etc.): _____**
- 17. Provide number of artists directly involved in the project: _____**

18. Please provide an interesting anecdote or tell a brief story about an important achievement related to the residency. If possible, please include photos, newspaper articles, or video documentation of the project with this report.

Part B Budget Information:

Please write the figures from your application in the column entitled *Grant Budget*, and write the actual amount paid out or received in the column entitled *Actual Totals*. If actual amounts differ from application, show method of calculation and itemize. Round to the nearest dollar.

<u>COST OF PROJECT</u>	<u>Grant Budget</u>	<u>Actual Totals</u>
1. Salaries, Artist Fees, Contracts & Honorariums:	\$ _____ (1A)	\$ _____ (1B)
2. Transportation & Subsistence	\$ _____ (2A)	\$ _____ (2B)
3. Expendable Supplies & Materials	\$ _____ (3A)	\$ _____ (3B)
4. Publicity (Ads, Printing, etc.)	\$ _____ (4A)	\$ _____ (4B)
5. Rental	\$ _____ (5A)	\$ _____ (5B)
6. Other	\$ _____ (6A)	\$ _____ (6B)
7. Total Cash Cost of Project (Add lines 1 through 6)	\$ _____ (7A)	\$ _____ (7B)
<u>MATCH FOR PROJECT</u>		
8. Organization Funds Budgeted for Project	\$ _____ (8A)	\$ _____ (8B)
9. Other Grants and Cash Contributions (Indicate source)	\$ _____ (9A)	\$ _____ (9B)
10. Earned Income (Ticket sales, fundraisers, concessions, etc.)	\$ _____ (10A)	\$ _____ (10B)
11. Total Cash Income (Add lines 8–10)	\$ _____ (11A)	\$ _____ (11B)
12. Actual SMAHC Grant Award	\$ _____ (12A)	\$ _____ (12B)
13. Total Income (Add lines 11 & 12)	\$ _____ (13A)	\$ _____ (13B)
14. Total Cost of Project (From line 7)	\$ _____ (14A)	\$ _____ (14B)
15. Project's Profit or Loss* (Line 14 minus line 13)	\$ _____ (15A)	\$ _____ (15B)

*If a loss is sustained, how the deficit will be covered? If a profit is realized, where funds will be directed?

Part C Evaluation:

Please rate and comment on the following list of residency requirements and possible goals. How and to what extent were they met?

1 = was not a goal; 2 = goal was not well met; 3 = goal was adequately met; 4 = goal exceeded expectations

_____ A. Professional development for classroom teachers. Comments:

_____ B. Planning with artist and teacher-artist contact time. Comments:

_____ C. Community involvement in residency. Comments:

_____ D. Student assessment and improvement in learning a new art form. Comments:

E. Please rate and comment on any other residency goals. Use rating options as above and comment:

- _____ 1. Art-form taught with art curriculum _____
- _____ 2. Art-form taught with other curriculum _____
- _____ 3. Student learning in art form improved _____
- _____ 4. Student learning in other curricular areas improved _____
- _____ 5. Impact of residency on School Community _____
- _____ 6. Other _____

F. What do you feel will be the long-term impact of this residency on your school, staff, students and curriculum? (check all that apply)

- _____ Teacher has obtained new skills to deliver ongoing arts education curriculum.
- _____ Students have deeper understanding of a particular culture.
- _____ Teachers and/or students have an advanced awareness of arts resources.
- _____ Residency enabled teacher to see/nurture strengths in more members of the class.
- _____ Other(s). Please describe:

G. How did you evaluate the residency to determine its effectiveness? Check all that apply:

- _____ Pre-and /or post testing of students.
- _____ Student responses
- _____ Staff critique
- _____ Other(s). Please describe:

Part D Artist Critique:

Artist Name _____ Artistic Discipline _____

_____ Number of residency days with students

_____ Year Artist was introduced to School Community

_____ Number of past residencies conducted by same artist since that time (if known)

1 = Inadequate; 2 = Adequate; 3 = Good; 4 = Outstanding

_____ This artist was well suited for our school and/or residency goals

_____ Artist was helpful and accessible during the planning process for the residency

_____ Artist came to the residency well prepared

_____ The activities were suitable for the classes involved and age appropriate

_____ Artist gave participants an appreciation/understanding of the artist's role

_____ Artist communicated well with staff

_____ Artist worked well with students

_____ Artist participated in the Community events (if applicable)

_____ Artist was on time, available for all scheduled events

_____ Teacher in-service was effective

_____ Overall Rating

Comments: Please provide comments to elaborate on the above ratings.

Part E Check list and Certification Statement:

Submit the following items within 60 days of the project completion:

- _____ Pages 1-6 of final report form
- _____ One program, poster, brochure, etc., with a sample credit line acknowledging SMAHC funding
- _____ Photos, newspaper articles, or video documentation, when possible.

Return the completed final report and attachments to:

Southwest Minnesota Arts & Humanities Council
1210 East College Drive, Suite #600
Marshall, MN 56258

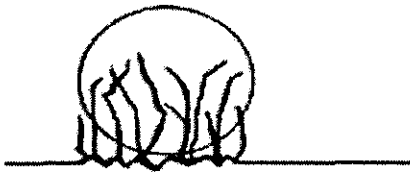
Retain a copy for your records.

Certification: We certify that the information contained in this application is true and correct to the best of our knowledge.

Authorizing Official: _____
Typed Name Title Signature Date

Project Director: _____
Typed Name Title Signature Date

Fiscal Agent (if applicable): _____
Typed Name Title Signature Date



Promoting the arts since 1974

**Southwest Minnesota Arts and
Humanities Council**

Effective July 1, 2007 to June 30, 2008

Art Project and Linkage Grants Program Overview Application & Instructions

Application Deadlines

Postmarked by

Round 1: August 1, 2007

Earliest Project Start Date: October 15, 2007

Round 2: February 1, 2008

Earliest Project Start Date: April 15, 2008

SMAHC
1210 E. College Drive
Suite 600
Marshall, MN 56258
(507) 537-1471
(800) 622-5284

smahcinfo@iw.net
www.smahc.org

Proposals that are primarily educational projects for students should apply to the Arts in Education and Communities Grant program.

SMAHC Art Project & Linkage Grants

Program Guidelines

July 1, 2007 to June 30, 2008

Program Intent:

SMAHC is committed to the support of high quality arts presentations and quality arts productions by local arts organizations. This program is a competitive process. You are encouraged to be articulate, precise and accurate in filling out your application. The intent of this grant program is to provide funds to nonprofit organizations in southwest Minnesota to stimulate and encourage the creation, performance and appreciation of the arts in the region. *Proposals that are primarily educational projects for students should apply to the SMAHC/McKnight Arts in Education & Community Grant program.* Successful projects should:

- ♦ advance the organization's artistic development;
- ♦ explore new ways of providing participatory artistic activities;
- ♦ improve the delivery of arts products;
- ♦ contribute to the artistic community.

Art Project (formerly known as Production/Presentation) refers to arts activities produced by another organization and contracted for locally or produced by a local arts organization. This category provides assistance to contract with professional artists, arts producing organizations and other programs that provide arts services and presentations. Examples include (but are not limited to):

- ♦ a performance by a professional orchestra,
- ♦ a professional dance company,
- ♦ readings by professional writers.

This category also includes the production, creation, performance and exhibition of art by the applicant organization and can include the engagement of a guest artist to complement or enhance the applicant's production. Examples include (but are not limited to):

- ♦ community orchestras,
- ♦ community chorus,
- ♦ community theatre productions,
- ♦ visual arts exhibits.

Linkage refers to a project that is intended to bring a school and a local art organization together for the purpose of developing a closer-working atmosphere. Each relationship of this nature will be different, depending on the organizations and individuals involved. *The project must show clear involvement and benefit to both the school and the arts organizations involved.* It must also contain a community component---available to the general community---such as a presentation, exhibit, open workshop, or other activity.

Grant Amounts:

Grants are available for up to **\$4,500** or **50%** of the total project costs, whichever is less. Applicant match must include 50% of the entire project's cash cost.

Important Dates:

Round I Grant Deadline: August 1, 2007
Grant Writing workshop: June 20, 2007, 4-6 p.m. at the SMAHC Office
Panel Meeting: September 8, 2007; Board Action: September 24, 2007

Round II Grant Deadline: February 1, 2008
Grant Writing workshop: December 5, 2007, 4-6 p.m. at the SMAHC Office (tentative date)
Panel Meeting: March 8, 2008; Board Action: March 24, 2008

Application Forms:

The application must be postmarked or received by 4:30 p.m. of the application deadline. Late or incomplete applications will not be considered. Applications submitted by electronic transmission will not be accepted. Please read the grant guidelines and application form carefully. Submit the signed original with necessary support materials. Keep a copy for your records.

Application Assistance:

Applicants are strongly encouraged to submit a draft of the application to SMAHC well in advance of the application deadline. A staff member will review your application, as time permits, and may offer suggestions for improvement. Staff will try to help all applicants who submit prior to the grant deadline but cannot guarantee assistance. Staff assistance does not imply that a grant request will be funded. Project quality, content, budget, and accuracy of an application are solely the responsibility of the applicant. Free grant writing assistance workshops are scheduled for organizations interested in applying to the SMAHC Art Project & Linkage grant program. To sponsor a workshop in your area, please contact the SMAHC office 507-537-1471, toll-free 800-622-5284 or e-mail smahcinfo@iw.net to make arrangements for a workshop.

Who is Eligible?

The Art Project & Linkage grant program is open to nonprofit organizations and units of government in the following eighteen counties of southwest Minnesota:

Big Stone	Chippewa	Cottonwood	Jackson	Kandiyohi	Lac qui Parle
Lincoln	Lyon	McLeod	Meeker	Murray	Nobles
Pipestone	Redwood	Renville	Rock	Swift	Yellow Medicine

Applicants must be nonprofit organizations as described in Section 501 (c)(3) of the United States Internal Revenue Code with Articles of Incorporation on file with the State of Minnesota or an official unit of a city, county, or state government of the State of Minnesota.

Any formal organization not meeting this requirement may apply through a **fiscal agent**. A fiscal agent is an organization meeting the requirements listed above. A signed agreement spelling out the relationship between the applicant and the fiscal agent must be submitted with the application. A fiscal agent, if used, must sign the application and, if funded, sign the Arts Grant Contract, and is legally responsible for the completion of the project and for the proper management of grant funds.

Due to a 1985 Supreme Court ruling, parochial schools may not apply directly.

IMPORTANT!: For additional eligibility requirements, see the **Project Requirements on the Certification Page of the grant application form.**

Review Process:

1. SMAHC staff reviews the application for accuracy, completeness and eligibility. Only complete applications will be forwarded to the Organization grant review panel. Grant applicants may not discuss their application with SMAHC panelists or board members following the grant deadline until after the board has acted on the application. Communication regarding an application with SMAHC board or panelists during this time will result in the application being ineligible for funding consideration
2. **Review Panel:** A grant panel reviews all eligible applications. Panelists are chosen for their knowledge and expertise in the arts and nonprofit management, and their ability to interpret the guidelines and review criteria equitably and fairly to each application. Geographic representation, ethnicity and gender are also considered to ensure the panel reflects the diversity of the region. Organizations submitting more than one application should note that only one may be given highest priority before geographical distribution is

considered. The panel review meeting date is listed on page 1 of this document. Near the scheduled date of review you may contact the SMAHC office for time and location of the panel meeting. SMAHC follows the State of Minnesota open meeting guidelines. Applicants are welcome to attend the meeting to hear the panel deliberations and audit proceedings. Interaction between applicants and panelists is not allowed.

3. Board and panel members with a conflict of interest in regard to a specific applicant or project declare such and abstain from comment and rating of that application.
4. Grants will be awarded to the extent of funds available to applications meeting the criteria. The SMAHC board will consider the geographic distribution of available funds and first time applicants. Contact the SMAHC office to receive more information on the rating process.
5. The recommendations of the panel are submitted to the SMAHC Board of Directors for final approval. All applicants will receive a notification letter of acceptance or rejection within 15 days after final review of the application by the Board of Directors.
6. If the application receives partial funding, a revised project description and budget must be submitted within 30 days of notification.

Review Criteria:

Through majority vote, the organization panel makes a recommendation to the SMAHC Board of Directors for funding based on the established criteria. This is a competitive process.

- a. **Artistic Quality and Merit** – Quality art, whether traditional or experimental, is challenging and original. Rooted in basic human values, it illuminates the human condition, serves the vital interests of communities, and moves the imagination and heart. Such work is well crafted and well performed. The panel considers such factors as:
 - ♦ contributions to the artistic growth of the artists and audience
 - ♦ how the activities support the organization's mission and complement and build upon past projects,
 - ♦ the project's contribution to the respective art form,
 - ♦ the artists' qualifications,
 - ♦ how the project advances the stated goals of the organization and the organization's stated goals of the project.
- b. **Ability** - The panel considers the ability of the applicant to accomplish this project including:
 - ♦ the quality of the planning process (including evaluation),
 - ♦ the project director's qualifications,
 - ♦ the feasibility of the budget with income derived from a variety of sources,
 - ♦ the quality of the promotional efforts,
 - ♦ the degree of fiscal accountability,
 - ♦ and the quality of past projects.
- c. **Collaboration and Support** - The panel considers both the demonstrated need for this project by the organization and by the community which it serves, including:
 - ♦ the degree of community support and involvement as illustrated, in part, by in-kind contributions,
 - ♦ the degree to which this project broadens awareness of the power of the arts to enrich our lives and ensure the vitality of our communities,
 - ♦ whether or not the project duplicates other programs, complements existing programs or shows growth from applicant's past projects,

- ♦ and evidence of growth and/or diversity from past SMAHC funded projects.
- d. **Applicability to Linkage Goals (Linkage Grants only)**– The panel considers the extent to which the project:
- ♦ includes the advancement of the stated goals of both school and arts organization,
 - ♦ provides and encourages new levels of arts activities in the school system,
 - ♦ explores new ways of providing participatory artistic activities,
 - ♦ and develops new or expanded alliances between schools and local art organizations for long term partnerships.

Appeals Policy and Procedures:

Any applicant who can show cause that established grant review procedures were not followed, or can show that the policies of the program are not equitable to all applicants, may file an appeal in writing, within ten (10) days of notification of the Board's decision on that application.

There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact SMAHC at 800-622-5284 or 507-537-1471 for a copy of the appeal process.

Grant Contract and Distribution of Funds:

Awarded grantees must sign and return a contractual agreement within 30 days of notification. Failure to provide any required documents within the prescribed time can result in the cancellation of a grant commitment. Occasionally, additional but clearly outlined conditions will be added to the contract. Eighty percent (80%) of the grant award will be sent to the grantee upon receipt of the signed contract and within thirty (30) days of the project start date. The remaining twenty percent (20%) of the grant award will be sent to the applicant upon receipt and approval of the Final Report.

The Final Report:

A final report will be sent to the grantee with the letter containing the initial 80% grant award check. The report requires information on the number of persons involved, the actual costs, and an evaluation of the project. The final report is an important document. SMAHC realizes that as projects develop, some minor differences may arise, but applicants should take every precaution to insure implementation, operation, and evaluation of the project as promised. *Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a forfeit of the remaining 20% of grant funds and may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.*

Applicants are encouraged to contact the SMAHC staff for assistance before submitting an application. We can answer your questions, let you know whether the project you are considering might be eligible, talk about possible resources and even help walk you through the grant forms. You can contact us via email at smahcinfo@iw.net, call us toll free (800) 622-5284, or on our local line (507) 537-1471.

Grant writing workshops are tentatively scheduled for June 20, 2007 and December 5, 2007 from 4-6 p.m. in the SMAHC office, Suite 600, 1210 East College Drive, Marshall. If you aren't able to attend a grant workshop you are welcome to make an appointment to stop by our office for assistance. Check the web site to verify the dates of the workshops. Workshops are free but **pre-registration is required**. Call or email to register for a grant writing workshop.

This page intentionally left blank.

Southwest Minnesota Arts & Humanities Council
1210 E. College Dr., Suite 600, Marshall, MN 56258
507-537-1471 or 1-800-622-5284
E-mail: smahc@iw.net Website: www.smahc.org

For office use only	
Application #:	_____
Date received:	_____
Postmarked:	_____
Board Review:	_____

Art Project Grant & Linkage Grant Programs
Application Form
July 01, 2007 – June 30, 2008

Directions for Applicant: Submit a typed and signed original. Keep a copy for your records.

PART I

Name of Organization _____
Address _____ **Email** _____
City _____ **Zip** _____
Organization Website _____

Authorizing Official's Name _____ **Title** _____
(*Not the Project Director*)
Address _____ **Phone (daytime)** _____
City _____ **Zip** _____
Email Address _____

Project Director's Name _____ **Title** _____
Address _____ **Phone (daytime)** _____
City _____ **Zip** _____
Email Address _____

**If your organization is not yet officially recognized as tax exempt and you are applying through a fiscal agent, complete the following:*

Fiscal Agent Organization: _____
FA Authorizing Official's Name _____ **Title** _____
Address _____ **Phone (daytime)** _____
City _____ **Zip** _____
Email Address _____

Important: A copy of the IRS letter that verifies status of the applicant or its fiscal agent must be enclosed. Groups using a fiscal agent must submit a copy of an agreement that outlines the responsibilities of each organization.

NOTE: The Authorizing Official, Project Director, and Fiscal Agent Authorizing Official are responsible for all pertinent paperwork for this project and compliance with all program requirements.

Project Title (Examples: "production of *King Lear*," or "2006-07 Concert Series" (25 words or less):

Project Start Date: _____ **Project End Date:** _____
Start Date is defined as the actual date of a performance. Applicants may begin planning, auditions, and/or rehearsals prior to the start date, knowing that if they do not receive a grant, they will still be responsible for any financial commitments made.

Total Cost of Project \$ _____ **Grant Amount Requested** \$ _____

PART II

List all **cash** expenses directly associated with the project. Clearly identify each item. Calculations i.e., rate/hour, may be shown in the Budget Narrative (Part C). Round to the nearest dollar. A **budget narrative detailing all budget calculations must be attached** if it is not included in the space below. SMAHC no longer considers in-kind contributions as an income or expense match, although an accounting of in-kind contributions is requested in the budget narrative as evidence of local community support. Please itemize all expenses.

A. Cash Cost of Project

Totals

1. Salaries, Artist fees, Contracts, & Honorariums - Itemize:	\$
2. Expendable Supplies & Materials:	\$
3. Transportation & Subsistence:	\$
4. Publicity (Ads, Printing, etc.)	\$
5. Rental:	\$
6. Other - describe:	\$
7. Total Cash Cost of Project (Add lines 1 through 6):	\$

Cash Match for Project

Totals

8. Organization Funds Budgeted for Project	\$
9. *Earned Income (Ticket sales, Fundraisers, Concessions, etc.)	\$
10. Other Income – itemize. Indicate source and if funds are anticipated or received.	\$
11. Total Cash Match for Project (Add lines 8 through 10)	\$
12. Amount Requested from SMAHC (Line 7 minus line 11) <i>Grant request may not exceed 50% of line 7. Maximum request: \$5,000</i>	\$

13. ***Earned Income/Ticket Sales:** The Art Project & Linkage programs require a minimum average admission fee of \$4.00. List ticket prices here for all price categories (adult, children, seniors, students, etc.) for this project.

Category	Estimated # of tickets sold	Ticket Price	Estimated Income

Totals all categories (add each column):

TOTALS →		TOTALS →	
-----------------	--	-----------------	--

14. List ticket/admission prices you have charged for similar projects in the past two years:

Year	Project	Ticket Price(s)

PART III

A. Schedule of project

Give the specifics of the location(s) where the grant activities are to take place, making sure to include the performance date(s), time(s), and address(es).

Event	Date & Time	Venue	Street Address	City

B. Estimated cost per person

1. **House Capacity**

Number of Performances

2. **Expected Audience** High:

Low:

Average:

3. **Adult Artists Participating** Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.

4. **Adult Audience Benefiting** Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendee

5. **Children/Youth Benefiting** Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (excluding broadcast figures). Do not double-count repeat attendees.

6. **Total People Served**

7. **Subsidy Per Person** Grant amount requested divided by #6. Total People Served :

C. Grant History

Please list any previous grants you have received within the last three years either from other funders, i.e: the Minnesota State Arts Board (do not include grants from SMAHC):

Date	Project	Amount of Grant

Total Org. Expenses - most recently completed Fiscal Year (FY):	FY	\$
--	-----------	-----------

D. Budget Narrative

Attach a detailed description of your budget figures. Itemize & calculate expenses and income (salaries, royalties, duplicating/printing, supplies, etc.). Provide details of your publicity plan (ads, posters, etc.). Explain **all** miscellaneous expenses included. Justify your ticket/admission prices.

In-kind contributions should not be included in the budget but may be documented in the budget narrative. In-kind contributions are donations/contributions of resources other than cash (donated performance or rehearsal space, donated professional services, donated materials, etc.). You need not show equivalent dollar amounts. Do not include efforts that are listed as cash costs in the budget.

E. Project Narrative

Attach a narrative (maximum of 3 pages) that addresses questions 1 through 6 below. Be sure to answer all questions. Your narrative should be typed on 8 ½" x 11" paper, one side only.

- 1. Mission Statement, History and Background.** State your organization's artistic mission statement and provide a brief background and history of your organization---including a description of the community in which it is located and the current role of the organization in the community. What types of programs does your group offer? Who are the primary constituents that your group serves? How does this project fit with your group's overall goals or mission?
- 2. Decision Makers and Group Structure.** The panel will want to know some details about the leadership of your group: How does your group operate? Does it have a board of directors or an advisory committee? How were they chosen, by whom, and how do you make sure they represent the diversity of your community? How often do they meet? Who does the work (paid staff, volunteers, others)? How is the community involved in the decision making process?
- 3. Project.** Provide the panel with a detailed description of the project your group is proposing.
 - a. Description**
 - ♦ What is the project that your group wants to undertake? Why?
 - ♦ Where and when will it take place?
 - ♦ How will this grant impact your organization's stability and development in the long term?
 - ♦ How will this grant help assist your group in developing its organizational capacity?
 - ♦ Will this project continue after the grant period has ended? If so, how will it be funded?
 - b. Criteria**
 - ♦ **Artistic Quality and Merit of the Project**

List the specific artistic goals of this project.

How will this particular project achieve your goals?

How will you evaluate whether your goals have been achieved? Consider ways of determining audience response and critical response.

Discuss the rationale for selecting these artists and companies (if a presentation project) or program and selections (if a production project).
 - ♦ **Collaboration and Support**

Why this activity is important to the community?

How does this project meet the artistic needs of your community and the artists involved?

Describe the level of community involvement and support for this project.

How is your organization and this project unique and valuable to your community?

How is your community's artistic life richer because your organization exists?

What are the specific needs of the under-served components of your community in regards to the arts? How does this project include them?
 - ♦ **Ability**

Detail the planning process

Describe promotion plan

Project Narrative (cont.)

- ♦ **Applicability to Linkage Goals (for Linkage Projects only)**

How does this project support the goals of the applicant? What does the applicant give to the project? What does the applicant get out of the project?

How does this project support the goals of the school applying? What does the school give to the project? What does the school get out of the project?

4. **Public Access.** In what ways does your organization insure that its activities are open and accessible to all that might wish to participate? Consider such questions as what promotion tools do you use to insure that all segments of your community know about your organization and its events. Does your organization have a written plan to meet its obligations to the physical accessibility needs of its community? Or undergone a survey of those needs? In what ways will this grant help you to insure that your project is open and accessible to all?
5. **Community Participation and Support.** Explain how the community will participate in, support and/or experience the arts activities that your organization is involved in. How are you involving community members in this activity? Are individuals involved in decision-making positions, as volunteers, and as audience members reflective of the diversity of your community? How are community groups showing their support of the proposed project (financially, donations of supplies or space, etc.)?
6. **Project Personnel.** Provide the names and describe the qualifications of the key people directly involved in the project. If your organization is applying to pay staff salaries you must include a resume for each paid position. If the position has not been filled, include a job description, wage, search process, etc. Provide links to organization website if available. Another sheet of paper may be used if necessary.

F. Required Support Material

1. **Resumes of artists involved in work.** *Work samples and resumes for current COMPAS and Minnesota State Arts Board Roster artists or organizations are **not** required.* Non-roster artists' resumes should be up to date and document training and accomplishments in the art discipline being used in the project. Provide websites for artists if available. Submit resumes for all professional artists who are budgeted for payment.
2. **Artist work sample (optional).** SMAHC asks for, but does not require, work samples for all paid artists. The work sample helps the panel and board determine the artistic quality of the proposed artist's/artists' work. Applications without accompanying work samples will not be considered ineligible. However, if the panel/board doesn't have sufficient information to determine artistic quality and merit, the application may receive a lower score and rank. One sample, with accompanying written description, may be submitted for each proposed artist. Work samples will be returned to applicant only if a stamped self addressed envelope is included or if they are picked up at the SMAHC Office. See **"Return of Work Samples"** in the Application Checklist. While reasonable care is taken with work samples SMAHC is not responsible for loss or damage of submitted materials.
 - ♦ **Written materials:** submit one copy of up to 10 pages of literary work representative of the artist's work. Please note: We will not return written work samples
 - ♦ **Slides:** Submit a minimum of five, a maximum of ten digital images on CD or DVD or standard 2" x 2" slides in a slide preserver sheet. *Mark each slide with a number indicating the order to be viewed and the artist's name. On a separate sheet list the slides in order, including name of piece, media, size and year it was produced.*
 - ♦ **Video or audiotapes or CDs or DVDs:** Submit one tape of a single work or a series of works not to exceed a total running time of five minutes. *Label all tapes/CDs and boxes with the artist's name. On a separate sheet list the tapes submitted including name of each tape, name of selected work sample piece, running time, and year it was produced.*

PART IV

ADA Access Plan Checklist:

The 1990 Americans with Disabilities Act made access to cultural programs and services for persons with disabilities a civil right. In the spirit of that law SMAHC believes that the receipt of public money obligates its grant recipients to ensure that people with disabilities can fully participate in and enjoy arts activities. One approach to understanding the many ways a group can become more accessible is to develop an ADA access plan. Such a plan serves to assess the accessibility of an organization's programs, services and facilities and define strategies for improvement. Please complete the following checklist and attach this page as a cover sheet to your ADA access plan. We expect that plans will vary in length depending on the mission, size, and scope of your organization.

Name of Organization: _____

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. We have developed an access advisory committee to assist us in evaluating the accessibility of our programs, facilities and services. If yes, proceed to #2. If no, comment here:
<input type="checkbox"/>	<input type="checkbox"/>	2. We have developed a concise policy stating our organization's commitment to access for people with disabilities. If yes, proceed to #3. If no, comment here:
<input type="checkbox"/>	<input type="checkbox"/>	3. We have conducted an accessibility survey to evaluate our accomplishments and identify goals related to access improvements. If yes, proceed to #4. If no, comment here:
<input type="checkbox"/>	<input type="checkbox"/>	4. We have completed and attached our ADA access plan. If yes, proceed to #5. If no, comment here
		5. Our ADA access plan includes the following:
<input type="checkbox"/>	<input type="checkbox"/>	A policy statement regarding accessibility and a brief description of how the policy was developed.
<input type="checkbox"/>	<input type="checkbox"/>	The ways in which our facilities, programs, and services are currently accessible to people with disabilities.
<input type="checkbox"/>	<input type="checkbox"/>	Accessibility goals yet to be addressed.
<input type="checkbox"/>	<input type="checkbox"/>	Projected costs (if any) and a timeline of action steps to accomplish our accessibility goals.

Contact the following organizations for assistance:

VSA Minnesota, Hennepin Center for the Arts

528 Hennepin Avenue, Suite 305

Minneapolis, MN 55403

1-800-801-3883 TTD/TTY

Email Address: vsarts@bcmn.com Web Site: www.mn.vsarts.org

MN State Council on Disability

121 East 7th Place, Suite 107

St. Paul, MN 55101 1-800-945-8913 V/TTY

Email Address: council.disability@state.mn.us

Web Site: www.state.mn.us/portal/mn/jsp/home.do?agency=MSCOD

Certification Page

Project Requirements:

Applications for grant assistance *will not* be accepted for review if any of the following conditions are not complied with.

<input type="checkbox"/>	1. Grant Application forms must be typed. <i>Hand written copies will not be accepted.</i>
<input type="checkbox"/>	2. Funds requested from SMAHC, other Regional Arts Councils, and the Minnesota State Arts Board may not exceed the allowable grant category maximum or 50% of the total project cost. If the actual project cost is less than the total budgeted cost, the Art Project & Linkage grant will provide only up to 50% of the actual project cost.
<input type="checkbox"/>	3. Funds requested may not be for capital improvements, purchase of real property (land or buildings) or endowment funds.
<input type="checkbox"/>	4. Projects may not require artists to pay excessive entry or exhibition fees in order to exhibit or perform in the project. (This does not include reasonable workshop or training fees.)
<input type="checkbox"/>	5. Funds requested may not be used to make up a deficit from a prior project.
<input type="checkbox"/>	6. Activities must not be essentially for the religious socialization of the participants.
<input type="checkbox"/>	7. Projects may not be for student organizations or schools <u>only</u> .
<input type="checkbox"/>	8. Funds requested may not be used for regranting, lobbying or scholarships.
<input type="checkbox"/>	9. Applicant organizations must not have any outstanding final reports to SMAHC, and must be in full compliance with any active contract with SMAHC.
<input type="checkbox"/>	10. Activities may not be resold to profit-making establishments (example: dinner theatre in a commercial establishment) unless clearly separate (example: theatre tickets available for show only).
<input type="checkbox"/>	11. Projects must show a mandatory minimum \$4.00 <i>average</i> admission fee. Visual arts exhibitions and readings are excluded from this requirement. Waivers may be granted in special circumstances. Call the SMAHC office for information prior to submitting an application.
<input type="checkbox"/>	12. Projects must be concluded within a 24-month period from the Start Date and as described in the grant application and budget. Any changes must be requested and cleared, in writing and in advance, with SMAHC.
<input type="checkbox"/>	13. SMAHC Art Project & Linkage grant funds may not be used with funds from other SMAHC grant programs.
<input type="checkbox"/>	14. The applicant must provide broad-based publicity to the community-at-large prior to the event/project. SMAHC's financial assistance be acknowledged on all publicity and promotional material through the following credit line: <i>"This activity is made possible in part by a grant from the Southwest Minnesota Arts and Humanities Council (SMAHC) with funds appropriated by the State Legislature."</i>
<input type="checkbox"/>	15. Projects must be inclusive and accessible in their process and/or final product, considering economic, geographic, and physical accessibility, as well as the cultural, racial, ethnic, age, and gender make-up of the community
<input type="checkbox"/>	16. For purposes of evaluation, the grantee will provide the SMAHC office with two free passes to all activities funded by the grant. Passes will be made available to the SMAHC office two weeks in advance, or arrangements made for SMAHC evaluators to claim free admission at the door.
<input type="checkbox"/>	17. A final report must be filed within sixty (60) days of the project's completion. <i>Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a forfeit of the remaining 20% of grant funds and may result in applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.</i>

Certification Page - Continued

Application Checklist:

The application must be postmarked or received by the deadline. Please read the grant guidelines and application forms carefully. Submit the signed original with necessary support materials. Keep a copy for your records.

Complete this checklist before submitting your application – all items listed, except as noted below, must be submitted with your application form if they are not currently on file at the SMAHC office.

The original copy of the following:

On File with SMAHC	Enclosed	
	<input type="checkbox"/>	The completed, signed application
	<input type="checkbox"/>	Project Narrative – maximum 3 pages
	<input type="checkbox"/>	Budget Narrative
	<input type="checkbox"/>	Resumes for all paid artists working on project
	<input type="checkbox"/>	Work samples for any paid artists (optional but recommended)
	<input type="checkbox"/>	Written description of work sample (see program application, pg. 5, E, #2, Artist work sample)
	<input type="checkbox"/>	List of Board Members or Advisory Committee Members and their affiliations
	<input type="checkbox"/>	ADA checklist (page 6 of application)
	<input type="checkbox"/>	Checklist and Certification pages
<input type="checkbox"/>	<input type="checkbox"/>	One copy of organization's Americans with Disabilities Act plan
<input type="checkbox"/>	<input type="checkbox"/>	Bylaws & Articles of Incorporation (<i>Public schools & official government units, exempt.</i>)
	<input type="checkbox"/>	Most recent annual financial report and/or budget for your organization for this fiscal year (<i>Public schools & official government units, exempt.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Applicant organization's IRS 501(c)(3) status letter (<i>Public schools & official government units, exempt.</i>)
		OR
<input type="checkbox"/>	<input type="checkbox"/>	A copy of your fiscal agent's IRS 501(c)(3), unless the fiscal agent is a public school or official governmental unit.
		AND
	<input type="checkbox"/>	A signed copy of fiscal agent agreement outlining responsibilities of all participating parties. (Must submit a new agreement for each application.)

RETURN OF WORK SAMPLES (check one):

- ☐ I want my work samples returned. I am enclosing the required stamped self-addressed envelope.
- ☐ I will pick up my work samples from the SMAHC office within 30 days after the Board Meeting date.
- ☐ I do not wish to have my work samples returned.

NOTE: *Unclaimed work samples and work samples sent without return postage will be discarded 30 days after the SMAHC Board of Directors meets.*

Certifying Signatures: The signatures below certify that we meet all of the eligibility requirements of this grant program, that all information contained in this application and its attachments is true and correct to the best of our knowledge and that we have submitted a complete application fulfilling all items on the application checklist. **Must be signed by the Project Director, Authorizing Official and Fiscal Agent (if applicable).**

Project Director: _____
Signature _____ Date _____

Authorizing Official: _____
Signature _____ Date _____

Fiscal Agent: _____
Signature _____ Date _____

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL
1210 East College Drive, Suite 600, Marshall, MN 56258
(507) 537-1471 or 1-800-622-5284
ART PROJECT GRANT AWARD CONTRACT

Date: **May 7, 2007** APPLICATION: «PRG»«ROUNDMONTH»-«ROUNDYEAR»-«REGAPP» AWARD:
\$«GRA».00
ORGANIZATION: «SCHOOLORGAN»
FISCAL AGENT: «FISCALAGENT»
AUTHORIZING OFFICIAL: «AUTHORIZEOFF»
PROJECT DIRECTOR: «CONTACTPERSON»
PROJECT NAME: «PLANSUM»

In order to finalize the grant, your organization's authorizing official, project director and fiscal agent must within thirty (30) days sign and return a copy of this contract indicating agreement to the following terms:

1. That the project will be carried out within 24 months of notification of the award and as described in the grant application and budget. Any changes must be requested and cleared, in writing and in advance, with SMAHC.
2. All publicity and promotional material for the project must include the following credit line: "This activity is made possible in part by a grant from the Southwest Minnesota Arts and Humanities Council (SMAHC) with funds appropriated by the State Legislature."
3. Access to participation in the project will not be limited on the basis of age, national origin, race, gender, sexual orientation, or physical disability.
4. If the actual project cost is less than the total budgeted cost, the Art Project Grant will provide only up to 50% of the actual project cost. Note: total funds awarded from SMAHC and the MN State Arts Board cannot exceed 50% of the actual project cost.
5. Any profits realized by a project outperforming goals will be used by the organization for future arts related projects.
6. For purposes of evaluation, the grantee will provide the SMAHC office with two free passes to all activities funded by the grant. Passes will be made available to the SMAHC office two weeks in advance, or arrangements made for SMAHC evaluators to claim free admission at the door.
7. The Southwest Minnesota Arts and Humanities Council shall have access to any books, documents, papers, and records regarding the granted project in the case of an audit or evaluation of the project. These records and supporting documents shall be retained for a period of three (3) years following the completion of the project.
8. The final 20% of the awarded grant funds shall be held back until the successful completion of a final report by the grantee. *Failure to provide a final report within 60 days of the end of the project, in this case by «FINALDUE» --- without a prior request for an extension---will result in a loss of the remaining 20% of grant funds and may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.*
9. In the event the project cannot be completed *as stated*, the entire grant must be returned to the Southwest Minnesota Arts and Humanities Council.
10. All applicant organization funds budgeted will be provided as stated.
11. Projects involving performances or presentations before an audience will include a minimum of \$4.00 per person *average* admission fee unless the SMAHC board has granted a waiver of this requirement.
12. The organization will provide broad-based publicity to the community at large prior to the event.
13. That the organization shall notify SMAHC, in advance, of exact times, dates and locations, and venues of activities. Failure of an applicant to provide SMAHC staff with a ten-day prior notice of any changes of dates, locations or venues of activities may result in forfeiture of final 20% of grant funds

I understand that future grants will be contingent upon complete compliance with the terms of this grant contract. SMAHC reserves the right to audit the financial records of projects which receive grant funds.

Signature of SMAHC Executive Director Date

Signature of Authorizing Official Date

Signature of Project Director Date

Signature of Fiscal Agent Date

(507) 537-1471 or 1-800-622-5284

Date Received: _____

Part B PROJECT BUDGET: Please put the figures from your application in the column entitled "Grant Budget," and put the actual amount paid out or received in the column entitled "Actual Totals." Clearly identify each item. Show method of calculations (hours, rate, number of people, etc.). Round to the nearest dollar. Detail expenses.

Explain any budget variances. Attach separate sheet if necessary.

COST OF PROJECT	Cash only GRANT BUDGET	Cash only ACTUAL TOTALS
1. Salaries, Artist Fees, Contracts & Honorariums:	\$ _____	\$ _____ (1)
2. Expendable Supplies & Materials	\$ _____	\$ _____ (2)
3. Transportation & Subsistence	\$ _____	\$ _____ (3)
4. Publicity (Ads, Printing, etc.)	\$ _____	\$ _____ (4)
5. Rental	\$ _____	\$ _____ (5)
6. Other	\$ _____	\$ _____ (6)
7. Total Cash Cost of Project (ADD LINES 1 THROUGH 6).....	\$ _____	\$ _____ (7)
<u>MATCH FOR PROJECT</u>		
8. Organization Funds Budgeted for Project *Actual should be same as budget.	\$ _____	*\$ _____ (8)
9. Other Grants (INDICATE SOURCE) _____	\$ _____	\$ _____ (9)
10. Earned Income (TICKET SALES,FUNDRAISERS, CONCESSIONS, ETC.)	\$ _____	\$ _____ (10)
11. Total Cash (ADD LINES 8 THROUGH 10).....	\$ _____	\$ _____ (11)
12. SMAHC Grant Award.....	\$ _____	\$ _____ (12)
13. Total Match for Project (LINE 11 + LINE 12).....	\$ _____	\$ _____ (13)
14. Project Profit or <Loss>* (LINE 13 – LINE 7).....	\$ _____	\$ _____ (14)*

15. *If Loss--how will it be covered, if Profit--how will funds be used?

16. Explain any budget variances. Attach a separate page if necessary.

17. List ticket prices and the number of tickets sold for all price categories (adult, children, seniors, students, etc.) for this event.

CATEGORY COST	AUDIENCE	ADMISSION FEE	SUBTOTAL
Example: Seniors	200	X \$4.00	= \$800.00
_____	_____	_____	= _____
_____	_____	_____	= _____
_____	_____	_____	= _____
TOTAL (ALL CATEGORIES):	# _____		\$ _____

18. If you had more than one performance, list the total audience for each performance - list by date or location:

How did you promote this project? How did you acknowledge receipt of the SMAHC grant? **Send us a copy of 2 examples - i.e.: a copy of the program, a poster, a newspaper article or an advertisement in which the grant was acknowledged.**

8. What means were used to evaluate this program?
10. In order to better serve you, we need your suggestions. Please feel free to discuss areas that SMAHC can improve our services. (For example, is there adequate communication between SMAHC staff and the grantee? Is the program information, application form, and the final report forms clear and understandable?):
11. Number of people directly involved in the development and/or production of the project (size of the cast, etc.):
12. Number of artists directly involved in the project: _____
13. Provide total number of people in audience: _____
15. In order for us to let our legislators know how important state arts funding is to the citizens of our region, please give us a brief statement describing the impact this grant had on your community. Without these funds, what would not have happened?

Certification: We certify that the information contained in this report including the budget information is true and correct to the best of our knowledge.

Authorizing Official:

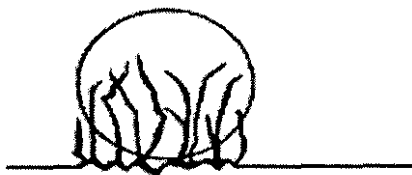
Typed Name	Title	Signature
------------	-------	-----------

Project Director:

Typed Name	Title	Signature
------------	-------	-----------

Fiscal Agent (if applicable):

Typed Name	Title	Signature
------------	-------	-----------



Promoting the arts since 1974

**Southwest Minnesota Arts and
Humanities Council**

Effective July 1, 2007 to June 30, 2008

Local Arts Organization Development Grants Program Overview Application & Instructions

Application Deadlines

Postmarked by

Round 1: August 1, 2007

Earliest Project Start Date: Oct. 15, 2007

Round 2: February 1, 2008

Earliest Project Start Date: April 15, 2008

SMAHC
1210 E. College Drive
Suite 600
Marshall, MN 56258
(507) 537-1471
(800) 622-5284

smahcinfo@iw.net
www.smahc.org

This program is only for local arts organizations. The fine arts must be the primary emphasis of the applicant organization. Schools should apply to the Arts in Education and Communities Grant program.

Applicants are encouraged to contact the SMAHC staff for assistance before submitting an application. We can answer your questions, let you know whether the project you are considering might be eligible, talk about possible resources and even help walk you through the grant forms. You can contact us via email at smahcinfo@iw.net, or call (507) 537-1471 or toll free (800) 622-5284.

Free grant writing workshops are tentatively scheduled for June 20, 2007 and December 5, 2007 from 4-6 p.m. in the SMAHC office, Suite 600, 1210 E. College Drive, Marshall. Pre-registration is required. If you aren't able to attend a grant workshop you are welcome to make an appointment to stop by our office for assistance. Check the web site to verify the dates of the workshops.

SMAHC Local Arts Organization Development Program Guidelines July 1, 2007 to June 30, 2008

Program Intent:

The intent of this grant program is to provide matching grants of up to \$4,000 for organizational development or management projects of community-based local arts organizations serving a wide range of arts in local settings that will have a long-term impact on an organization's stability or development. Schools are not eligible to apply for a Local Arts Organization Development Grant.

Examples of eligible activities include: training of staff or board members at workshops, hiring consultants, developing new arts programs and services, purchasing equipment, or filing fees for obtaining non-profit status. Grant award may not be used for staff salaries. However, start-up costs to create a new position are eligible.

Grant Amounts:

Grants are available for up to \$4,000 or 50% of the total project costs, whichever is less. Applicant match must include 50% of the entire project's cash cost.

Important Dates:

Round I Grant Deadline: August 1, 2007

Grant Writing workshop: June 20, 2007, 4-6 p.m. at the SMAHC Office

Panel Meeting: September 8, 2007; Board Action: September 24, 2007

Round II Grant Deadline: February 1, 2008

Grant Writing workshop: December 5, 2007, 4-6 p.m. at the SMAHC Office (tentative date)

Panel Meeting: March 8, 2008; Board Action: March 24, 2008

Application Forms:

The signed application must be postmarked or received by 4:30 p.m. of the application deadline. Late or incomplete applications will not be considered. Applications submitted by electronic transmission will not be accepted. Please read the grant guidelines and application form carefully. Submit the signed original with necessary support materials. Keep a copy for your records.

Who is Eligible?

The Local Arts Organization Development program is open to nonprofit arts organizations as described in Section 501 (c)(3) of the United States Internal Revenue Code with Articles of Incorporation on file with the State of Minnesota or is an official unit of a city, county, or state government of the State of Minnesota in the following eighteen counties of southwest Minnesota:

Big Stone	Chippewa	Cottonwood	Jackson	Kandiyohi	Lac qui Parle
Lincoln	Lyon	McLeod	Meeker	Murray	Nobles
Pipestone	Redwood	Renville	Rock	Swift	Yellow Medicine

Any formal organization not meeting this requirement may apply through a **fiscal agent**. A fiscal agent is an organization meeting the requirements listed above. A signed agreement spelling out the relationship between the applicant and the fiscal agent must be submitted with the application. A fiscal agent, if used, must sign the application and, if funded, sign the Arts Grant Contract, and is legally responsible for the completion of the project and for the proper management of grant funds.

The applicant must be an arts council, commission, or other entity whose principal purposes include planning, services, and development for arts organizations and artists. Priority will be given to first time applicants and applicants that involve, on a regular basis, activities in more than one art form.

For additional eligibility requirements, see the Project Requirements on the Certification Page.

Application Assistance:

Applicants are strongly encouraged to submit a draft of the application to SMAHC well in advance of the application deadline. A staff member will review your application, as time permits, and may offer suggestions for improvement. Staff will try to help all applicants who submit prior to the grant deadline but cannot guarantee assistance. Staff assistance does not imply that a grant request will be funded. Project quality, content, budget, and accuracy of an application are solely the responsibility of the applicant. Free grant writing assistance workshops are scheduled for organizations interested in applying to the SMAHC Art Project & Linkage grant program. To sponsor a workshop in your area, please contact the SMAHC office 507-537-1471, toll-free 800-622-5284 or e-mail smahcinfo@iw.net to make arrangements for a workshop.

Review Process:

1. SMAHC staff reviews the application for accuracy, completeness and eligibility. Only complete applications will be forwarded to the Organization grant review panel. Grant applicants may not discuss their application with SMAHC panelists or board members following the grant deadline until after the board has acted on the application. Communication regarding an application with SMAHC board or panelists during this time will result in the application being ineligible for funding consideration
2. **Review Panel** A grant panel will review all eligible applications. Panelists are chosen for their knowledge and expertise in the arts and nonprofit management, and their ability to interpret the guidelines and review criteria equitably and fairly to each application. Geographic representation, ethnicity and gender are also considered to ensure the panel reflects the diversity of the region. The panel review meeting date is listed on page 3 of this document. Near the scheduled date you may contact the SMAHC office for time and location of the panel meeting. SMAHC follows the State of Minnesota open meeting guidelines. Applicants are welcome to attend the meeting to hear the panel deliberations and to audit proceedings; interaction between applicants and panelists is not allowed.
3. Board and panel members with a conflict of interest in regard to a specific applicant or project declare such and abstain from comment and rating of that application
4. Grants will be awarded to the extent of funds available. The SMAHC Board will consider the geographic distribution of available funds and the number previous of Local Arts Organization Development grants received by an applicant. Contact the SMAHC office to receive more information on the rating process.
5. The recommendations of the panel will be submitted to the SMAHC Board of Directors for final approval. All applicants will receive a notification letter of acceptance or rejection within 15 days after final review of the applications by the Board of Directors.
6. If the application receives partial funding, a revised project description and budget must be submitted within 30 days of notification.

Review Criteria

Through majority vote, the organization panel makes a recommendation to the SMAHC Board of Directors for funding based on the established criteria for:

- a. **Merit** - The panel considers the merit of this project through factors such as:
 - ♦ the proposal design and planning
 - ♦ the personnel involved
 - ♦ how well the project meets and advances the stated goals of the organization
 - ♦ the role the organization plays in the artistic development of its community
 - ♦ the likelihood of the project strengthening future higher quality activities
- b. **Need** - The panel considers both the demonstrated need for this project by the organization and by the community which it serves, including:
 - ♦ the need for this project by the organization and by the community which it serves
 - ♦ how well the project will strengthen the ability of the organization to serve that community
 - ♦ who the project serves and rates most highly those projects and organizations that clearly meet the needs of under served communities and reflect the diversity of the population.
 - ♦ do the organization's activities involve the whole community?
- c. **Ability** - The panel considers the ability of the applicant to accomplish the project including:
 - ♦ the qualifications of staff and community volunteers
 - ♦ whether the project is well planned
 - ♦ the feasibility of the budget
 - ♦ the time frame
 - ♦ the organization's plan to continue the work once the funding period is over
 - ♦ previous successes and project history as evidence of ability to complete the project

Appeals Policy and Procedure:

Any applicant who can show cause that established grant review procedures were not followed, or can show that the policies of the program are not equitable to all applicants, may file an appeal in writing, within ten (10) days of notification of the Board's decision on that application.

There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact SMAHC at 800.622.5284 or 507.537.1471 for a copy of the appeal process.

Grant Contract and Distribution of Funds:

Awarded grantees must sign and return a contractual agreement within 30 days of notification. Failure to provide any required documents within the prescribed time can result in the cancellation of a grant commitment. Occasionally, additional but clearly outlined conditions will be added to the contract. Eight percent (80%) of the grant award will be sent to the grantee upon receipt of the signed contract and within thirty days (30) days of the project start date. The remaining twenty percent (20%) of the grant award will be sent to the applicant upon receipt and approval of the Final Report.

Final Report:

A final report will be sent to the grantee with the letter containing the initial 80% grant award check. The report requires information on the number of persons involved, the actual costs, and an evaluation of the project. The final report is an important document. SMAHC realizes that as projects develop, some minor differences may arise, but applicants should take every precaution to insure implementation, operation, and evaluation of the project as promised. *Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a forfeit of the remaining 20% of grant funds and may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.*

This page intentionally left blank.

Southwest Minnesota Arts & Humanities Council
1210 E. College Dr., Ste. 600, Marshall, MN 56258
507-537-1471 or 1-800-622-5284
E-mail: smahcinfo@iw.net Website: www.smahc.org

For office use only	
Application #:	_____
Date received:	_____
Postmarked:	_____
Board Review:	_____

Local Arts Development Grant Program
Application Form
July 01, 2007 – June 30, 2008

Directions for Applicant: Submit a typed and signed original. Keep a copy for your records.

PART I

1. Name of Organization _____

Address _____ Email _____
City _____ Zip _____

The Authorizing Official, Project Director, and Fiscal Agent Authorizing Official are responsible for all pertinent paperwork for this project and compliance with all program requirements.

2. Authorizing Official's Name

Title _____

(Not the Project Director)

Address _____ Phone (daytime) _____
City _____ Zip _____
Email Address _____

3. Project Director's Name _____

Title _____

Address _____ Phone (daytime) _____
City _____ Zip _____
Email Address _____

**If your organization is not yet officially recognized as tax exempt and you are applying through a fiscal agent, complete the following:*

4. Fiscal Agent Organization: _____

Title _____

Address _____ Phone (daytime) _____
City _____ Zip _____
Email Address _____

Important: A copy of the IRS letter that verifies status of the applicant or its fiscal agent must be enclosed. Groups using a fiscal agent must submit a copy of an agreement that outlines the responsibilities of each organization.

5. Brief Project Description (25 words or less): _____

6. Project Start Date: _____

Project End Date: _____

Start Date is defined as the actual date of a performance. Applicants may begin planning, auditions, and/or rehearsals prior to the start date, knowing that if they do not receive a grant, they will still be responsible for any financial commitments made.

7. Total Org. Expenses and most recently completed Fiscal Year (FY):	\$ _____	FY: _____
---	-----------------	------------------

8. Total Cash Cost of Project: \$ _____

9. Total Cash Match for Project (must be at least 50% Total Cash Cost): \$ _____

10. Grant Amount Requested (Total Cash Cost (8) minus Total Cash Match (9)):

Grant request may not exceed 50% of Total Cash Cost. Maximum request: \$4,000 \$ _____

PART II

Attach the information requested below.

A. Budget Information: Include an itemized budget for the proposed activity. Provide the following information/items:

1. **Projected Cash Expenses** – List all your expenses (i.e. duplicating costs, salaries, etc.) related to this proposal. Provide a detailed description of how you calculated your budget figures.
2. **Projected Matching Funds (Cash)** – Examples of matching items to include are as follows:
 - a. **Organizational Revenue** – List the amount your organization will be allocating for this project from your general operating funds.
 - b. **Foundation** – Please name the specific foundations to which grants are being submitted and the amount you anticipate receiving.
 - c. **Business & Industry** – Please name the specific businesses to which you are applying and the amount you anticipate receiving.
 - d. **Government** – Please name the specific source and the amount you expect to receive. Do not include the Local Arts Development Grant request.
 - e. **Other** – List any other income you anticipate. Please identify or explain.

B. Project Narrative: Attach a narrative (maximum 3 pages) that addresses questions 1 through 6 below. Your narrative should be typed on 8½" x 11" white paper, one side only. We recommend Times New Roman 12 point size, black font with minimum of ½ inch margins. Include the section headings shown in bold face type (for example: **History and Mission, Decision Makers and Group Structure, etc.**)

1. **History and Mission** The panel will want to know about your group and what it does. Address the following questions.
 - ♦ What is your group's purpose?
 - ♦ What is its mission?
 - ♦ How old is your group?
 - ♦ What types of programs does your group offer?
 - ♦ Who does your group serve?
 - ♦ How does this project fit with your group's overall goals or mission?
2. **Decision Makers and Group Structure** The panel will want to know some details about the leadership of your group:
 - ♦ How does your group operate?
 - ♦ Does it have a board of directors or an advisory committee?
 - ♦ How were they chosen, by whom, and how do you make sure they represent the diversity of your community?
 - ♦ How does the work get done - paid staff, volunteers, others?
 - ♦ How is the community involved in the decision making process?
 - ♦ How many people are involved with your organization?
3. **Project** Please provide the panel with a detailed description of your proposal. Include in your project description the following questions:
 - ♦ For what purpose will you be using this funding?
 - ♦ Where and when will it take place?

- ♦ How will this grant have long-term impact on your organization's stability and development?
 - ♦ In what ways will this grant help your group to develop its organizational capacity?
 - ♦ How many people will this project impact?
 - ♦ What results do you want to see from having undertaken the project?
 - ♦ How will you evaluate whether this project has been successful?
 - ♦ Will this project continue after the grant period has ended? If so, how will it be funded?
4. **Community Need** The panel will want to know why this activity is important to the community.
- ♦ How are the organization and this project unique and valuable to your community?
 - ♦ In what ways is your community's artistic life richer because your organization exists?
 - ♦ What are the specific needs of the underserved components of your community in regards to the arts?
 - ♦ How does this project include them?
5. **Public Access** In what ways does your organization insure that its activities are open and accessible to those who wish to participate? Consider the following questions.
- ♦ What promotion tools do you use to insure that all segments of your community know about your organization and its events?
 - ♦ Has your organization conducted a survey to evaluate the physical accessibility needs of your constituents?
 - ♦ Does your organization have a written plan to meet its obligations to the physical accessibility needs of your constituents?
 - ♦ In what ways will this grant help you to insure that your organization is open and accessible to all whom might wish to participate?
6. **Community Participation and Support** Explain how the community will participate in, support and/or experience the arts activities that your organization produces or promotes.
- ♦ How are you involving community members in this activity?
 - ♦ Are individuals involved, such as the decision making individuals, volunteers, and audience members, reflective of the diversity of your community?
 - ♦ How are community groups showing their support of the proposed project (financially, donations of supplies or space, etc.)? List all donated materials, labor, space and any other in-kind contributions from your organization and any community organizations.

C. Project Personnel

1. Provide the names and describe the qualifications of the key people directly involved in the project. The panel will want to know what makes these people qualified to carry out this project. If your organization is applying to cover expenses connected with start-up costs for a new position, include a job description, wage, search process, etc.
2. **List of Board Members** Attach a list with the names, addresses, and phone numbers and affiliations of the members of your Board or your community-based decision-making body.

PART III

ADA Access Plan Checklist: The 1990 Americans with Disabilities Act made access to cultural programs and services for persons with disabilities a civil right. In the spirit of that law SMAHC believes that the receipt of public money obligates its grant recipients to ensure that people with disabilities can fully participate in and enjoy arts activities. One approach to understanding the many ways a group can become more accessible is to develop an ADA access plan. Such a plan serves to assess the accessibility of an organization's programs, services and facilities and define strategies for improvement. Please complete the following checklist and attach this page as a cover sheet to your ADA access plan. We expect that plans will vary in length depending on the mission, size, and scope of your organization. If you haven't developed an ADA Access plan yet we expect to see progress toward a completed ADA access plan with each succeeding grant application.

Name of Organization: _____

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. We have developed an access advisory committee to assist us in evaluating the accessibility of our programs, facilities and services. If yes, proceed to #2. If no, explain here:
<input type="checkbox"/>	<input type="checkbox"/>	2. We have developed a concise policy stating our organization's commitment to access for people with disabilities. If yes, proceed to #3. If no, explain here:
<input type="checkbox"/>	<input type="checkbox"/>	3. We have conducted an accessibility survey to evaluate our accomplishments and identify goals related to access improvements. If yes, proceed to #4. If no, explain here:
<input type="checkbox"/>	<input type="checkbox"/>	4. We have completed and attached our ADA access plan. If yes, proceed to #5. If no, explain here:
		5. Our ADA access plan includes the following:
<input type="checkbox"/>	<input type="checkbox"/>	A policy statement regarding accessibility and a brief description of how the policy was developed.
<input type="checkbox"/>	<input type="checkbox"/>	The ways in which our facilities, programs, and services are currently accessible to people with disabilities.
<input type="checkbox"/>	<input type="checkbox"/>	Accessibility goals yet to be addressed.
<input type="checkbox"/>	<input type="checkbox"/>	Projected costs (if any) and a timeline of action steps to accomplish our accessibility goals.

Contact the following organizations for assistance:

VSA Minnesota, Hennepin Center for the Arts

528 Hennepin Avenue, Suite 305

Minneapolis, MN 55403

1-800-801-3883 TTD/TTY

Email Address: info@vsaartsmn.org. Web Site: <http://www.vsaartsmn.org/>

MN State Council on Disability

121 East 7th Place, Suite 107, St. Paul, MN 55101

1-800-945-8913 V/TTY, Email Address: council.disability@state.mn.us

Web Site: www.state.mn.us/portal/mn/jsp/home.do?agency=MSCOD

Part IV

PROJECT ACTIVITY INFORMATION

	1. Adult Artists Participating Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
	2. Adult Audience Benefiting Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees
	3. Children/Youth Benefiting Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (excluding broadcast figures). Do not double-count repeat attendees.

Certification

Project Requirements:

Applications for grant assistance *will not* be accepted for review if any of the following conditions are not complied with. *Review each requirement and check the box to indicate that you have read and complied with the requirement. Your application is incomplete until all boxes have been checked.*

<input type="checkbox"/>	1. Grant Application forms must be typed. <i>Hand written copies will not be accepted.</i>
<input type="checkbox"/>	2. Funds requested from SMAHC and the Minnesota State Arts Board, may not exceed the \$4,000 maximum or 50% of the total project cost. If the actual project cost is less than the total budgeted cost, the Local Arts Organization Development Grant will provide only up to 50% of the actual project cost.
<input type="checkbox"/>	3. Funds requested may not be for the purchase of real property (land or buildings) or endowment funds.
<input type="checkbox"/>	4. Funds requested may not be for projects in schools or educational institutions.
<input type="checkbox"/>	5. Funds requested may not be used to make up a deficit from a prior project.
<input type="checkbox"/>	6. Funds requested may not be for activities which are essentially for the religious socialization of the participants.
<input type="checkbox"/>	7. Applicant organization must not have any outstanding final reports due SMAHC, and is in full compliance with any active contract with SMAHC.
	8. Funds requested may not be used for lobbying, re-granting or scholarships.
<input type="checkbox"/>	9. Funds requested may not be used with funds from other SMAHC grant program
<input type="checkbox"/>	10. A final report must be filed within sixty (60) days of the project's completion. <i>Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a forfeit of the remaining 20% of grant funds any may result in applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.</i>
<input type="checkbox"/>	11. The Fine Arts must be the primary emphasis of the applicant organization.
<input type="checkbox"/>	12. All publicity and promotional material for the project must include the following credit line: <i>This activity is made possible in part by a grant from the Southwest Minnesota Arts and Humanities Council (SMAHC) with funds appropriated by the State Legislature and the McKnight Foundation.</i>

<input type="checkbox"/>	13. Projects must be inclusive and accessible in their process and/or final product, considering economic, geographic, and physical accessibility, as well as the cultural, racial, ethnic, age and gender make-up of the community.
--------------------------	--

Application Checklist:

The application must be postmarked or received by the deadline. Please read the grant guidelines and application forms carefully. Submit the signed original with necessary support materials. Keep a copy for your records.

Complete this checklist before submitting your application – all items listed, except as noted below, must be submitted with your application form if they are not currently on file at the SMAHC office.

On File with SMAHC	Enclosed	<u>The original copy of the following:</u>
	<input type="checkbox"/>	The completed typed and signed application.
	<input type="checkbox"/>	Itemized budget for the proposed activity (see page 2, Part II-A, of application)
	<input type="checkbox"/>	Project Narrative (see page 2, Part II-B, of application).
	<input type="checkbox"/>	List of names, addresses and telephone numbers and affiliations of members of the organization's board of directors or decision making group.
	<input type="checkbox"/>	Organizational annual operating budget or most recent financial statement.
<input type="checkbox"/>	<input type="checkbox"/>	Applicant organization's IRS 501(c)(3) status letter OR
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the fiscal agent's IRS 501(c)(3), unless the fiscal agent is an official government unit. AND
	<input type="checkbox"/>	A signed copy of fiscal agent agreement outlining responsibilities of all participating parties.
<input type="checkbox"/>	<input type="checkbox"/>	A copy of applicant organization's Articles of Incorporation and Bylaws.
	<input type="checkbox"/>	Checklist and Certification page.
	<input type="checkbox"/>	A copy of the ADA Access Plan Checklist and a copy of organization's Americans with Disabilities Act (ADA) plan and proof that you are working toward compliance of the plan.

Certifying Signatures: The signatures below certify that we meet all of the eligibility requirements of this grant program, that all information contained in this application and its attachments is true and correct to the best of our knowledge and that we have submitted a complete application fulfilling all items on the application checklist. *[Must be signed by the Project Director, Authorizing Official and Fiscal Agent (if applicable).]*

Project Director: _____
Signature Date

Authorizing Official: _____
Signature Date

Fiscal Agent: _____
Signature Date

Mail or deliver your application to: SMAHC, 1210 E. College Dr., Suite 600, Marshall, MN 56258

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL
1210 East College Drive, Suite 600
Marshall, MN 56258
(507) 537-1471 or 1-800-622-5284
LOCAL ARTS DEVELOPMENT GRANT AWARD CONTRACT

Date: May 7, 2007

APPLICATION: LAD-«ROUNDMONTH»-«ROUNDYEAR»-«REGAPP»

AWARD: \$«GRA».00

ORGANIZATION: «SCHOOLORGAN»

FISCAL AGENT: «FISCALAGENT»

AUTHORIZING OFFICIAL: «AUTHFIRST» «AUTHLAST»

PROJECT DIRECTOR: «CONTACTFIRST» «CONTACTLAST»

PROJECT NAME: «PLANSUM»

In order to finalize the grant, your organization's authorizing official, project director and fiscal agent must within thirty (30) days sign and return a copy of this contract indicating agreement to the following terms:

1. The project will be carried out in compliance with the project description, personnel, budget, and dates as set forth in the application which reflects any revisions made and approved by the review panel and the SMAHC Board of Directors.
2. All publicity and promotional material for the project must include the following credit line: "This activity is made possible in part by a grant from the Southwest Minnesota Arts & Humanities Council (SMAHC) with funds appropriated by the State Legislature and the McKnight Foundation."
3. Access to participation in the project will not be limited on the basis of age, national origin, race, gender, sexual orientation, or physical disability.
4. If the actual project costs is less than the total budgeted cost, the Local Arts Development Grant will provide only up to 50% of the actual project costs.
5. The Southwest Minnesota Arts and Humanities Council shall have access to any books, documents, papers, and records regarding the granted project in the case of an audit of evaluation of the project. These records and supporting documents shall be retained for a period of three (3) years following the completion of the project.
6. The final 20% of the awarded grant funds shall be held back until successful, timely completion of a final report by the grantee (in this case by «FINALDUE»), and, in the event the project cannot be completed as stated, all granted funds must be returned to the Southwest Minnesota Arts and Humanities Council.
7. Any profits realized by a grantee as a result of a project outperforming its goals will be used by the organization for future arts-related activities.
8. Failure of the grantee to provide SMAHC staff with ten-day prior notice of any changes of dates, locations or venues of activities will result in forfeiture of the remaining 20% of grant funds.
9. Failure to provide a final report within 60 days of the end of the project without a prior request for an extension will result in a loss of the remaining 20% of grant funds and may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.

I understand that future grants will be contingent upon complete compliance with the terms of this grant contract. SMAHC reserves the right to audit the financial records of projects which receive grant funds.

Signature of SMAHC Executive Director Date

Signature of Authorizing Official Date

Signature of Project Director Date

Signature of Fiscal Agent
Authorizing Official Date

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL
1210 East College Drive, Suite 600
Marshall, Minnesota 56258
smahcinfo@iw.net / www.smahc.org
(507) 537-1471 or (800) 622-5284

For Office Use Only
Application # _____
Due Date: _____
Date Received: _____

LOCAL ARTS DEVELOPMENT GRANT ~ PROJECT REPORT FORM

All recipients of SMAHC grants must complete and return this form to SMAHC within 60 days of the completion of their project. Future requests from the applicant will not be considered until the final reports from completed past projects have been filed. Projects that run over a long period of time and are in progress when the applicant applies for another grant will require a progress report prior to the review of the subsequent application. If your project is not completed within one year of the grant award, you must file a progress report. Please direct any questions and send your completed form to the address above.

Please Type or Write Legibly!

*Answers to the questions may be submitted on a separate sheet of paper.

Check One: Final: _____ Progress: _____

Organization Name: _____

Project Name, Date and Location: _____

Project Director Name, Address, Phone Number, and Email Address: _____

1. Provide a SHORT DESCRIPTION of the project. Describe any changes from the original description in your application or revised budget:
2. Please explain how the record keeping was handled. Did the record keeping for this project pose any special difficulties? Be specific.
3. Number of people in ORGANIZATION served by this project: _____
4. Number of OTHER people served by this project: _____
5. How did you acknowledge receipt of the SMAHC Grant? (Please send a copy of the program, a poster, a newspaper article, or advertisement that acknowledged the grant.)
6. Attach the original itemized budget and include the ACTUAL costs of all budgeted items. Explain any differences between the budgeted amounts and the actual costs. Be specific.

7. What were the strengths of the project?

8. How could this project have been improved? Were there any weaknesses or problems, which could have, been avoided?

9. What means were used to evaluate this program?

10. If any, what long-term benefits do you see from this project?

11. In order for us to let our legislators know how important State arts funding is to the citizens of our region, please give us a brief statement describing the impact this grant had on your community. Without these funds, what would not have happened?

12. Indicate the number of special populations served:

<input type="checkbox"/> Asian	<input type="checkbox"/> Hearing Impaired	<input type="checkbox"/> Veteran	<input type="checkbox"/> White/Not Hispanic
<input type="checkbox"/> Black/Not Hispanic	<input type="checkbox"/> Visually Impaired	<input type="checkbox"/> Senior Citizen	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Native American	<input type="checkbox"/> Physically Impaired	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Mentally or Psychologically Impaired

13. In order to better serve you, we need your suggestions. Please feel free to describe areas that SMAHC can improve the services to you. (For example, is there adequate communication between SMAHC staff and the grantee? Are the program information, application and the final report forms clear and understandable?):

We certify that the information in this report including the budget information is true and correct to the best of our knowledge.

_____ Authorizing Person (print)	_____ Signature	_____ Date	_____ Telephone #
--	--------------------	---------------	----------------------

_____ Project Director (print)	_____ Signature	_____ Date	_____ Telephone #
--	--------------------	---------------	----------------------

_____ Fiscal Agent (print)	_____ Signature	_____ Date	_____ Telephone #
--------------------------------------	--------------------	---------------	----------------------



Promoting the arts since 1974

**Southwest Minnesota Arts and
Humanities Council**

Effective July 1, 2007 to June 30, 2008

**SMAHC/McKnight
Individual Artist
Program Overview
Application & Instructions**

Application Deadlines

Postmarked by

Career and Development Programs

Deadline: March 1, 2008

Earliest Project Start Date: May 1, 2008

Art Study Opportunity Program

Round 1: October 1, 2007

Earliest Project Start Date: Dec. 1, 2007

Round 2: November 30, 2007

Earliest Project Start Date: Feb. 15, 2008

Round 3: April 1, 2008

Earliest Project Start Date: June 1, 2008

SMAHC
1210 E. College Drive
Suite 600
Marshall, MN 56258
(507) 537-1471
(800) 622-5284
smahcinfo@iw.net
www.smahc.org

**SMAHC/McKnight Individual Artist
Program Guidelines
Career, Development and Art Study Opportunity
July 1, 2007 to June 30, 2008**

Program Intent:

The SMAHC Individual Artist grant program is designed to aid in career development and arts activities of artists living and working in the eighteen counties of southwestern Minnesota served by the Southwest Minnesota Arts and Humanities Council. It is made possible by funds provided by the McKnight Foundation and the State of Minnesota.

Grant Amounts:

The Individual Artist program is separated into three categories (see page 2 for category definitions).

1. The Career grant awards up to \$2,000 to aid area professional artists. (1 deadline)
2. The Development grant awards up to \$1,000 to aid area emerging artists. (1 deadline)
3. The Art Study Opportunity grant awards up to \$500 to aid area artists at all stages of development to take advantage of professional development opportunities. (3 deadlines)

Important Dates:

Career and Development programs

Grant Deadline: March 1, 2008

Grant writing workshop: January 9, 2008, 4-6 p.m., SMAHC office

Panel Meeting: March 29, 2008

Board Action: April 28, 2008

Art Study Opportunity program

Round I Grant Deadline: October 1, 2007

Grant writing workshop: August 15, 2007, 2-4 p.m., SMAHC office

Panel Meeting: November 10, 2007

Board Action: November 26, 2007

Round II Grant Deadline: November 30, 2007

Grant writing workshop: October 10, 2007, 2-4 p.m., SMAHC office

Panel Meeting: January 5, 2008

Board Action: January 28, 2008

Round III Grant Deadline: April 1, 2008

Grant writing workshop: February 20, 2008, 2-4 p.m., SMAHC office

Panel Meeting: May 10, 2008

Board Action: May 27 2008

Application Forms:

The application must be postmarked or delivered to the SMAHC office no later than 4:30 p.m. on the application deadline. Read the grant guidelines and application forms carefully. Submit the signed original with necessary support materials. Keep a copy for your records.

Application Assistance:

Applicants are strongly encouraged to submit a draft of the application to SMAHC well in advance of the application deadline. A staff member will review your application, as time permits, and may offer suggestions for improvement. Staff will try to help all applicants who submit prior to the grant deadline but cannot guarantee assistance. Staff assistance does not imply that a grant request will be funded. Project quality, content, budget, and accuracy of an application are solely the responsibility of the applicant. Free grant writing assistance workshops are scheduled for individuals interested in applying to the SMAHC Individual Artist grant program. To sponsor a workshop in your area, please contact the SMAHC office 507-537-1471, toll-free 800-622-5284 or e-mail smahcinfo@iw.net to make arrangements for a workshop.

Who is Eligible?

Any permanent resident in the following eighteen counties of southwestern Minnesota who has no outstanding final reports due to the Southwest Minnesota Arts and Humanities Council and has not been granted funds under this program in the past two consecutive years. All arts disciplines are accepted.

Big Stone	Chippewa	Cottonwood	Jackson	Kandiyohi	Lac qui Parle
Lincoln	Lyon	McLeod	Meeker	Murray	Nobles
Pipestone	Redwood	Renville	Rock	Swift	Yellow Medicine

Proof of Residency:

If an artist's permanent residence is not within the SMAHC region, he/she is not eligible to apply for a grant. Proof of residency is required in questionable cases, and must be demonstrated by more than one of the following showing an eligible address:

1. A valid Minnesota driver's license
2. Certification of eligibility to vote
3. Receipts for utilities and mortgage/rent.

Program Category Definitions:

The **Development category** of the Individual Artist grant program is designed for emerging artists. Emerging artists are defined as those who, for the most part are at an early stage in their career development. Other artists and arts professionals within their chosen field will not have acknowledged them as established artists. An emerging artist is expected to have a limited, yet clearly promising performance, publishing, or exhibition record. The term *emerging* refers to professional accomplishments and recognition, not to stylistic evolution. The artistic accomplishments documented on the resume are critical in making a judgement regarding eligibility as an emerging artist.

The **Career category** of the Individual Artist grant program is designed to aid professional artists who have held significant solo shows or had significant performances or have been published in significant publications (i.e., peer reviewed or professionally edited publications). Eligible professional artists have achieved significant regional recognition in the past five years, and are in the process of progressing to a new level in their professional career. Career artists are defined as those who, for the most part, are at an advanced stage in their career development and have been acknowledged as established artists by other artists and arts professionals within their chosen field. An established artist is expected to have a significant performance, publishing, or exhibition record. The artistic accomplishments documented in the resume are critical in making a judgement regarding your eligibility as a career artist.

Review Process:

1. The SMAHC staff reviews applications for accuracy, completeness and eligibility. Only complete applications will be forwarded to the Individual Artist Grant Review panel. Grant applicants may not discuss their application with SMAHC panelists or board members following the grant deadline until after the board has acted on the application. Communication regarding an application with SMAHC board or panelists during this time will result in the application being ineligible for funding consideration
2. Review Panel---A peer panel reviews all eligible applications. Panelists are chosen for their knowledge and expertise in the arts and nonprofit management, and their ability to interpret the guidelines and review criteria equitably and fairly to each application. Geographic representation, ethnicity and gender are also considered to ensure the panel reflects the diversity of the region.
The panel review meeting date is listed on page 2 of this document. Near the scheduled date of review the SMAHC office will send notification of time and location of the grant review panel meeting. Applicants are allowed five minutes during review of their project to provide additional information or answer the panelists' questions. The interview is not a requirement.
3. Panel members with a conflict of interest in regard to a specific applicant or project declare such and abstain from comment and the rating of that application.

Review Criteria:

1. Through majority vote, the Individual Artist panel makes a recommendation to the SMAHC Board of Directors for funding based on the established criteria for:
Overall excellence of work and demonstration of exceptional talent
Evidence of serious commitment
Project's contribution to the artist's professional growth
2. Grants will be awarded to the extent of funds available to applications meeting the criteria. The SMAHC board will consider the geographic distribution of available funds and first time applicants. Contact the SMAHC office to receive more information on the rating process.
3. The recommendations of the panel are submitted to the SMAHC Board of Directors for final approval. All applicants will receive a notification letter of acceptance or rejection within 15 days after final review of the application by the Board of Directors.
4. Financial awards are publicized. Granted awards will, upon contractual acceptance, receive 80% of the grant funds prior to the start of the project, and the additional 20% upon successful completion and return of the Final Report form.

The Appeals Procedure:

Any applicant who can show cause that established grant review procedures were not followed, or can show that the policies of the program are not equitable to all applicants, may file an appeal in writing, within ten (10) days of notification of the Board's decision on that application.

There is no right of appeal to dispute decisions in respect to program criteria. Contact SMAHC at 800.622.5284 or 507.537.1471 for a copy of the appeal process.

Grant Contract and Distribution of Funds:

Awarded grantees must sign and return a contractual agreement within 30 days of notification. Failure to provide any required documents within the prescribed time can result in the cancellation of a grant commitment. Occasionally, additional but clearly outlined conditions will be added to the contract. Eighty (80) percent of the grant award will be sent to the grantee upon receipt of the signed contract and within thirty (30) days of the project start date. The remaining twenty (20) percent of the grant award will be sent to the applicant upon receipt and approval of the Final Report.

The Final Report:

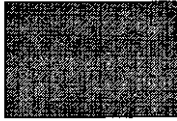
A final report form will be sent to the grantee with the letter containing the initial 80% grant award check. The final report is an extremely important document. SMAHC realizes that as projects develop, some minor differences may arise, but applicants should take every precaution to insure implementation, operation, and evaluation of the project as promised. *Applicants who fail to provide a final report within 60 days of the end of the project without prior request for an extension will result in a loss of the remaining 20% of grant funds. This may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.*

Work Samples:

The work sample is one of the most crucial parts of any application. It is important because it helps the Board of Directors determine the artistic quality of the proposed artist's work. One sample, with accompanying written description, must be submitted for each proposed artist. Work samples---with the exception of written materials---will be returned to applicant. Do not submit original works. Review panels may choose to review less than the entire amount of work submitted. In all cases, make sure the work sample adequately reflects the quality of work. The written description of your work sample should include title, medium, size, and date of each piece. Every work sample must also be identified with your name and daytime phone number. Because all application materials are public information, for your own protection you may wish to copyright any work samples you submit. Adding the language "Copyright © 1998, John Doe" to your work sample is usually adequate protection under current copyright laws. The works and rights to works resulting from grants given to applicants by SMAHC are the sole property of the grantee.

- ♦ **Written materials:** submit one copy of up to ten pages of literary work.
- ♦ **Video or audiotapes or CDs:** Submit one tape of a single work or a series of works not to exceed a total running time of five minutes. Label all tapes and boxes with the artist's name. On a separate sheet list the tapes submitted including name of each tape, name of selected work sample piece, running time, and year it was produced.
- ♦ **Slides:** Submit 5-10 (Study Opportunity), 8-10 (Development & Career) standard 2" x 2" slides in a slide preserver sheet. Mark each slide with a number indicating the order to be viewed and the artist's name. Please do not use adhesive labels on slides. On a separate sheet list the slides in order, including name of piece, media, size and year it was produced.

List your name
and daytime
phone number

Roberta Painter	#1
(507) 555-1234	
	
Nirvana No. 8, 1998 48" X 24" (detail)	

•

Number slides
in the order you
want them presented

Make a dot to
indicate the lower
left corner of
each slide

List the title of the
work, the year it was
completed, and its
dimensions

- ♦ **Digital Images:** Images may be submitted in digital format on a CD-ROM. Submit 5-10 images for Study Opportunity grants or 8-10 images for Development & Career grants. Images should be in JPEG format and should be at least 800 X 600 DPI (dots per inch). Images should be titled appropriately with the name of the work represented. On a separate sheet list the images in order, including name of piece, media, size and year it was produced.

Work samples will be returned to applicant only if a stamped self addressed envelope is included or if they are picked up at the SMAHC Office. See "**Return of Work Samples**" in the Application Checklist. While reasonable care is taken with work samples SMAHC is not responsible for loss or damage of submitted materials. While reasonable care is taken with work samples, SMAHC is not responsible for loss or damage of submitted materials.

Applicants are encouraged to contact the SMAHC staff for assistance before submitting an application. We can answer your questions, let you know whether the project your considering might be eligible, talk about possible resources and even help walk you through the grant forms. You can contact us via email at smahcinfo@iw.net, call us toll free 800-622-5284 or 507-537-1471.

Grant writing workshops are scheduled for August 15, October 10, January 9, and February 20 from 2-4 p.m. in the SMAHC office, Suite 600, 1210 East College Drive, Marshall. If you aren't able to attend a grant workshop you are welcome to make an appointment to stop by our office for assistance.

Southwest Minnesota Arts & Humanities Council

1210 E. College Drive, Suite 600, Marshall, MN 56258

Phone: 507.537.1471 or 800.622.5284

E-mail: smahcinfo@iw.net Website: www.smahc.org

For office use only

Application # _____

Date Received: _____

Postmarked: _____

Board Reviewed: _____

Individual Artist Grant Program

Career, Development, and Art Study Opportunity Application

July 1, 2007 – June 30, 2008

Directions for Applicant: Submit a **typed** and signed original. Keep a copy for your records.

1. Applicant Information

Legal Name: First _____ MI _____ Last _____

Address: _____

City: _____ Zip: _____ County _____

Day Phone: _____ Other Phone: _____

Email: _____ Art Discipline: _____

2. Category applying under (Check one)

Categories	Maximum Request	Amount Requested
<input type="checkbox"/> Study Opportunity	\$500	\$ _____
<input type="checkbox"/> Development	\$1,000	\$ _____
<input type="checkbox"/> Career	\$2,000	\$ _____

3. Project Start Date: _____ Project End Date: _____

(must be after award date)

(maximum 6 months for Study & Development categories up to 1 year for Career category)

4. Describe the Project: *(if more room is needed use no more than 1/2 additional page)*

5. Budget: *(Please itemize. If costs are greater than grant applied for, indicate where additional financial support will come from.)*

Total Expenses : \$ _____

6. List previous grants or fellowships received in the past 3 years:

Please answer the following questions as completely and succinctly as possible. If you need more room you may attach a separate sheet. Be sure to restate the questions.

7. Explain why you have chosen to apply under this category--specifically, relate your qualifications for this category (*For Development and Career Grants only*):

8. Describe how this project contributes to your growth as an artist:

9. What are your career goals as an artist:

10. State your career philosophy (artist's statement) as it relates to art and artistic development. What is your vision as an artist?

11. Describe whether this project would be possible with reduced or no grant funds and what changes, if any, would occur:

IMPORTANT:

Complete the Certification Pages, including the Project Requirements, the Project Activity Information, and the Application Checklist and sign the form certifying that all information contained in this application and its attachments is true and correct.

Mail or deliver pages 1 to 4 of the application and all required support material to:
SMAHC, 1210 E. College Drive, Suite 600, Marshall, MN 56258

Certification Pages

Project Requirements: While each category may have special restrictions, all grants under this program share the following program requirements:

<input type="checkbox"/>	1. Grant application forms must be typed . <i>Hand written copies will not be accepted.</i>
<input type="checkbox"/>	2. Individuals are limited to 1 Study Opportunity and 1 Development Grant or Career Grant in any two year period.
<input type="checkbox"/>	3. Projects must be completed within six months of the start date for Art Study Opportunity and Development . Artists have one year to complete projects in the Career category.
<input type="checkbox"/>	4. The project must address <i>specific</i> training (Art Study Opportunity), career launching (Development) or career enhancing (Career) goals as opposed to unrestricted support.
<input type="checkbox"/>	5. Budgeted costs for remuneration for applicant's time are eligible <i>only</i> under the Career category.
<input type="checkbox"/>	6. Workshop or study costs are eligible <i>only</i> under the Art Study Opportunity category.
<input type="checkbox"/>	7. Students are eligible <i>only</i> under the Art Study Opportunity category.
<input type="checkbox"/>	8. Use of funds for the Art Study Opportunity category may be used for training purposes (i.e., workshops, conferences, transportation to professional training sites, development of mentorship/ apprentice relationships with professional artists). Funds awarded in the Development category may be used for a variety of activities designed to aid in public awareness of the artist's work (may include but are not limited to: costs involved in visual art show preparations, portfolio production, engraving for composers, producing a demonstration tape for a composer/musician or a video cassette for a choreographer, marketing or editorial assistance for a writer, purchase of supplies and materials [software, hardware, or reference materials] necessary for the completion of a body of work scheduled for submission to publishers, performance or exhibition, rental of facilities for presentation of a new work, or other activities). Funds awarded in the Career category may be used for a variety of projects/activities that will aid in the progression to, and/or exploration of, a new level in the artist's professional career (including, but not limited to: self-initiated projects, experimental work in a new medium, costs involved in mounting a visual art show or performance preparations, portfolio update, producing a high-quality tape for a composer/musician or a video cassette for a choreographer, research or compensated time for a writer working on a specific body of work, purchase of supplies [software, hardware, or reference materials], tools or equipment necessary for the completion of a body of work scheduled for performance or exhibition, rental of facilities for presentation of a new work, or activities designed to aid in public awareness of the artist's work).
<input type="checkbox"/>	9. SMAHC's financial assistance must be acknowledged on all publicity and promotional material through the following credit line: This activity is made possible by a grant from the Southwest Minnesota Arts and Humanities Council (SMAHC) with funds appropriated by the McKnight Foundation.
<input type="checkbox"/>	10. Access to participation in the project will not be limited on the basis of national origin, race, religion, age, or gender.
<input type="checkbox"/>	11. No grant funds can be used for payment of debts incurred before the start date or after termination of the project.
<input type="checkbox"/>	12. The grantee will return the entire grant award in the event that the project cannot be completed as stated.
<input type="checkbox"/>	13. Projects must not include publishing that is initiated solely by the applicant (i.e., vanity press
<input type="checkbox"/>	14. Funds may not be used to pay for credits or materials necessary in order to fulfill degree requirements for students.
<input type="checkbox"/>	15. Activities must not be essentially for the religious socialization of participants.
<input type="checkbox"/>	16. Grant funds can not be used to support strictly commercial activities, projects intended for mass-market distribution or those that have profit as the direct primary motive.
<input type="checkbox"/>	17. SMAHC Board members and Grant Review Panelists are not eligible to apply for this program during their tenure on the Board and Panel or two years following their resignation from the Board or Panel.

PROJECT ACTIVITY INFORMATION

	1. Adult Artists Participating Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
	2. Adult Audience Benefiting Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees
	3. Children/Youth Benefiting Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (<i>excluding broadcast figures</i>). Do not double-count repeat attendees.

Application Checklist: The application must be postmarked or received by the deadline. (See page 1 of the guidelines for deadlines.) Please read the grant guidelines and application forms carefully. Submit the signed original with necessary support materials, including the checklist below. Keep a copy for your records.

Enclosed	The original or copy of the following:
<input type="checkbox"/>	The completed, typed and signed application.
<input type="checkbox"/>	Application Pages 1 through 4
<input type="checkbox"/>	Art-related resume.
<input type="checkbox"/>	Applicant work sample according to field of study: a. 5-10 (Study Opportunity) or 8-10 (Development and Career) 35 mm slides, or digital images b. 5 minutes of audio or visual tape, or c. Up to 10 pages of typed written material.
<input type="checkbox"/>	One (Study Opportunity) or two (Development and Career) letter(s) of support by a qualified professional knowledgeable in the art discipline of your application. Letter of support for Study Opportunity should be from someone other than the mentor or workshop instructor.
<input type="checkbox"/>	Additional Requirements for Study Opportunity Grants: Projects for apprenticeship or mentorship relationships should include: a. Work sample of selected artist/mentor (5-10 slides or digital images, 5-minute video or audio or list of publications) b. Resume of the artist intended to study under, along with a signed note from this artist agreeing to the project.
<input type="checkbox"/>	Additional Requirements for Study Opportunity Grants:: Projects to attend workshops or classes should include: a. Workshop brochure or clear description b. Resume or information about artist(s) presenting the workshop.
RETURN OF WORK SAMPLES (check one): <input type="checkbox"/> I want my work samples returned. I am enclosing the required stamped self-addressed envelope. <input type="checkbox"/> I will pick up my work samples from the SMAHC office within 30 days after the Board Meeting date. <input type="checkbox"/> I do not wish to have my work samples returned. <i>NOTE: Unclaimed work samples and work samples sent without return postage will be discarded 30 days after the SMAHC Board of Directors meets.</i>	

Certifying Signatures: The signature below certifies that I meet all of the eligibility requirements of this grant program, that all information contained in this application and its attachments is true and correct to the best of my knowledge and that I have submitted a complete application fulfilling all items on the application checklist.

Applicant's Signature _____ Applicant name printed or typed _____ Date _____

Signature of parent (if applicant is under 18 years of age) _____ Name printed or typed _____ Date _____

Mail or deliver application to: SMAHC, 1210 E. College Drive, Suite 600, Marshall, MN 56258

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL
1210 E. College Dr., Suite 600, Marshall, Minnesota 56258 (507) 537-1471 or (800) 622-5284
MCKNIGHT / SMAHC INDIVIDUAL ARTIST GRANT AWARD CONTRACT

Date: May 7, 2007
Award: \$«GRA».00
Application Number: «PRG»-«REGAPP»
Grantee: «CONTACTPERSON»

In order to finalize the grant, within thirty (30) days you must sign and return a copy of this contract indicating agreement to the following terms:

- A. The project will be carried out as described in the grant application and budget. Any changes must be requested and cleared, in writing and in advance, with SMAHC.
- B. The financial assistance is acknowledged on all publicity and promotional material through the following credit line: "This activity is made possible by a grant from the Southwest Minnesota Arts & Humanities Council (SMAHC) with funds appropriated by the McKnight Foundation."
- C. Access to participation in this project will not be limited on the basis of national origin, race, religion, age or gender.
- D. A Final Report will be submitted, along with supporting materials and documentation of expenses required in the final report form, within sixty (60) days of the project's completion, in this case by «FINALDUE».
- E. The grantee will return the entire grant award to SMAHC in the event the project cannot be completed as stated.
- F. All other requirements outlined in the original package.

AWARD SCHEDULE: Unless otherwise agreed upon, a check for 80% of the grant award and a final report form will be sent to the grantee within thirty (30) days of receipt by the SMAHC office of the signed contract. The grantee may claim the remaining 20% of the grant award by submitting for approval a final report and budget within sixty (60) days of the project completion. Failure to submit the final report within sixty (60) days of the project completion without prior written request for an extension will result in grantee loss of the remaining 20%. In any case, failure to submit the final report at all will result in applicant remaining ineligible for future funding.

I understand future grants will be contingent upon compliance with the terms of this contract. SMAHC reserves the right to audit the financial records of projects which have received grant funds.

Signature of SMAHC Executive Director

Date

Signature of Grantee

Date

Social Security Number – needed to issue the check

Signature of parent or guardian if grantee is under 18 yrs of age

Date

**MCKNIGHT/SMAHC
INDIVIDUAL ARTISTS PROGRAM**

FINAL REPORT (ALL CATEGORIES)

FOR OFFICE USE ONLY

Application # _____

Date Received _____

Postmarked _____

Project Completion Date: _____

All recipients of SMAHC Individual Artists Program awards must complete and return this form to SMAHC within sixty (60) days of the completion of their project. Further requests from the grantee will not be considered until the final reports from completed past projects have been filed. Please direct any questions and send your completed form to SMAHC, 1210 East College Drive, Suite 600, Marshall, MN 56258, 507-537-1471 or 1-800-622-5284.

1. Applicant Name: _____ Telephone: _____
2. Address: _____ City/State/Zip: _____
3. If the project differed in any way from the original description in your application, please describe any changes:
4. Did you consider the project successful?
5. What were its strengths?
6. What were its weaknesses?
7. Did this project result in a wider audience for your work?
8. Please provide estimated numbers of persons who were exposed to your work as a direct result of this project:
9. Are there specific ways in which this project helped you to achieve your career goals as an artist?
Please describe.
10. How has this project contributed to your professional growth? *Please be specific.*
11. In order to assist our clients, we need suggestions from grantees. Please feel free to discuss areas in which SMAHC can better serve you. (For example, is there adequate communication between SMAHC staff and the grantee? Are the program information, application form, and final report form clear and understandable? Include other comments you may have.)
12. If this project resulted in the creation of new work, please include pictures, slides or tapes of that work.

ACTUAL PROJECT BUDGET

Project # **LA** _____

Attach copies of invoices verifying expenses.

1. Production

Materials \$ _____

Tools	\$
-------	----

Contracted Labor	\$	
-------------------------	----	--

2. Workshop Expenses

Tuition/Fees \$_____

Describe:

Other	\$
--------------	-----------

Explain:

3. Transportation

Mileage miles x cents/mile = \$

Describe: (how many trips, from where to where)

Lodging \$ _____

Detail: (number of nights, etc.)

Food	\$
------	----

4. Fees to Artist Mentor

<i>Detail (\$</i>	<i>/hour x</i>	<i>hours,</i>
-------------------	----------------	---------------

Name of Artist, number of meetings, etc.):

5. Other (Specify) \$

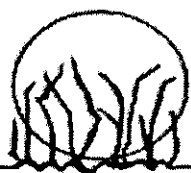
TOTAL COST OF PROJECT: \$

**TOTAL AMOUNT OF SMAHC ASSISTANCE
NEEDED (up to maximum of grant award): \$**

INCOME FROM PROJECT: \$ (NOTE: will not reduce grant award)

Describe:

CERTIFICATION: I certify that the information contained in this application is true and correct to the best of my knowledge.



Promoting the arts since 1974

**Southwest Minnesota Arts and
Humanities Council**

Effective July 1, 2007 to June 30, 2008

SMAHC/McKnight Challenge Grants Program Overview Application & Instructions

Application Deadlines

Postmarked by

Round I: September 4, 2007

Earliest Project Start Date: October 1, 2007

Round II: January 2, 2008

Earliest Project Start Date: February 1, 2008

***Round III: April 1, 2008**

Earliest Project Start Date: May 1, 2008

**Round III to be added if funds remain after Round 2. Please contact the
SMAHC office before applying*

SMAHC
1210 E. College Drive
Suite 600
Marshall, MN 56258
(507) 537-1471
(800) 622-5284
smahcinfo@iw.net
www.smahc.org

*This program is primarily for local arts organizations. Schools should apply
to the Arts in Education and Communities Grant program*

Southwest Minnesota Arts & Humanities Council

1210 E. College Dr., Ste. 600, Marshall, MN 56258, 507-537-1471, 800-622-5284
email: smahcinfo@iw.net, Website: www.smahc.org

SMAHC/McKnight Challenge

Program Guidelines

July 1, 2007 to June 30, 2008

This program is made possible with the financial assistance of the McKnight Foundation, under a plan designed and operated by the Southwest Minnesota Arts and Humanities Council. Additional funding provided by the Minnesota State Legislature.

Program Intent:

To help local arts organizations develop self-sufficiency by increasing local support. Arts organizations that have an upcoming planned fundraising drive or membership campaign can apply for this program. The organization must have a list of their current members and levels of contributions and/or a list of season ticket holders, to compare with the new list after the drive is completed.

Grant Amounts:

SMAHC will match, dollar for dollar, each new membership, each dollar increase in an existing membership, and/or each new season ticket holder, **up to a \$500 ceiling.**

Deadlines:

Round I Grant Deadline: September 1, 2007
Board Action: September 24, 2007
Earliest Project Start Date: October 1, 2007

Round II Grant Deadline: January 2, 2008
Board Action: January 28, 2008
Earliest Project Start Date: February 1, 2008

*Round III Grant Deadline: April 1, 2008
Board Action: April 28, 2008
Earliest Project Start Date: May 1, 2008

**Round III to be added if funds remain after Round 2. Please contact the SMAHC office before applying*

Application Forms:

The application must be postmarked or received by 4:30 p.m. of the application deadline. Late or incomplete applications will not be considered. The application may be typed or reproduced on computer. Application forms are also available by contacting SMAHC at smahcinfo@iw.net. Grant materials can be sent to you via e-mail. Applications submitted by electronic transmission will not be accepted. Please read the grant guidelines and application form carefully. Submit the signed original with necessary support materials. Keep a copy for your records. Applicants are encouraged to apply early in the year.

Application Assistance:

Applicants are strongly encouraged to submit a draft of the application to SMAHC well in advance of the application deadline. A staff member will review your application, as time permits, and may offer suggestions for improvement. Staff will try to help all applicants who submit prior to the grant deadline but cannot guarantee assistance. Staff assistance does not imply that a grant request will be funded. Project quality, content, budget, and accuracy of an application are solely the responsibility of the applicant. Free technical assistance workshops are available for interested organizations. To sponsor a workshop in your area, please contact the SMAHC office to make arrangements for a workshop.

Who is Eligible?

The Arts Challenge program is open to nonprofit arts organizations in the following eighteen counties of southwest Minnesota:

Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, and Yellow Medicine

General Restrictions:

1. SMAHC/McKnight Arts Challenge requests may not exceed \$500.
2. Applicant organizations must not have any outstanding final reports to SMAHC, and be in full compliance with any active contract with SMAHC.
3. Arts Challenge project must be completed within 12 months of the start date of the project.
4. Existing members and advance ticket sales as well as fund drive results must be verified.
5. The project will be carried out as described in the grant application and budget. Any changes must be requested and cleared, in writing, in advance with SMAHC.
6. SMAHC's financial assistance will be acknowledged on all publicity and promotional material through the following credit line: ***This activity is made possible by a grant from the Southwest Minnesota Arts and Humanities Council with funds appropriated by the McKnight Foundation.***
7. Access to participation in the project will not be limited on the basis of economic, geographic, physical accessibility, culture, race, ethnicity, age, or gender.
8. A final report form will be submitted, along with verifiable supporting material and documentation of expenses required in the final report form, within 60 days of the project's completion. *Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a loss of 20% of grant funds and may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.*

The Grant Process:

After the application is received, there is a two-month process period, during which SMAHC staff will determine eligibility. Eligible applications will be considered for funding by the SMAHC Board of Directors. Successful grantees will be asked to keep a list of member names (or season ticket holder names) and amounts during the fund drive period. At the end of the fund drive, a final report must be filed with the SMAHC office for payment. Grant applicants may not discuss their application with SMAHC board members following the grant deadline until after the board has acted on the application. Communication regarding an application with SMAHC board members during this time will result in the application being ineligible for funding consideration.

Review Criteria:

SMAHC Board decisions will be based on:

- 1. Ability of the applicant to accomplish the membership fund drive,** demonstrated by:
 - a. realistic target numbers/fiscal responsibility.
 - b. how the drive will be publicized, documented, and evaluated.
 - c. feasibility of the timetable (plan/schedule).
- 2. Organizational relationship to arts production/sponsorship,** demonstrated by:
 - a. mission statement and goals of organization.
 - b. previous three years' activity.
 - c. organization by-laws
- 3. Availability of funds.** Priority will be given to applicants who have not received a SMAHC Challenge Grant in the previous fiscal year.

Appeals Policy and Procedures:

Any applicant who can show cause that established grant review procedures were not followed, or can show that the policies of the program are not equitable to all applicants, may file an appeal in writing, within ten (10) days of notification of the Board's decision on that application.

There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact SMAHC at 800-622-5284 or 507-537-1471 for a copy of the appeal process.

Grant Contract and Revised Budget:

Once the application has been approved for funding, the applicant must sign and return the contractual agreement within 30 days of notification. Failure to provide the required documents within the prescribed time can result in the cancellation of a grant commitment. Occasionally, additional clearly outlined conditions will be added to the contract.

The Final Report:

After the Final Report has been signed and returned to the SMAHC office and approved by the Executive Director, a check for 100% of the approved matching award (dollar for dollar up to a maximum of \$500) will be sent to the applicant within thirty days.

Applicants who fail to provide a final report within 60 days of the end of the project without a prior request for an extension will result in a loss of 20% of grant funds and may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.

Frequently Asked Questions:

"If we gain new members but lose old members, can we count new membership dollars?" **Yes.**

"If we have members who now give \$20 but are raising to \$30, how much can we count?" **\$10.00.**

"Does this drive have to begin after we are approved?" **Yes.**

"Can it be for just one or two months, not three?" **Yes. Six months or a year?"** **Yes.**

"If we asked for \$500 but only got \$300 in new members, how much will we receive?" **\$300.**

"If we asked for \$300 but got \$500 in new members, how much will we receive?" **\$300.**

"We don't keep a name list of our season ticket holders. Can we just count the increase in sales?" **No.**

"What do you mean by 'the previous 12 month period?'" **If your fund drive is scheduled from October 1, 2007 through September 30, 2008, show the memberships received from October 1, 2006 through September 30, 2007.**

Southwest Minnesota Arts & Humanities Council

1210 E. College Dr., Ste. 600, Marshall, MN 56258

507-537-1471 or 1-800-622-5284

E-mail: smahcinfo@iw.net Website: www.smahc.org

For office use only

Application #: _____

Date received: _____

Postmarked: _____

Board Review: _____

Arts Challenge Grant Program

Application Form

July 01, 2007 – June 30, 2008

The SMAHC/McKNIGHT Arts Challenge Grant is made possible by the McKnight Foundation.

Directions for Applicant: Submit a **typed** and signed original. Keep a copy for your records.

Name of Applicant Organization _____

Authorizing Official _____ **Position** _____

Address _____ **City** _____ **Zip** _____

Daytime Phone _____ **Email** _____

Project Director's Name _____ **Position** _____

Address _____ **City** _____ **Zip** _____

Daytime Phone _____ **Email** _____

Amount of Challenge Grant requested (\$500 maximum). _____ **\$** _____

Answer the questions below. You may respond on a separate sheet of paper (1 page maximum) if you prefer.

1. Provide a brief description of your organization. What is your mission? What are your activities?

2. Describe the need for your organization, both by community at large and local artists.

3. What purposes do membership or season ticket sales provide for your organization (what do you use the funds for)?

4. Describe how memberships or pre-sold season tickets were marketed last year (was there a fund drive, did individual members sell tickets, was there a marketing manager, etc).

5. Describe the groups of people you are targeting this year. How you are going to locate and reach them?

6. List any funding received in the previous 12 month period from SMAHC and/or the Minnesota State Arts Board

7. List the memberships or pre-sold season tickets were sold in the previous 12 month period:

<u>Type of Member</u>	<u>Price</u>	<u>Number</u>	<u>Income (price x number)</u>
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
		TOTAL	TOTAL \$

8. List the projected sales of memberships or pre-sold season tickets in the next 12 month period:

<u>Type of Member</u>	<u>Price</u>	<u>Number</u>	<u>Income (price x number)</u>
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
		TOTAL	TOTAL \$

9. Describe how you will verify old and "new" members (a "new" member is one who has not been a member for the past two fiscal years).

--

10. Fiscal Year Begins (mm/dd/yyyy): _____

11. Fund Drive Dates: Beginning Date: _____ Ending Date: _____

Income Past Year (Actual)	\$	Expenses Past Year (Actual)	\$
Income This Year (Estimated)	\$	Expenses This Year (Estimated)	\$
Income Next Year (Estimated)	\$	Expenses Next Year (Estimated)	\$

PROJECT ACTIVITY INFORMATION

	1. Adult Artists Participating Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
	2. Adult Audience Benefiting Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees
	3. Children/Youth Benefiting Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (<i>excluding broadcast figures</i>). Do not double-count repeat attendees.

Total Org. Expenses - most recently completed Fiscal Year (FY):	\$	FY
--	-----------	-----------

Required Support Material:

- ♦ Application form, filled out correctly, typed and signed.
- ♦ Brief, one page resumes of project director and any other key persons involved.
- ♦ Any additional written information needed up to a maximum of one page in length.
- ♦ A copy of organization's Bylaws (if available), unless already on file with SMAHC.
- ♦ Complete the Project Activity Information (above)

Signature of Authorizing Official:

_____ Date

Signature of Project Director:

_____ Date

Mail or deliver your application including all required support material to:
SMAHC, 1210 E. College Drive, Suite 600, Marshall, MN 56258.

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL
1210 E. College Drive, Suite 600, Marshall, MN 56258
(507) 537-1471 or 1-800-622-5284

McKNIGHT/SMAHC ARTS CHALLENGE GRANT AWARD CONTRACT

Date: May 7, 2007
Application #: «PRG»- «REGAPP»
Grant Award: «GRA»
Organization: «SCHOOLORGAN»
Authorizing Official: «AUTHFIRST» «AUTHLAST»
Project Director: «CONTACTPERSON»

In order to finalize the grant, your organization's authorizing official, and project director must, within thirty (30) days, sign and return a copy of this contract indicating agreement to the following terms:

1. The Project will be carried out as described in the grant application and budget. Any changes must be requested and cleared, in writing, and in advance, with SMAHC.
2. That this financial assistance be acknowledged on all publicity and promotional material through the following credit line: "This activity is matched in part by a Challenge Grant from the Southwest Minnesota Arts and Humanities Council (SMAHC) with funds appropriated by the McKnight Foundation".
3. That access to participation in the project will not be limited on the basis of national origin, race, religion, age, physical or mental disabilities or gender.
4. That a final report form will be submitted, along with verifiable supporting material and documentation of expenses required in the final report form, within 60 days of the project completion, **in this case by «FINALDUE»**. Applicants who fail to provide a final report within 60 days of the end of the project without a prior request for an extension will result in a loss of 20% of grant funds and may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.
5. The grantee will receive the entire grant award (or the eligible matching amount), upon fulfillment of all contractual requirements.
6. That grantee may be required to submit a certified audit report of the organization or of a specific project funded by SMAHC.
7. That the organization shall provide broad-based publicity to the community at large prior to the fundraising effort.

I understand that future grants will be contingent upon complete compliance with the terms of this grant contract. SMAHC reserves the right to audit the financial records of projects which receive grant funds.

Signature of SMAHC Executive Director Date

Signature of Authorizing Official Date

Signature of Project Director Date

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL
1210 East College Drive, Suite 600
Marshall, Minnesota 56258
smahcinfo@iw.net / www.smahc.org
(507) 537-1471 or 1-800-622-5284

FOR OFFICE USE ONLY
Project Number: _____
Due Date: _____
Date Received: _____

SMAHC/McKNIGHT ARTS CHALLENGE GRANT
FINAL REPORT FORM

1. Name of Applicant Organization: _____
Authorizing Official: _____ Position: _____
Address: _____ Daytime Phone: _____
City: _____ State: _____ Zip: _____
2. Project director: _____ Position: _____
Address: _____ Daytime Phone: _____
City: _____ State: _____ Zip: _____
3. What were the dates of your fund drive?
Beginning Date: _____ Ending Date: _____
month/day/year month/day/year
4. Please describe the memberships or any presold ticket sales during the 12 months prior to this project (as shown in your application):

<u>TYPE OF MEMBERSHIP/TICKET</u>	<u>PRICE</u>	<u>NUMBER</u>	<u>INCOME (price x number)</u>
----------------------------------	--------------	---------------	--------------------------------

Total Income from presold ticket or membership sales during previous fund drive: \$ _____
Total Number of memberships/tickets sold during previous fund drive: # _____
5. Please describe the actual sales of all memberships or presold tickets during the time period covered by this grant:

<u>TYPE OF MEMBERSHIP/TICKET</u>	<u>PRICE</u>	<u>NUMBER</u>	<u>INCOME (price x number)</u>
----------------------------------	--------------	---------------	--------------------------------

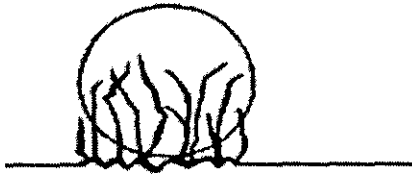
Total Actual Income from presold ticket or membership sales during fund drive: \$ _____
Total Actual Number of memberships/tickets sold during fund drive: # _____
6. TOTAL AMOUNT OF **NEW OR INCREASED** MEMBERSHIPS RECEIVED DURING CURRENT FUND DRIVE: \$ _____

7. Attach a list showing old and "new" members and increased memberships (a "new" member is one who has not been a member for the past 2 fiscal years).
8. Attach examples of publicity for your fund drive showing inclusion of the SMAHC grant credit line.
9. Has the SMAHC/McKnight Challenge Grant helped to increase membership? _____ If so, how?
10. If the SMAHC Challenge Grant program continues, should it be changed? _____ If so, how?
10. What did you learn from your recent fund drive? Were the results what you expected?

CERTIFICATION: We certify that the information in this report is true and correct to the best of our knowledge:

Signature of Authorizing Official: _____ Date _____

Signature of Project Director: _____ Date _____



Promoting the arts since 1974

**Southwest Minnesota Arts and
Humanities Council**

Effective July 1, 2007 to June 30, 2008

**SMAHC
Cultural Bank Insurance
Program Overview
Application & Instructions**

Application Deadlines
Postmarked by

**Applications due 28 days prior to
performance/event date**

**SMAHC
1210 E. College Drive
Suite 600
Marshall, MN 56258
(507) 537-1471
(800) 622-5284
smahcinfo@iw.net**

Southwest Minnesota Arts & Humanities Council

1210 E. College Dr., Suite 600, Marshall, MN 56258, 507-537-1471, 800-622-5284

email: smahcinfo@iw.net, Web Site: www.smahc.org

SMAHC Cultural Bank

Program Guidelines

July 01, 2007 to June 30, 2008

The Cultural Bank, functioning as an underwriting service, exists to remove the fear of financial loss in sponsoring arts and humanities programs without removing the responsible community effort required to support the program.

Purpose: To encourage the sponsorship of arts and humanities events in the SMAHC region, using local, regional, state, national or international resources.

Who is Eligible? Any organization, including schools, which support the arts and/or humanities, is eligible. Applicant organizations must be SMAHC organizational members (\$50 annual dues). Individuals cannot apply.

What Types of Programs are Eligible? Arts and humanities programs as described by the National Endowment for the Arts and the National Endowment for the Humanities are acceptable. These areas include architecture, environmental arts, original crafts, dance and choreography, visual arts, film, photography, literature, music, composition, public discussion, historical research, theatre and creative writing, etc. SMAHC's main concern is that the program applied for be a quality community event open to the public and involving more than just a small group.

What to Do: Organizations planning a program that carries some financial risk should apply to the Cultural Bank at least 28 days in advance of the program. Forms are available from the SMAHC office. One copy of the form should be completed and sent to the SMAHC office. The other copy should be retained for the applicant's records.

What Happens: The organization must promise to try energetically to raise the amount needed to break even on the project. If successful, the Cultural Bank money is not required, if the project income does not meet expenses, the Cultural Bank money is available up to the amount applied for in advance (not to exceed \$400). The money may be obtained in advance, if necessary, but any profit---up to the insurance amount requested---must be repaid within 30 days of the completed program.

Application Deadline: 28 days in advance of the project start date.

Limits: There is no limit on how often an organization may apply, but an organization cannot receive more than \$400 within any July 1 - June 30 fiscal year. No request can exceed more than 1/3 of the project costs.

In order to more equitably distribute SMAHC's funds, we request that organizations receiving money from SMAHC or other grant-in-aid programs for a particular event, not apply for Cultural Bank funds for that event, and vice versa. However, one organization could receive grant funds and Cultural Bank funds for different projects. Regular school events such as school plays, school concerts, etc. are not eligible.

Terms of the Agreement:

- 1) The organization will do its best to follow the approved budget and meet the costs of the program.
- 2) All printed matter and verbal announcements pertaining to the program will acknowledge SMAHC's support with the following credit line: *This program is made possible, in part, with financial support and backing provided by the Southwest Minnesota Arts and Humanities Council's Cultural Bank.*
- 3) A final report, containing a financial statement showing an accurate report of the project and a brief narrative summary, will be submitted to SMAHC within 60 days of the completion of the program whether or not a claim is made for Cultural Bank funds.
- 4) In the event funds are advanced to the organization, all unused funds shall be returned to SMAHC with the final project report.

General Concerns: SMAHC relies on the applicant's understanding of the *spirit* of Cultural Bank Insurance, i.e., to view it not as a grant, but as financial security, if needed. The available funds will hopefully encourage more ambitious projects than would normally be possible.

Southwest Minnesota Arts & Humanities Council

1210 E. College Drive, Suite 600, Marshall, MN 56258

Cultural Bank Application Form

July 01, 2007 – June 30, 2008

Submit a **typed** and signed original. Keep a copy for your records. Double-check your math.

FOR OFFICE USE ONLY

Received _____ Amount \$ _____
Approved _____ Check Sent _____
Membership Date _____ Not Needed _____

APPLICANT INFORMATION

Name of Member or Organization _____
Address _____ City _____ Zip _____
Person Completing Application _____ Telephone Number _____
Address _____ City _____ Zip _____
Email _____

PROJECT INFORMATION

Name of Program _____
Date(s) of Program _____
Time & Place of Program _____
Anticipate Audience Size _____ Anticipated Number of Participants _____
Describe the Program _____

What action is your organization taking to ensure the financial success of this project? _____

Program Budget: Clearly identify each item. Anticipated income must equal or exceed anticipated expense.

Anticipated Expense

1. Salaries/Artists Fees	\$ _____
	\$ _____
2. Expendable Supplies & Materials	\$ _____
	\$ _____
3. Publicity (printing, ads)	\$ _____
	\$ _____
4. Transportation & Subsistence	\$ _____
	\$ _____
5. Communications (phone, postage)	\$ _____
	\$ _____
6. Rental & Other	\$ _____
	\$ _____
7. TOTAL	\$ _____
8. Cultural Bank Support Request	\$ _____
(may not exceed 1/3 of cost or \$400)	

Anticipated Income

1. Cash in treasury or budgeted for the Project	\$ _____
	\$ _____
2. Ticket Sales	\$ _____
Ticket Prices _____	
# Tickets to be sold _____	
3. Participation Fees (if applicable)	\$ _____
Amount of Fee _____	
# of Participants _____	
4. Other Earned Income	\$ _____
(ad sales, concessions, etc)	
Other (describe)	\$ _____
	\$ _____
	\$ _____
6. TOTAL	\$ _____
(must equal or exceed total expenses)	
7. Advance for Pre-Program Expenses (if necessary)	\$ _____

Agreement: I certify that the above information is true to the best of my knowledge and I pledge our organization to meet the terms of the Cultural Bank program.

Signature of Authorizing Official _____ Date _____

PROJECT ACTIVITY INFORMATION

	1. Adult Artists Participating Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
	2. Adult Audience Benefiting Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees
	3. Children/Youth Benefiting Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (<i>excluding broadcast figures</i>). Do not double-count repeat attendees.

Total Org. Expenses - most recently completed Fiscal Year (FY):	\$	FY
---	----	----

SAMPLE

CULTURAL BANK AGREEMENT

APPLICATION NUMBER: CB-247

ORGANIZATION: Business, Arts, & Recreation Center, Inc.

PROGRAM NAME: Dino Kartsonakis in Concert

DATE OF PROGRAM: June 8, 2007

MAXIUM LOSS COVERAGE: \$400

The program described above is hereby covered against losses by the Southwest Minnesota Arts and Humanities Council's (SMAHC) Cultural Bank. The organization listed above must agree to the following conditions:

1. The organization will do its best to follow the approved budget and meet the costs of the program. Any organization funds budgeted for the project and other donations listed in the application will be provided as shown in the application form.
2. All printed matter and verbal announcements pertaining to the program will acknowledge SMAHC's support with the following credit line: "This program is made possible, in part, with financial support and backing provided by the Southwest Minnesota Arts and Humanities Council's Cultural Bank."
3. A Final Report (enclosed), containing a financial statement showing an accurate report of the project and a brief narrative summary, will be submitted to SMAHC within sixty (60) days of the completion of the program, no later than **August, 7, 2007**, whether or not a claim is made for Cultural Bank funds.

I understand that the Cultural Bank is a guarantee and not a grant, and pledge our organization to these terms.

Organization Official:

Signature

Date

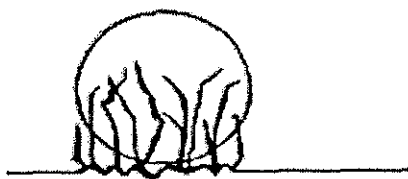
Cathy Peterson
Typed Name

SMAHC Executive Director

May 4, 2007
Date

Date Received: _____

Typed Name



Promoting the arts since 1974

**Southwest Minnesota Arts and
Humanities Council**

Effective July 1, 2007 to June 30, 2008

**SMAHC/McKnight
Arts Organization
Networking/Training
Opportunity Grant
Program Overview
Application & Instructions**

Application Deadlines

Application due one (1) week prior to planned

trip

**SMAHC
1210 E. College Drive
Suite 600
Marshall, MN 56258
(507) 537-1471
(800) 622-5284
smahcinfo@iw.net
www.smahc.org**

**SMAHC/McKnight Arts Organization
Networking/Training Opportunity Grant
Program Guidelines
July 1, 2007 to June 30, 2008**

Purpose:

This program is designed to encourage networking and the exchange of ideas and resources among local arts organizations in the SMAHC region. Local arts organization may apply for up to \$500 for mileage reimbursement as well as reimbursement for registration fees (and meals & lodging when appropriate) for representatives of their organization to attend workshops and seminars and to attend meetings with representatives from other arts organizations in the region for the purpose of networking and sharing of information. SMAHC staff can provide names of arts organizations and contact people. Applications will be considered to allow for networking with organizations or attending workshop or training opportunities outside the SMAHC region when appropriate. Maximum award: \$500 per organization per SMAHC fiscal year.

Eligibility:

Local arts organizations within the 18 county area of SMAHC are eligible to apply. Applicant organizations must be located in one of the following counties:

Big Stone	Chippewa	Cottonwood	Jackson	Kandiyohi	Lac qui Parle
Lincoln	Lyon	McLeod	Meeker	Murray	Nobles
Pipestone	Redwood	Renville	Rock	Swift	Yellow Medicine

Criteria:

Grants will be awarded based on the applicant organization's needs and the ability of the organization being visited or training opportunity to meet those needs.

Application Process:

Applicants must submit an application at least one week prior to the planned trip. Note: Due to the short time-line, in order to be eligible the application must be received (not postmarked or emailed) by the SMAHC office no later than 4:30 p.m. one week prior to the planned trip. Staff will review applications and forward a copy of a final report form to eligible applicants. Note: this program has a limited budget and grants are awarded on a first come, first served basis.

The Final Report:

You will be asked to submit a final report within 30 days of the visit showing the actual number of miles driven and receipts for meals, lodging and registration fees (if applicable) or proof of payment for which you are requesting reimbursement and a brief description of what you gained from your visit. On receipt and approval of the completed final report form, a check will be issued to reimburse the applicant organization for actual expenses, not to exceed the grant award or \$500, whichever is less. Note: checks will be issued to the arts organization applying for this grant, not to the individual organization representatives.

Application Directions: Please provide us with the following information. You may use this sheet or attach a separate sheet of paper.

Applicant Information

First Name _____ MI _____ Last Name _____
Address: _____
City: _____ Zip: _____ County _____
Day Phone: _____ Email: _____

Name of Organization _____
Address _____ **City** _____
Email _____ **Zip** _____

1. Brief description of your organization's purpose and structure.

Address the following questions:

What is your organization's mission?
How old is your organization?
What types of programs does your organization offer?
Who are the primary constituents that your organization serves?
Do you have a board of directors or an advisory committee?
How were they chosen, and by whom?
Are you incorporated as a 501(c)(3) non-profit corporation or are you in the process of applying for non-profit status?

2. Name, location and brief description of the organization, workshop or seminar you wish to visit. Please include promotional materials from the workshop or seminar, if available. If your request is for networking with another arts organization, answer the questions listed in #3 above for the organization you plan to visit.

--

3. What do you hope to gain from the visit?

--

4. Who will be going with you and what is their connection with your organization?

--

5. Who will you be meeting with (full board, committee, staff)? Is this a regularly scheduled meeting of the organization or a meeting set up specifically for the purpose of networking? If you are attending a workshop or seminar attach a copy of brochure and schedule of the meeting.

--

6. When will you be making the trip?

--

7. Total request from SMAHC:		\$
a. For how many miles are you requesting reimbursement?		\$
b. List any fees and other expenses that you are requesting reimbursement for.		
		\$
		\$
		\$

PROJECT ACTIVITY INFORMATION

	1. Adult Artists Participating Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
	2. Adult Audience Benefiting Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees
	3. Children/Youth Benefiting Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (<i>excluding broadcast figures</i>). Do not double-count repeat attendees.

Total Org. Expenses - most recently completed Fiscal Year (FY):	\$	FY
---	----	----

Applicant's signature and date certifying the information provided is accurate.

Signature

Date

SMAHC Arts Organization Networking Grant Final Report Form

**This form must be returned to SMAHC no later than 30 days from
the event for which you have requested funding.**

Your name and organization:

Networking activity funded:

Date of activity:

Amount to be reimbursed by SMAHC (cannot exceed grant award):

Submit receipts for expenses up to the total grant award with this form.

Total amount spent on activity (including organization, personal funds or other match): \$

Describe the purpose of this event or activity:

What were your expectations? Did the event fulfill your expectations? Describe.

Signature: _____ Date _____

Please submit completed form to: **SMAHC, 1210 E College Drive, Suite 600, Marshall,
MN 56258.**



Promoting the arts since 1974

**Southwest Minnesota Arts and
Humanities Council**

Effective July 1, 2007 to June 30, 2008

**SMAHC/McKnight
Prairie Star/Disciple Award
Nomination Form & Instructions**

Application Deadline
Postmarked by

March 1, 2008

SMAHC
1210 E. College Drive
Suite 600
Marshall, MN 56258
(507) 537-1471
(800) 622-5284
smahcinfo@iw.net
www.smahc.org

Southwest Minnesota Arts & Humanities Council

1210 E. College Dr., Ste. 600, Marshall, MN 56258, 507-537-1471, 800-622-5284

email: smahcinfo@iw.net, WebSite: www.smahc.org

SMAHC/McKnight Prairie Star Award

July 01, 2007 to June 30, 2008

Purpose:

To provide awareness and recognition of one artist per year, from southwest Minnesota, whose work and activities have best exemplified the highest quality of work in the SMAHC region. The work involved may have taken place within the past few years or be an accumulation of life-work.

Award: \$1,000

SMAHC/McKnight Prairie Disciple Award

July 01, 2007 to June 30, 2008

Purpose:

To provide awareness and recognition of one individual per year from southwest Minnesota, whose activities have best aided in the development of the arts in the SMAHC region. The activities involved may have taken place within the past few years or be a lifetime of contribution.

Award: A plaque and a \$500 certificate toward the purchase of artwork by a southwestern MN artist.

Deadline: Application Deadline: March 1, 2008

Panel Meeting: March 29, 2008

Board Action: April 28, 2008

Nominations:

May be made by any individual (other than the nominee).

Restrictions:

1. This award can be received only once in a lifetime.
 2. Nominations will not be carried over from year to year. Previous Nominees must be re-nominated each year.
- Note:** It is the policy of SMAHC that nominees will not be notified of their nomination unless they are chosen to receive the Prairie Star Award or Prairie Disciple Award.

Special Requirements:

1. Nominations must be made on the PRAIRIE STAR/PRAIRIE DISCIPLE AWARD Nomination Form.
2. Nominees for the Prairie Star Award cannot be applicants to other categories under this program in the same year as nomination occurs.
3. Nominators are responsible for providing SMAHC with supporting materials (letters of recommendation, work samples, resume or background information).

Office use only

Application #: _____

Date Received: _____

Date Postmarked: _____

**Prairie Star/Prairie Disciple Award
Nomination Form
July 01, 2007 to June 30, 2008**

Directions for Applicant Nominators: Submit a TYPED and signed original. This form may be replicated on a computer if you wish. Keep a copy for your own reference.

Name of Nominee First Name: _____ MI: _____ Last Name: _____

Address: _____

City: _____ Zip: _____ County: _____

Day Phone: _____ Email: _____

Art Discipline (if Prairie Star Nomination): _____

Name of Nominator First Name _____ MI _____ Last Name _____

Address: _____

City: _____ Zip: _____ County: _____

Day Phone: _____ Email: _____

1. The nomination is for (please check one):

☐ Prairie Star (artist)

☐ Prairie Disciple (art supporter)

2. Type in the spaces below or attach a narrative addressing the following questions:

Prairie Disciple

On what merit are you nominating this art supporter?

Describe the impact this arts supporter has had on his/her peers and the SMAHC region.

Prairie Star

a. On what merit are you nominating this artist?

b. How does this artist's work enhance and impact the arts community in the SMAHC region?

*Attach support materials—work samples, letters of support, resume
or background information on person you are nominating.*

SMAHC/McKnight Arts Study Opportunity Grant for Educators Program Guidelines

Purpose:

This program is designed to encourage educators, K-12 classroom teachers as well as private arts teachers in the SMAHC region, to study how to better deliver the arts to their students. Teachers may apply reimbursement for up to \$500 for registration fees and/or tuition, as well as other related costs (books, materials, mileage, meals & lodging when appropriate) to attend classes, workshops or seminars that will provide them with the tools to deliver arts in their classrooms. Classes may be in any art discipline (i.e. visual, music, literature, film, dance, media arts, theatre, etc.). Class may be for credit or non-credit. Some possible resources for class offerings include the Perpich Center for the Arts (www.pcae.k12.mn.us) – their class list will be available on their website by April 16th, Minnesota Staff Development Council www.mn-sdc.org, Minnesota Center for Book Arts (www.mnbookarts.org) – their class list will be available on their website at the end of April or by contacting SMAHC in mid-April, The Loft (www.loft.org), Split Rock Arts Program, University of Minnesota (<http://www.cce.umn.edu/splitrockarts>), demo, inc (call 320-231-2696 to request a brochure). Classes and links to organizations can also be found on the SMAHC website: www.smahc.org. Please note that this is just a sample listing, there are many other resources available. You may also want to check out classes offered at colleges and universities.

Eligibility:

Teachers within the 18 county area of SMAHC are eligible to apply. K-12 classroom teachers as well as teaching artists and private instructors are eligible to apply. Applicants must live in one of the following counties:

Big Stone	Chippewa	Cottonwood	Jackson	Kandiyohi	Lac qui Parle
Lincoln	Lyon	McLeod	Meeker	Murray	Nobles
Pipestone	Redwood	Renville	Rock	Swift	Yellow Medicine

SMAHC is committed to help schools promote the arts. We encourage teams of two or three teachers from one school district to apply through this program.

Criteria:

Grants will be awarded based on the quality of the proposed training opportunity, the need for the project and the impact on the teacher's ability to deliver arts to students.

Application Process:

Applicants must submit an application postmarked or delivered to the SMAHC office no later than 4:30 p.m. on **May 1, 2008**. Eligible applications will be reviewed by the SMAHC board at their May 2008 meeting. Applicants will be notified of the board decision no later than May 31st. Projects cannot take place before June 1, 2008.

The Final Report:

You will be asked to submit a final report within 30 days of the project end date along with receipts for expenses outlined in the application form and a brief description of what you gained from your study opportunity. On receipt and approval of the completed final report form, a check will be issued not to exceed **\$500**.

Application Directions: Please provide us with the following information (Please type or replicate on computer – attach separate sheet if necessary):

1. Applicant Name, Address, Phone Number, E-mail address.
2. Name and location and description (school district, private studio, etc.) of where you currently teach.
3. What subject(s) do you teach? How many students do you currently teach? What grade level(s) do you teach? **Attach your resume.**
4. Name, location, dates and brief description of the sponsoring organization and workshop or seminar you wish to attend. **Please include promotional materials from the workshop or seminar.**
5. Why do you need this class? What do you hope to gain from the class? How will you deliver arts differently in your classroom or studio as a result of this class?
6. List any expenses that you are requesting reimbursement for (not to exceed \$500).
7. Applicant's signature and date certifying the information provided is accurate.

Signature

Date