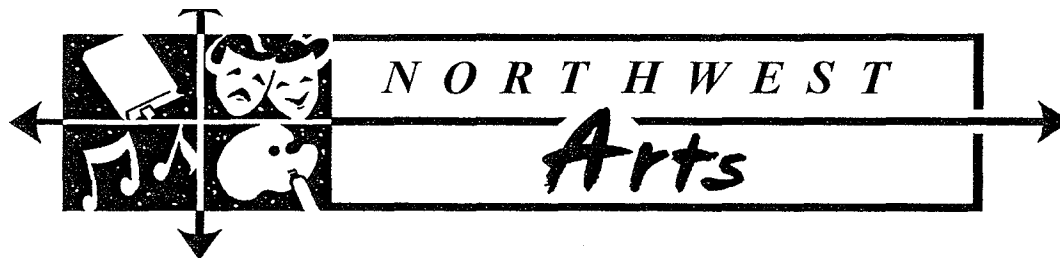


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# **Northwest Minnesota Arts Council**

**Fiscal Years 2008 - 2009**

**Biennial Plan**

**July 1, 2007 - June 30, 2009**

**Northwest Regional Development Commission  
115 South Main  
Warren, MN 56762**



Northwest Minnesota  
Arts Council Plan  
Fiscal Years 2008 - 2009

July 1, 2007 to June 30, 2009

Prepared by:

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## Mission Statement

The Northwest Minnesota Arts Council's mission is to support and enhance the development of the arts in northwestern Minnesota. The Council's purpose is to facilitate and encourage the creation and appreciation of the arts.

The Northwest Regional Arts Council serves as an advocate for local and regional arts development. Assistance and encouragement is provided to the people of the region to enhance the quality and availability of arts experiences.

## Planning Process

This plan was developed through the following process:

- |                 |   |
|-----------------|---|
| October, 2004   | 2005 Needs Assessment Surveys completed and compiled results.   |
| September, 2006 | Planning Committee established. Members on the planning committee were Arts Council members Kimberley Johnson, Cindy Tsukichi, Betty Pikop, and Alice Hofstad |
| November, 2006  | Arts Council reviewed results of needs assessment and drafted goals.  |
| March, 2007     | Full Arts Council drafted revisions for arts grant application Program Information. They reviewed and approved recommending major changes to the plan.        |
| March, 2007     | Northwest Regional Development Commission approved major changes in the 2008-2009 Arts Plan.  |
| April, 2007     | Planning Committee finalized reviewed and approved recommending major changes to the plan based on the Planning Committee's report.                           |
| April, 2005     | NWRDC Board of Directors approved minor changes in the Arts Plan.   |
| May, 2007       | Public meeting held.  |
| May, 2007       | Arts Plan submitted to State Arts Board   |



All photographs taken throughout this document by Ken MacDonald of Fertile, Minnesota.

## Assessment of Needs and Changes for This Biennial Plan

The Northwest Regional Arts Council conducts a full written survey once every four years. In 2005, a written survey was sent to artists and arts organizations and arts council members in the region. The next page summarizes the results of that written survey. In 2007, Arts Council staff also conducted several telephone and in-person interviews. The survey and the interviews form the basis for the current work program.

Conversations during interviews reinforced the need in our area to paint a more positive picture for the arts and the artists of our region, as well as, increase our visibility. New collaborations created in the last two years, bring forth a renewed enthusiasm for promoting the arts. An enthusiasm for spreading the word on arts events and spreading the word on the quality of art being created in our Northwest Region. Based on interviewees requests, we have been providing better information to the media for feature stories and interviews. Our artists and arts organizations are excited to see the increased visibility this brings.

The Arts Council is also responding to the regions request for increased visibility by changing our name from Northwest Regional Arts Council to Northwest Minnesota Arts Council. This change will bring about a change of logo, letterhead, and web site format. (Note: The change in name was mainly driven by the number of incorrect web based requests we receive from people who think we serve the states of Oregon or Washington in the nation's northwest.) The Regional Development Commission is very supportive and encouraging of these changes. The Commission has also set aside 200 hours of time in local issues/community development to promote culture and arts in the region. The Arts Council has determined to use this time wisely. The time will go towards moving the web site to its new location and starting to work on two new book projects, one on the visual artists of our region, and one on the poetry and short stories created in our region.

Many people commented that our Northwest Minnesota Art Exhibit is an excellent program that helps provide a way to celebrate artists. They also spoke highly of the artist reception and the role that this public event plays in honoring our artists. This event provides a sense of pride and accomplishment in our region. This event and exhibit will continue well into the future. The Arts Council will be submitting a pre-proposal for the sesquicentennial funds for an exhibit that will encourage artwork from school students and adults around the 150 year celebration theme.

Organizations and artists continue to support our current regrant programs. They would like to see more funding come from the state to the Northwest Regional Arts Council so more grant awards could occur. Some groups are frustrated with our distance from the Twin Cities. They feel we do not receive our share of service and programs from the outreach departments of key major arts organizations. Busing kids to the Twin Cities is not an option so those groups need to come to us. Some of their comments reflect frustration with the large amount of funding that goes to support very large arts organizations that never outreach to our area. They felt a better use of funds would be to double the current allocation to our regional arts council so that more activities could be funded. Also, our regional staff position could be full time in arts and therefore provide more site visits and staff time to their organizations.

Some people also commented that the success of this visual artist show should be somehow reproduced to celebrate the other artistic disciplines. Whether it be a theater festival, a music contest, a publication for short stories and poetry, etc. This type of gathering for artists should not be restrictive to the visual arts only. The Regional Arts Council is the logical group to organize another similar venture for performing artists or literary artists.

Getting the word out about who we are is also an important part of promoting the arts in our area.

# Needs Survey Results

The Northwest Regional Arts Council conducted a needs assessment for the arts in Northwest Minnesota in January 2005. The results of the assessment are the basis for planning arts services in the region for fiscal years 2006 - 2009 and can be found in Appendix A. The results pages include observations made by the planning committee.

Three similar surveys were distributed. One, two page form was sent to individuals while a second three page form went to arts organizations and schools, and a third form was sent to current and past NW Arts Council members.

In the artist survey respondents were asked general questions about their location, discipline, artist profile, NWRDC history, and background information, for these questions they checked all that applied. In another section of the survey respondents were asked to prioritize the needs and services they would like to have available.

In the arts organization survey, respondents were asked general questions about their location, discipline, organization profile, organization data, services/needs, and obstacles, for these questions they checked all that applied.

In another section, the survey respondents were asked to respond to whether they were familiar with NWRDC programs and services as well as programs offered in other parts of the state. They were also asked to check whether they had received funds or services in these categories. Finally, in that section they prioritized the needs and services they would like to have available. Organizations also responded to questions about the NWRDC's quality and distribution of services throughout the region.

The statistics are as follows for the specific groups targeted:

Type of Group	Returned	Distributed	Return Rate
Individuals	57	315	18%
Arts Organizations	16	40	40%
Schools	9	26	35%
Council Members	18	29	62%
Total	100	410	24%

The Arts Council was a little disappointed in the return rate for individuals. They would have liked 20%+.

## Needs Identification

Individual Artist Respondents from the area served by the Northwest Regional Arts Council rated the following services as "High Priority". Although these results are important the Council learned more from the open narrative questions:

NW Minnesota Art Exhibit	61%
Training Grants for High School Artists	60%
Project Grants for Adult Artists	54%
Opportunities Listing	51%
Directory	35%
Scholarships for Youth	35%
Regional Newsletter	30%
Training Grants for Youth	30%
Hands-on Training	30%

The following were the "High Priority" for overall Arts Organizational survey respondents:

Production/Sponsorship Grant	52%
Artists in the Schools Grants	44%
Regional Newsletter	36%
NW Minnesota Art Exhibit	32%
Small Capital Grant	32%
Project Grants for Adult Artists	28%
Directory	28%
Workshops for Organizations	24%
Training Grants for High School Artists	20%

For more details see Appendix A.

# Biennial Plan Public Meeting

## PRESS RELEASE

-FOR IMMEDIATE RELEASE-

CONTACT PERSON: Mara Wittman, Arts Council Director

DATE: April 13, 2007

### Public Hearing for NWRDC Arts Plan Scheduled

Artists, arts educators, representatives of community arts organizations, and other interested individuals are invited to review and comment on the 2008 - 2009 Biennial Plan of the Arts Council of the Northwest Regional Development Commission (NWRDC). The public hearing is scheduled for Thursday, May 3, 2007 at 2:00 p.m. at the NWRDC offices at 115 South Main, Warren, MN.

The proposed plan includes program information for applications for Local/Regional Arts Development Funds, and Arts Council goals and objectives for Fiscal Years 2008 - 2009.

The purpose of the Arts Council is to enhance the development of the arts in northwestern Minnesota by providing programs, financial resources, and technical assistance. As a program of the NWRDC, the Council serves the seven counties of northwestern Minnesota.

To view the plan see the arts plan link at [www.nwrdc.org/arts.htm](http://www.nwrdc.org/arts.htm). If you are not able to attend the meeting but would like to comment please do so by e-mail to [mara@nwrdc.org](mailto:mara@nwrdc.org) or call Mara Wittman, Arts Council Director at (218)745-6733 by April 30<sup>th</sup>.

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Northwest Regional Arts Council

Public Meeting

May 3, 2007

Minutes

Staff Present: Mara Wittman

The Public Meeting for review of the Fiscal Years 2008 - 2009 Biennial Plan was held at 2:00 p.m. on May 3, 2007 at the Northwest Regional Development Commission office, Warren, MN.

No constituents were present. No constituents submitted written comments.

  
Arts Council Director



# General Description

## Demographic Information

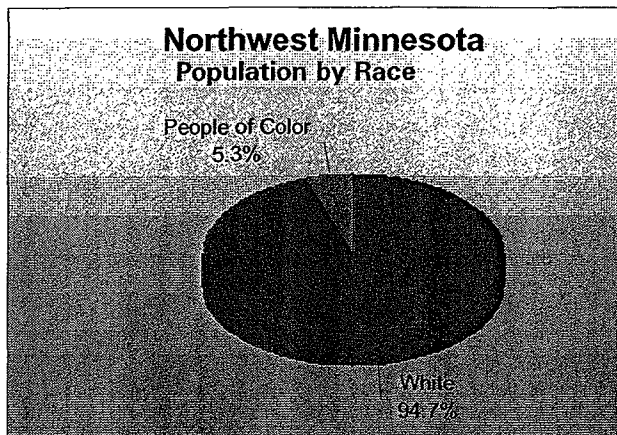
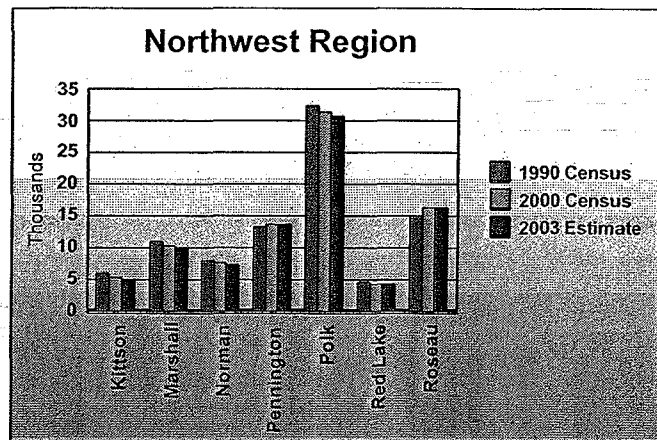
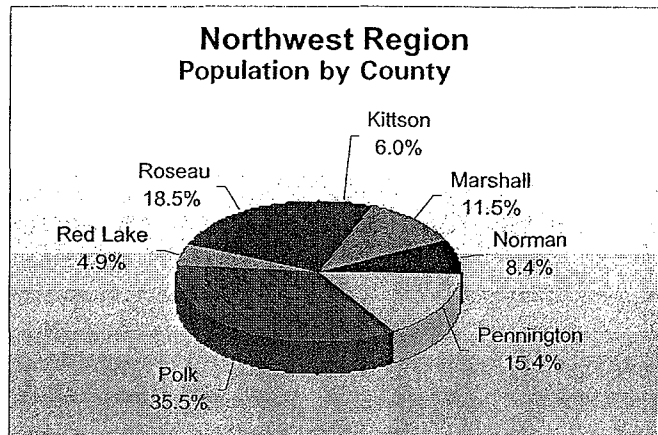
Region One is located in the northwest corner of Minnesota and consists of Kittson, Marshall, Norman, Pennington, Polk, Red Lake and Roseau Counties. The economy of the region is supported mainly by agriculture, with manufacturing being the predominant industry in some communities.

According to 2000 data from the U.S. Census Bureau, the total population of the region is 88,472 people. The estimate for 2005 is 87,094. The region comprises approximately 1.9% of the state's population. The 2000 population and 2005 estimates follows:

	2000	2005
Kittson County	5,285	4,793
Marshall County	10,155	9,959
Norman County	7,442	7,003
Pennington County	13,584	13,593
Polk County	31,369	31,083
Red Lake County	4,299	4,260
Roseau County	16,338	16,403
<b>Region Total</b>	<b>88,472</b>	<b>87,094</b>
<b>Minnesota State</b>	<b>4,919,479</b>	<b>5,126,739</b>

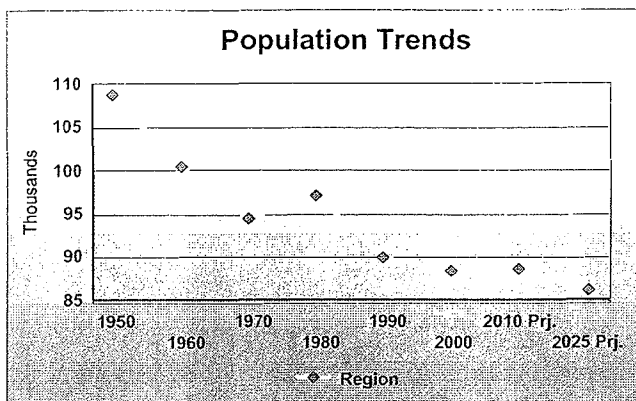
There was a decrease of 1,708 people in the region's population from 1990 to 2000 as illustrated in the second chart on the right. From 2000 to 2005 it is estimated that a decrease of 1,378 people, will continue the decline in population in our area.

The region is largely characterized by a population descended from the Swedish, Norwegian, Polish and French-Canadians who settled in the area in the late 1800's. According to 2000 U.S. Census Bureau statistics, 83,744 people in the region are white while 4,728 are people of color, Hispanic or two or more races as shown in the chart below.



A breakdown of racial characteristics of the population of the region is as follows:

	<u>Number</u>	<u>Percent</u>
White	83,744	94.66%
Black	187	00.21%
American Indian/ Eskimo/Aleutian	1003	01.13%
Asian/Pacific Islander	528	00.60%
Hispanic	987	01.12%
Other	1162	01.31%
Two or more	861	00.97%
<b>TOTAL</b>	<b>88,472</b>	



The chart on the left depicts the historical changes in the region's population. In 1950 the region's population was 108,859.

The Population Trends chart shows the overall change in population in the region from 1950 to the 2025 projection. Northwest Minnesota has lost 20,387 people in the last fifty years. The projected 2025 population is 86,250. The region is making an effort to increase their appeal to businesses and individuals in order to reverse this downward trend in population. Promoting arts, culture, and historical aspects has become an active effort in emphasizing our region to potential residents.

In regards to Historical Age Distribution, our decline in youth from 1970 at 34,282 to 1990 at 25,607 is disturbing. Since 1990 it has gone lower but not to the degree. The age distribution data for 2000 reflected that the median age in each of our counties has gone up by at least two years. The highest age median being in Kittson county at 42 years.

## Organizational Structure

The Northwest Regional Development Commission (NWRDC) was established under the Regional Development Act of 1969. The NWRDC is governed by a thirty-five member Commission and an eight member Board of Directors. (See Appendix B, NWRDC Roster.) The Commission establishes overall Region I Development Policy and the Board of Directors implements the established policies, as outlined in the Comprehensive Development Plan and other planning and administrative documents adopted by the Commission.

The Northwest Regional Development Commission conducts its business through a committee system. The NWRDC has several advisory committees, including the Regional Arts Council. The Council is responsible for developing recommendations for Board and Commission consideration on arts program direction, policy development, and the regranting of arts funds. The Arts Council is comprised of artists, art educators, and arts enthusiasts. (See Appendix C, Northwest Minnesota Arts Council Roster.)

The Arts Council has been responsible for administering state funds since 1978. The program's authority derives from the state's designation of the NWRDC as the Regional Arts Council for Region 1. The main activity of the Council has been to administer the grant program, provide technical assistance to applicants, and to provide information on the arts program to area residents.

The Arts Council follows established policies and procedures for the administration of State of Minnesota funds as detailed in a two-year plan submitted to the Minnesota State Arts Board. Projects developed with funding from the state have covered a wide variety of activities, including classes, workshops, demonstrations, exhibits, and performances.

The NWRDC has administered McKnight Foundation Arts Funding Plan funds since 1982. During that time, funds were allocated to expand a regional arts communications network; and, to improve management and organizational development of the Arts Council and local arts organizations. Funds were re-granted to regional semi-professional arts organizations, primarily for the purchase of equipment. In fiscal year 1992, grant programs for individual artists and for capacity building of arts organizations were established. In fiscal year 1997, training and development program and a student individual artist grant was started. This past year in FY 2007 our programs included the Northwest Minnesota Art Exhibition, the Small Capital Grants, the Northwest Minnesota Artist Fellowship Grants, the Student Artist Training Mentorship Grants and the Hispanic Arts Initiative Grants. The Council also selects the Northwest Artist of the Year and the Northwest Arts Advocate of the Year.

# Community Arts Programs

Community arts councils and other local arts agencies were responsible for sponsoring guest artists, producing musical and theatrical events, sponsoring fine arts festivals, sponsoring art-in-the-park events, providing scholarships to young artists, sponsoring workshops for area artists, sponsoring visual art exhibits, and a variety of other programs.

A list of the arts organizations in the region, by discipline, follows.

## Art Councils/Multi-Disciplinary Organizations:

- Association of the French of the North, Red Lake Falls
- Community Performing Arts Council, East Grand Forks
- Fertile Area Council for the Arts
- Fosston Library and Art Center
- Patriot Promoters Arts Division, McIntosh
- Roseau Area Arts Association
- Sand Hill Settlement Historical Society
- Stephen Arts Council
- Valley Crossing Arts Council, Crookston
- Warren Community Arts Board
- Winger Historical Arts Organization

## Community Theaters:

- Ada Children's Theater
- Crookston Community Theater
- Hallock Community Theater
- Karlstad Community Theater
- Middle River Community Theater
- Northland Community Theater, Thief River Falls
- Summer Arts Stages and Safari, East Grand Forks
- Thief River Falls Community Arts Council
- Two Rivers Area Theater, Red Lake Falls
- Warroad Summer Theater

## Dance Organizations:

- Impressions Dance Company, Crookston
- Traditional Music & Dance Society, East Grand Forks
- Steps Dance Academy, Warren

## Literary Art Organizations:

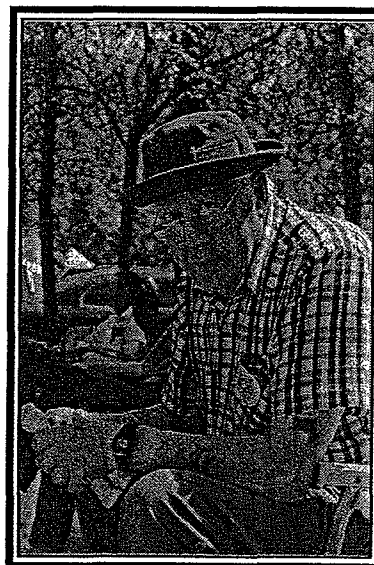
- Roseau Area Writer's Association
- Friends of the Libraries in various cities.
- Sixteen Community Libraries

## Music Organizations:

- Crookston Civic Music League
- Northern Lights Concert Assoc., Roseau
- Northland Community Band, Thief River Falls
- Thief River Falls Concert Association
- Twin Forks Sweet Adelines, East Grand Forks
- University of Minnesota Music Dept., Crookston

## Visual Art Organizations:

- Artist Unlimited, Lake Bronson
- Arts and Crafts Council, East Grand Forks
- Clayworks, Red Lake Falls
- Northland Comm. College Gallery, Thief River Falls
- Northern Lights Watercolor Society, East Grand Forks
- University of Minnesota Theater Dept., Crookston



# Work Plan

## GOAL 1:

Promote, sustain, and encourage artistic growth and excellence in northwestern Minnesota.

### OBJECTIVE 1:

Award Arts Project Grants to arts organizations and communities based on artistic quality and merit, applicant capability, and the need for the project. Meets the first ranked need by arts organization survey respondents for project grants.

#### WORK ELEMENTS:

- a. Implement the Arts Project Grants program with state funding. Foster and nurture local arts groups to grow and/or sustain levels of programming through one-on-one visits and suggestions.
- b. Publicize the availability of grant funds in the seven-county area in a timely manner prior to each application deadline. Send e-mail reminders related to deadlines and opportunities to develop.
- c. Provide technical assistance on the grant application process to organizations submitting applications.
- d. Administer the review and evaluation process.

### OBJECTIVE 2:

Provide technical assistance and information to artists, representatives of arts organizations, and others interested in the arts. Grant writing workshops were the number one training need in services to organizations followed very closely by workshops on increasing arts participation. Individual artists ranked receiving information on opportunities as their strongest workshop/newsletter need.

#### WORK ELEMENTS:

- a. Review project ideas which an individual or organization may be submitting for funding assistance from the NWRDC and/or other funding sources.
- b. Provide technical assistance on grant preparation and other arts administration, planning and development ideas. Including grant writing workshops and help to groups with board development and volunteer recruitment.
- c. Provide information services on other public and private grants, program, and funding sources for both arts organizations and individuals.
- d. Maintain a library of reference materials. Compile into a list for the web site.

### OBJECTIVE 3:

Organize and implement the Northwest Minnesota Art Exhibition. Select the community and co-sponsoring arts organization for the exhibit annually. Select the facilities for the touring exhibition. The exhibit program is a strong need for the region, ranking 1<sup>st</sup> with individual artists and 4<sup>th</sup> with organizations. It continues to generate extremely positive comments. Currently the Arts Council uses Foundation funding to make the awards and some state and Foundation funding to administer the program.

#### WORK ELEMENTS:

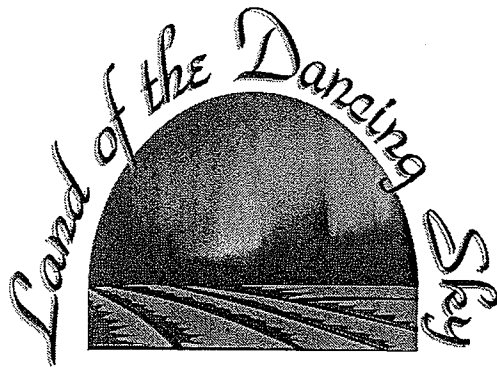
- a. Select the exhibit location and the sponsoring arts organizations. Develop comprehensive guidelines and resource sheets for that communities co-planning of the exhibit.
- b. Publicize the Call for Entries in the seven-county area in a timely manner.
- c. Select and contract with the juror. Provide juror with materials and assistance in the judging.
- d. Act as main coordinator of the exhibit to ensure its success, including registration, hanging the exhibit, creating programs, ensuring guest book volunteers, and prompt wrap-up.
- e. Coordinate and implement the Artist Reception for 200 + people.
- f. Organize the touring summer schedule and administer the tour. The tour includes 12 locations that host the traveling exhibit for 2 weeks each.
- g. Evaluate the program yearly.

**OBJECTIVE 4:**

Assist in the Land of the Dancing Sky effort in promoting our area. Encourage artists who are interested in working with retailers to join this effort in promoting our area.

**WORK ELEMENTS:**

- a. Help identify artists interested in marketing to local and statewide retailers.
- b. Publicize the availability of this program in the seven-county area in a timely manner.
- c. Add information to the [visitnwminnesota.com](http://visitnwminnesota.com) web site.
- d. Work with other RDC staff and programs to share costs and responsibilities related to this venture.
- e. Evaluate the program yearly.

**OBJECTIVE 5:**

Increase funding for the Northwest Minnesota Arts Council. In order to serve the needs of our region we will need to look further than our current two funding sources.

**WORK ELEMENTS:**

- a. Actively participate in Minnesota Citizens for the Arts and the Forum of Regional Arts Councils.
- b. Research other funding sources that are interested in helping us meet more of our goals. This should include non-granting goals like increased site visitation, increased public relations, and more workshop opportunities.
- c. Write applications and apply for funds.
- d. Look for new ways to partner with other programs and agencies to enrich our region and provide additional funding for staff.
- e. Evaluate our success.

**GOAL 2:**

**Provide for the administration of the Northwest Minnesota Arts Council.**

**OBJECTIVE 1:**

Develop and maintain programs and activities of the Northwest Minnesota Arts Council. The needs assessment showed an overall satisfaction with the current quality and distribution of services and grants.

**WORK ELEMENTS:**

- a. Staff and maintain the Northwest Minnesota Arts Council.
- b. Revise and update the Arts Plan and Budget on an annual basis.
- c. Conduct a regional arts needs assessment every four years.
- d. Fulfill administrative requirements of the Northwest Regional Development Commission and the Minnesota State Arts Board, including preparation of: annual final report on program activities and financial status; work plan and budget for upcoming fiscal year; and re-grant activities reporting.

**OBJECTIVE 2:**

Provide orientation/education for new Council members. The needs assessment showed that more should be done throughout the year with orientation.

**WORK ELEMENTS:**

- a. Provide all new Arts Council members with printed organizational materials.
- b. Provide an orientation for new Council members not only prior to their first meeting but at various times throughout the year.

### **GOAL 3:**

#### **Support and encourage arts experiences in the schools in Northwest Region.**

##### **OBJECTIVE 1:**

Award Artist in the Schools Grants to area schools based on artistic quality and merit, applicant capability, and the need for the project. Artist in the Schools regrant programs were ranked second in the overall needs assessment of organizations/schools.

##### **WORK ELEMENTS:**

- a. Implement the Artist in the Schools program with state funding.
- b. Publicize the availability of grant funds for arts education projects in the seven-county area in a timely manner prior to each application deadline.
- c. Provide technical assistance on the grant application process to schools submitting applications.
- d. Administer the review and evaluation process.

##### **OBJECTIVE 2:**

Provide support for arts education programs. Provide information on arts activities in the schools.

##### **WORK ELEMENTS:**

- a. Implement a Student Artist Training Mentorship program with McKnight Foundation Funding.
- b. Coordinate arts education activities with the Minnesota State Arts Board, the Minnesota Center for Arts Education, and other art education service organizations.
- c. Publicize the availability of Minnesota State Arts Board Artist-in-Education funds.
- d. Publicize the availability of art education resources such as those provided by the Minnesota Center for Arts Education.
- e. Provide updates to the Council on Arts in Education issues throughout the state.

### **GOAL 4:**

#### **Increase visibility and access to information on the arts in northwestern Minnesota.**

##### **OBJECTIVE 1:**

Disseminate information on the Arts. The needs assessment ranked the Northwest Arts newsletter as the third needed service of the Arts Council.

##### **WORK ELEMENTS:**

- a. Collect information for inclusion in the newsletter and distribute newsletter on a periodic basis. This will satisfy the high level of need by our individuals and arts groups to learn about exhibit opportunities, locate fairs and festivals, and workshops. Also, the newsletter can serve as a source of sharing tips on items like marketing, training and networking.
- b. Issue press releases on Regional Arts Council activities.
- c. Increase the amount of general PR about arts events and the importance of arts in the area.

##### **OBJECTIVE 2:**

Maintain an artists' registry. The artist and arts organization directory was ranked as a high service need.

##### **WORK ELEMENTS:**

- a. Contact new arts organizations and known artists.
- b. Update on a yearly basis for publication as the Northwest Directory of Artists and Arts Organizations.
- c. Include parts of the registry in the Northwest Regional Development Commission's web site.

**OBJECTIVE 3:**

Create and publish an Artists of Northwest Minnesota booklet. Visibility pieces were a very high need during artist interviews.

**WORK ELEMENTS:**

- a. Partner and collaborate with Region 2 Arts Council to create a Northwest booklet.
- b. Publicize and disseminate information to artists on the Call for Artists through press releases, web site features, email announcements, and attending various visual art workshops to speak on the project.
- c. Feature the Call for Entries as part of the Artist Reception.
- d. Select and contract with the Juror.
- e. Assist artists in participating in the booklet including digital images of their artwork.
- f. Provide formatting assistance during year 2 and provide publication assistance during year 3.
- g. Distribute the booklets and evaluate the project.

**OBJECTIVE 4:**

Create and publish a book featuring short stories and poetry of our Literary artists. Visibility pieces were a very high need during artist interviews.

**WORK ELEMENTS:**

- a. Partner and collaborate with area Library Friends groups to create a local poetry book.
- b. Search and apply for corporate or business sponsorship for the printing costs.
- c. Publicize and disseminate information to writers on the Call for Entries through press releases, web site features, email announcements, and attending various book clubs to speak on the project.
- d. Feature the Call for Entries as part of the Artist Reception.
- e. Select and contract with the editing consultant.
- f. Assist artists in participating in the booklet including digital images of their artwork.
- g. Provide formatting assistance and publication decisions.
- h. Distribute the books and evaluate the project.

**OBJECTIVE 5:**

Maintain the Northwest Minnesota Arts Council web site. This site will provide a place for announcing programs and services of the Arts Council. Also, a listing of artists and arts organizations on the web has been a strong need in our region for the last two years. Our office has had many requests for this service from individuals, schools and communities. The web site has had 17,000 hits per month with an average of 1,700 visitors monthly for the last year. The Arts page of the agency site is the most accessed page every single month with an average of 200 visitors entering the NWRDC site through the arts page.

**WORK ELEMENTS:**

- a. Re-format a new web site for Northwest Minnesota Arts Council separate from the NWRDC web site in order to increase visibility to the Arts Council. This will include our own domain name.
- b. Encourage artists and arts organizations to use the web site to find information.
- c. Update on a monthly basis all web information pertaining to Arts Council programs and services.
- d. Provide updates to the arts page located on the Northwest Regional Development Commission's web site.
- e. Maintain the arts section on the promotional site [visitnwminnesota.com](http://visitnwminnesota.com) in order to provide additional positive PR to the arts program and direct visitors to our artists and arts organizations.

**OBJECTIVE 6:**

Actively collaborate with other similar organizations in North Dakota and Canada. Help arts organizations fully participate in other area and statewide efforts to promote the arts and arts activities.

**WORK ELEMENTS:**

- a. Assist arts organizations in creating simple web pages.
- b. Assist artists and arts organizations with including their listing in MNArtists Online and including their event listing in statewide calendars.
- c. Assist artists and arts organizations with listing on Culture Pulse web site. This site is hosted by North Valley Arts Council in Grand Forks and serves as a great resource for our area related to calendar announcements and artist profiles.
- d. Continue to build our relationship with our Canadian counterparts. This past year we worked with their office to find our Art Exhibit juror. We also have spoken with some of their key planners and mayors about International promotions related to culture and family fun experiences.

**OBJECTIVE 7:**

Continue to present information on the economic impact of arts in our region.

**WORK ELEMENTS:**

- a. Work with Minnesota Citizens for the Arts and the Regional Arts Council Forum to spread the word on the results of the two statewide studies on the impact of the arts on the economy.
- b. Participate in joint ventures to disseminate the information.
- c. Collaborate with any new similar study as an active partner in ensuring participation in our region.

**GOAL 5****Actively participate in the Forum of Regional Arts Council's mission and goals****OBJECTIVE 1:**

Provide leadership in the Forum of Regional Arts Councils.

**WORK ELEMENTS:**

- a. Actively participate in Forum meetings and decisions.
- b. Dedicate time and work activity to the Forum's priorities and goals.
- c. Complete Forum projects and assignments in a timely manner.
- d. Serve in the role of an officer if requested.

**OBJECTIVE 2:**

Collaborate with other state arts agencies and arts partners in serving the State of Minnesota.

**WORK ELEMENTS:**

- a. Attend and provide information on northwest region at Minnesota State Arts Board Meetings, Minnesota Citizens for the Arts Meetings, etc..
- b. Provide information as requested for statewide advocacy efforts for the legislature and others.
- c. Provide historical arts information on northwest region.
- d. Attempt to increase our state funding appropriation, in order to serve our region of the state. This will help sustain and grow our arts organizations through creative programs and services that require staffing that we do not currently possess.



# Budget

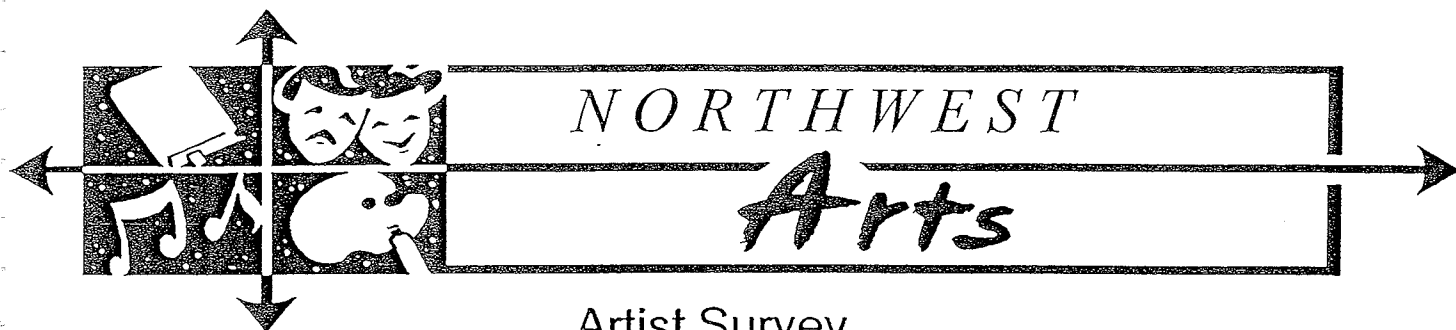
## Projected Fiscal Year 2008-2009 Budget

(Basically, the budget will stay the same for both fiscal years with minor changes in personnel. Updated 5/02/07.)

REVENUES:	State	McKnight	Total
State of Minnesota	\$88,666		\$88,666
McKnight Foundation		\$40,000	\$40,000
McKnight Foundation Interest		\$100	\$100
Interest	\$240		\$240
Other Income	\$1,000	\$875	\$1,875
Tax Levy	\$6,000	\$1,000	\$7,000
<b>TOTAL REVENUES</b>	<b>\$95,906</b>	<b>\$41,975</b>	<b>\$137,881</b>
EXPENSES:	State	McKnight	Total
<b>Grants</b>			
Arts Project Grants	\$26,381		\$26,381
Artists in Schools Grants	\$10,000		\$10,000
Small Capital Grants		\$6,000	\$6,000
Artist Fellowship Grants		\$7,600	\$7,600
Student Individual Artist		\$5,000	\$5,000
Hispanic Arts Initiative		\$7,100	\$7,100
Exhibit Program		\$1,600	\$1,600
Recognition Awards		\$1,100	\$1,100
<b>Grants Total</b>	<b>\$36,381</b>	<b>\$28,400</b>	<b>\$64,781</b>
<b>Grants/Services Administration</b>			
Personnel	\$26,925	\$5,080	\$32,005
Fringe Benefits	\$8,063	\$1,521	\$9,584
Printing	\$785	\$383	\$1,168
Postage	\$1,034	\$451	\$1,485
Exhibit Juror and Reception Costs		\$2,350	\$2,350
Publication Costs	\$125		\$125
Staff Travel	\$2,678	\$1,348	\$4,026
Committee Travel	\$1,400		\$1,400
Indirect *	\$12,439	\$2,442	\$14,881
<b>Grants/Services Administration</b>	<b>\$53,449</b>	<b>\$13,575</b>	<b>\$67,024</b>
<b>General Administration</b>			
Personnel	\$2,400		\$2,400
Fringe Benefits	\$720		\$720
Printing	\$40		\$40
Postage	\$40		\$40
Staff Travel	\$600		\$600
Committee Travel	\$100		\$100
Indirect *	\$1,200		\$1,200
Registrations/Memberships	\$626		\$626
Telephone	\$350		\$350
<b>General Administration</b>	<b>\$6,076</b>		<b>\$6,076</b>
<b>TOTAL EXPENSES</b>	<b>\$95,906</b>	<b>\$41,975</b>	<b>\$137,881</b>

Indirect: Refers to NWRDC staff positions of Executive Director, Front Office Manager, and Financial Officer; as well as building rent, office equipment, supplies, insurance, depreciation, and internet service.

## Appendix A: Needs Assessment



## Artist Survey Northwest Regional Arts Council

**RESULTS:** 57 respondents out of 315 surveys sent = 18% return rate  
See the **OBSERVATION** section below each heading for planning considerations.

**DEMOGRAPHICS** (Asked to select the county in which they reside.)

- |                  |                    |                 |               |
|------------------|--------------------|-----------------|---------------|
| 1. Kittson (3)   | 3. Norman (3)      | 5. Polk (10)    | 7. Roseau (9) |
| 2. Marshall (14) | 4. Pennington (14) | 6. Red Lake (3) | 8. Other (1)  |

**OBSERVATIONS:** Kittson, Norman, and Red Lake are smaller counties in regards to population.

**DISCIPLINE** (Asked to check up to three of the disciplines listed below that best describe their art.)

- |                              |                          |                            |
|------------------------------|--------------------------|----------------------------|
| 1. Dance (6)                 | 7. Crafts (5)            | 13. Humanities (3)         |
| 2. Music (21)                | 8. Photography (15)      | 14. Inter-disciplinary (1) |
| 3. Theater (14)              | 9. Film - Video (4)      | 15. Arts Consumer (6)      |
| 4. Painting- Drawing (21)    | 10. Writing - Poetry (5) | 16. Other (3) _____        |
| 5. Sculpture - Ceramics (10) | 11. Mixed Media (7)      | _____                      |
| 6. Design - Graphic Arts (6) | 12. Ethnic Arts (4)      | _____                      |

**OBSERVATIONS:** Very few film and dance artists in our region. There are many more crafter artists who obviously did not participate in this survey.

**ARTIST PROFILE** (Asked to check or circle all the statements that apply in questions 1 - 13.)

- |    |  |
|----|--|
| 40 | 1. I have exhibited or sold or performed in our seven-county area (see Demographics above).  |
| 30 | 2. I have exhibited or sold or performed in Minnesota. How often? _____  |
| 6  | 3. I have exhibited or sold or performed Nationally. How often? _____  |
| 7  | 4. I have or participate in a web site that shows my artwork.  |
| 9  | 5. I make my living as an artist, performer, arts administrator, or teacher in the arts.   |
| 23 | 6. I have been formerly educated in the fine, creative, literary or performing arts. What level?<br>High School (6) College/Bachelors (10) Masters (3) |
| 24 | 7. The majority of my income comes from another job that does not relate to the arts.  |
| 16 | 8. I have received grant(s) or fellowship(s) for art activity.   |
|    | 9. How many years have you been involved with your art?<br>0-5 years (17) 6-20 years (11) 21+ years (25)   |
|    | 10. What percentage of your income comes from your art?<br>0-10% (37) 10-30% (3) 30-50% (2) 50-80% (2) 80-100% (6)                                     |
|    | 11. At what artistic level do you consider yourself?<br>emerging (22) intermediate (16) professional (10)  |

**OBSERVATIONS:** Often artists with over 20 years of experience only listed workshops or in-studio hands-on training as their means of arts training, they also stated that they earn less than 10% of their income from art. In comparison some emerging artists stated that 100% of their income comes from art. Some of those cases could be young artists who are still in college or high school.

## ARTIST WISH

Asked to list the most important thing you could receive from our office in the next two years, in regards to helping you become a better artist. What have you been wishing there was in our area? Or what would move you to a higher artistic level or increase the amount of income you receive from your art?

RESPONSES: Although each response is important, bold text represents those whose suggestions should be researched.

- Grant to produce a storytelling CD; workshops on various aspects of technical theater
- As a student, I would like to see more guest artists come into the schools and teach their art
- I would like to see opportunities to exhibit across the state and Minneapolis through NWRAC
- Continue annual exhibit; have some avenues for solo exhibits in the area
- Knowledge of areas/regions not having school arts courses
- I would love to have a couple of **one-on-one sessions with an established artist** (not an art teacher); college classes I've taken in art have really taught me nothing.

• Grants

• A place to exhibit

• If there was a **stage for rental use** besides the NCTC theatre, because the Community Arts Council always gets it.

• I am retired, but still work with theatre groups to help young people get active with other people

• Scholarship to colleges for an art degree

• There should be a **permanent gallery with changing exhibits** - not just one yearly show

• I wish there were more opportunities to work with fellow artists; get together to paint, throw pots - whatever - and share ideas

• I would love to **teach** - short term - various high schools. As a professional artist, business man, I have a lot to offer high school kids - The Inspiration to be an artist and the **PRACTICAL knowledge** to inform about whether or not to dream of making a living as an artist

• Grants, opportunity to study under professional artists

• I want to say I admire Mara's work as Director of Arts tremendously. The continuation of the Newsletter and Artist Directory is my greatest wish.

• I would love more opportunities to display my artwork in the public. More art shows available.

• I could use more help marketing and promoting my work. Finances hold me back from getting work out.

• More art shows and/or more programs involving the arts

• We need help with volunteers for our organization duties eleven months per year.

• Instruction on improving applications to juried shows, i.e. **instruction on photographing work** for applications; **Picture book on Northwest Minnesota Artists**

• I would like to see more quality music and theater programs in our schools

• More art shows to enter (competition shows). More craft shows, more grant applications, teacher workshops at the master level, more general economic growth would help, more paid judging jobs (hiring me as a judge) always keeps me sharp

• It seems sales of art would be higher on the urban areas. Perhaps if we could organize some sort of "art van" to haul and sell "Land of the Dancing Sky" works to the metro areas ... perhaps 2 or 3 x's per year. Get a regular schedule so artists can produce for those departure dates.

• Info about links to sites - cool sites for artists

• More sponsored shows, festivals, competitions

• Funding

• There are so many good workshop on Art like **book arts, making books, other arts...** but they are always held in the Mpls/St. Paul area. I think it would be great if we could get some workshops going in our area. Especially in the 7 county area. It seems to me that we in the North are always expected to drive to Mpls. Yet the people who live down there think if they drive to St. Cloud its a hardship.

• **A list of instructors, mentors, or professionals** in different artistic fields that could be used by students for lessons, workshops, etc.

• Now that I'm out of high school I don't have the resources to pursue ceramics or learn more about it. Some local ceramics classes or workshops would be great!

• Personally, I would be helped **having a mentor**, someone willing to talk to me on an on-going basis about the work that I do. Not quite a fatherly figure, yet someone who is sincerely interested in the whys, wheres, and hows of magazine publishing. I've tried establishing those ties myself over the years but haven't secured anyone, they are all pretty busy people. I get to feeling this is all for nought sometimes; I know I'm not alone thinking this way, no matter my medium.

• I would like to see student art receive a higher profile; the Minnesota State High School League supposedly sponsors some art exhibit, but I have not been able to get any information. I think that the Arts Council and MSHSL worked together they could leverage more interest in the arts for students

• Grants for college art classes. I attend Bemidji State University.

• More local workshops for musicians

• I do art for my own fulfillment so I enjoy workshops to improve skills and learn new skills. For the artists who do sell their art, marketing to a wider audience would be helpful

• I would like to build a studio and have my home schooled children come to one place. Also to be able to buy better materials

• That other media be recognized as Art and not just painting

• I have retired as Art Adventure Chairman - an art appreciation program at the Elementary schools in TRF. Still interested.

• Financial support for literature and mentorships. I would like to see professional teachers of voice and singers get together for Master Classes - to learn from each other.

• **Grants to high school groups** - not just individuals - for equipment or projects. i.e. band instruments and risers are a priority in our school

**NWRDC GRANT & SERVICE HISTORY** (Asked to check all that apply.)

- 16 1. I have received a NWRDC/McKnight Individual Artist Grant or Student Artist Grant.  
 25 2. I have received information on the NWRDC/McKnight Individual Artist Grant.  
 17 3. I have been involved with a NWRDC arts grant as a member of an organization or school.  
 9 4. I have been listed in the Northwest Directory of Artists and Arts Organizations.  
 31 5. I receive the Northwest Arts quarterly newsletter.  
 14 6. I have attended an arts day or workshop sponsored by the NWRDC.  
 28 7. I have entered pieces in the Northwest Minnesota Art Exhibit.

OBSERVATIONS: There were only 3 forms out of the 57 returned that left this whole section blank. Therefore, most of these numbers are lower than we would have hoped.

**INDIVIDUAL ARTIST SERVICES/NEEDS** (Asked to give a priority rating to each of the following services in developing the arts for individuals in Northwest Minnesota.)

	High Priority	Medium Priority	Low Priority
1. Project Grants for adult artists (available)	31	18	3
2. Training Grants for high school student artists (available)	34	12	6
3. Training Grants for youth (not currently available)	17	14	12
4. Scholarships for Youth (not currently available)	20	17	13
5. Award for Northwest Artist of the Year (currently available)	16	21	14
6. Northwest Minnesota Art Exhibit (current program)	35	14	3
7. Regional Directory of Artists and Arts Organizations (current service)	20	21	9
8. Regional Newsletter <u>Northwest Arts</u> (current service)	17	23	10
9. Land of the Dancing Sky brand name (current service)	6	20	20
10. Other Needs _____	0	0	2

Workshop or Newsletter Topics

11. Creation of Slides, Video, Audio Tape	13	21	14
12. E-commerce workshop: Website or no website, e-bay, etc.	14	20	13
13. Legal Information: Copywrite, Insurance, Taxes	9	26	12
14. Locating Studio Space or Starting Co-op Venture	12	23	11
15. Opportunities Listing: Exhibit, Performance, Workshops	29	15	5
16. Hands-on Training _____ indicate type _____	17	10	10
17. Other Needs _____	0	0	4

OBSERVATIONS: As expected, our current programs including the exhibit, the adult artist grants, the high school student artist grants ranked the highest. The Directory and Newsletter both received high priority marks. Scholarships for youth also ranked very high and should be considered if more funding becomes available. The Land of the Dancing Sky Brand Name and the Northwest Artist of the Year programs received relatively low ratings and should be looked at closely for their continuation.

**QUALITY & DISTRIBUTION**

	Very Satisfied	OK	Not Satisfied	Don't Know
1. Quality of projects funded by Northwest Arts Council	15	17	0	9
2. Distribution of grant money throughout the 7-county region	13	18	4	16
3. Overall administration of Northwest Arts Council	26	12	0	13
4. Overall mix of grant programs and services offered	18	20	3	9
5. Staff consultation visits to artists	12	10	2	25
6. Reference library	2	12	2	32
7. Other _____	0	0	0	3.

OBSERVATIONS: Although people seem very satisfied with the overall administration of the Council the rest of the results in this section rate only okay. The Arts Council should be careful to fund and administrate high quality projects and programs. Of course, trying to equally distribute funds and provide a good overall mix of projects is sometimes at odds with the publics perception of the highest quality and merit. More outreach should be added, if the budget allows, so that our service goes back to a high level. Obviously, people do not know about or use the Council as a reference facility, more should be done to advertise what books are available for lend.

#### COMMENTS SECTION:

- The NW Arts Council has been important and valuable as an advocacy group to enhance interest and use of art in our NW area of the state. We are located far from the metropolitan area where so much is located and thus need the availability of arts to come to us.
- I'm currently a home school teacher - I also teach K-6 graders at our local community center. I would love to be able to get some grants to help fund this. I know there are alot more children I could teach if they wouldn't have to pay. I do try to keep my cost low. But it would be great to have funding to buy materials to experiment with the children.
- It would be nice to have some local workshops for guitarists/drummers. Instead of having to travel to the cities for some.
- Be more informative in a monthly newsletter. I am very happy to be a member and anticipate making an entry in the future art exhibit.
- My age prevents me from doing my piano - comedy act any more.
- I think these programs are set up very well and you are doing a terrific job.
- The Arts Council has made a very big difference in the lives of many children and adults. The artistic growth of my children and many others has bloomed because of the Council's financial and personal support for our artists.
- I have written grants for summer theater and attended several NWRDC meetings. I have found everyone helpful and fair. I receive the newsletter and see all that is being done in our area. Great Job!
- I attended the "Land of the Dancing Sky" organizational workshop in Fosston last spring that helped me network with other artists in northwest Minnesota. It was fun and informative. Too bad we don't have an **art fair up here on a yearly basis, for artists**. If the event could be on a rotational basis of the 7 counties, it would give each an opportunity to show what the Arts are up against and what the promotion of its existence has been.
- The graphics field is growing rapidly but you don't see much of it in our area. I feel it is important to give people an **opportunity to learn a thing or two in graphic arts**. And for those of us who would like to learn more there isn't anyplace we can go to do so as far as we know.
- I might not know all the things you do. My purpose when moving to the Northwest was for a better healthier surroundings but there is no reason not to improve the development of the arts locally, in fact, the only obstacle may be a limited public interest caused by a limited population density. If more productive, environmentally conscious people moved here it might become a utopia, except in January and February (hopefully the cold climate would discourage undesirable people).
- I would like for you to help us by **notifying us when our final reports are due**.
- We need help with organization duties on a volunteer basis - we need to appeal to more people able to help us in our support of the art community
- It really helps to have the help and information the RDC gives us. I see that other Artists classes to the Twin Cities have many more networking opportunities. As well as juried shows. Distance makes it difficult to transport work. I also need help pricing.
- I think art is extremely important and sadly I feel this area is slightly lacking in opportunities for young people in art. I'm excited to hear steps may be taken to improve the amount of this area's involvement in the arts.
- Northwest Minnesota is very fortunate to have the NWRDC. Thanks!
- Our Middle River Community Theater appreciates the grant money we have received for our children/adult productions. We are a small theater with a very limited budget but feel that through these productions we have helped young performers build confidence, speak before an audience, and mature in such a positive way. The adult productions develop talent and entertainment in and around our community. We have such a unique theater of which we are so proud and improving as we can.
- **High school kids need access to a real professional artist**, marketing art is very important, yet, not all good art is marketable. Kids need real information about the art world as well as inspiring instruction in creating art.
- I've been involved 17 years in theater and if it wasn't for NWRDC me and alot of others wouldn't get this experience. Thanks!
- I think the NWRDC has done great things for people including me, and they do great work to help people reach their goals.
- It would be nice to have more exhibit opportunities.
- I think that overall you folks do an outstanding job!! The only suggestion I have is for the annual regional exhibit. The exhibit should be on display for at least 2 weeks. I don't feel it is seen by enough people.
- Thank you very much for your assistance. It was a worthwhile investment.

**OBSERVATIONS:** Artists are looking for opportunities to get together, to learn, to teach, and to be appreciated. The more that we can do as a Council to facilitate this sense of growth, pride, and acceptance the better. Our Northwest Minnesota Art Exhibition should be on display longer than one week. Our newsletter should include more announcement information and tips for artists. Our school kids do deserve to learn from a real practicing artist what it takes to make it in that career. All these things are important and should be looked at for the next few years.



## Arts Organization Survey Northwest Regional Arts Council

**RESULTS:** 25 respondents out of 66 surveys sent = 36% return rate  
See the **OBSERVATION** section below each heading for planning considerations.

**DEMOGRAPHICS** (*Asked to select the county in which their organization resides.*)

- |                 |                   |                 |               |
|-----------------|-------------------|-----------------|---------------|
| 1. Kittson (3)  | 3. Norman (1)     | 5. Polk (11)    | 7. Roseau (2) |
| 2. Marshall (2) | 4. Pennington (3) | 6. Red Lake (2) | 8. Other (0)  |

**OBSERVATIONS:** Polk county is a large county with several communities as host to a number of different arts groups. For instance Crookston has a dance company, series presenter, theater troupe, and an arts council.

**DISCIPLINE** (*Asked to check up to three of the disciplines listed below that best describe their organization.*)

- |                              |                          |                            |
|------------------------------|--------------------------|----------------------------|
| 1. Dance (4)                 | 7. Crafts (4)            | 13. Humanities (2)         |
| 2. Music (16)                | 8. Photography (0)       | 14. Inter-disciplinary (3) |
| 3. Theater (13)              | 9. Film - Video (0)      | 15. Arts Consumer (1)      |
| 4. Painting- Drawing (5)     | 10. Writing - Poetry (2) | 16. Other (3) _____        |
| 5. Sculpture - Ceramics (1)  | 11. Mixed Media (2)      | _____                      |
| 6. Design - Graphic Arts (1) | 12. Ethnic Arts (2)      | _____                      |

**OBSERVATIONS:** Music and theater continue to dominate in our area, both within organizations and in the schools.

**RESPONDENT PROFILE** (*Asked to select the most appropriate description of their organization.*)

- |                            |                                |                          |
|----------------------------|--------------------------------|--------------------------|
| 1. School (9)              | 5. Performing Group (6)        | 9. Historical Center (2) |
| 2. CAPP Program (0)        | 6. Library (1)                 | 10. Chamber or Commerce  |
| 3. Community Education (1) | 7. Visual Arts Group (2)       | 11. Other (1) _____      |
| 4. Arts Council (5)        | 8. Arts & Humanities Group (1) |                          |

**OBSERVATIONS:** Our area has 26 school districts so this is 35% return rate. Although only one library returned the survey we do have 14 in our region. Community Education is also under represented with only 2 of the many CE programs returning the survey. Our region does not have many organized visual art groups, several have dissolved in the last ten years. Note that the one humanities group did not want the Arts in their profile name. The Humanities portion was distinctly circled.

ORGANIZATIONAL DATA Average numbers for the surveys of non school organizations are below.

<u>23</u>	# of Years Your Organization has Existed	<u>\$12,000</u>	Approximate Annual Budget
<u>100</u>	# of Current Members	<u>1,150</u>	Total Yearly Audience
<u>8</u>	# of Board Members	<u>0</u>	# of Full-time Paid Staff
<u>30</u>	# of Artists Served per Year	<u>2</u>	# of Part-time Paid Staff
<u>7</u>	# of Productions, Events, Concerts per year	<u>20</u>	# of Volunteer Staff

Our organization has received NWRDC arts funding (6) in the last 2 years (8) more than 2 years ago  
How far in advance do you plan your arts events/activities? (6)3 mo. (7)6 mo. (16)1 year or more

OBSERVATIONS: Ten forms did not check that they have received arts funding from the NWRDC in the past. Surprisingly over half the surveys indicated long planning periods. Although the average of events is 7 half the organizational surveys responded with only 2 events per year. Only three respondents listed part time paid staff.

GRANT PROGRAMS (Asked to check whether they are familiar with the programs listed below. Then give a priority rating to the programs in the far right columns.)

	Familiar With	Not Familiar	Priority Rating High	Med.	Low
<b>CURRENT NWRDC ARTS GRANT PROGRAMS</b>					
1. Production Assistance/Sponsorship Grants	13	6	13	1	0
2. Artists in the Schools Grants	17	2	11	1	1
3. Small Capital Grants	11	8	8	4	2
4. Individual Artist Grants (now Artist Fellowship)	13	7	7	4	1
5. Student Individual Artist Grants (now Artist Training/Mentor)	13	6	5	5	2
6. Northwest MN Artist and Arts Advocate of the Year	7	11	3	5	3
<b>NWRDC ARTS GRANT PROGRAMS NO LONGER OFFERED</b>					
7. Public Art Project Grants	7	12	0	4	1
8. Training & Development Grants	6	12	0	4	2
9. Capacity Building Grants	5	13	0	4	2
10. Small Arts Grants (\$500)	11	8	2	4	1
<b>PROGRAMS OFFERED IN OTHER REGIONS</b>					
11. Cultural Bank (organizations can apply for \$400 to help cover a loss)	1	17	0	4	3
12. General Operating Support for Arts Organizations	3	15	1	4	3
13. Challenge Grants (membership)	3	15	0	4	3
14. Arts Access Grants (for students to attend regional arts activities)	2	16	2	3	3
15. Other	0	0	0	0	0
<b>CURRENT NWRDC ARTS SERVICES</b>					
16. Northwest Minnesota Art Exhibit	16	3	8	4	1
17. Arts Portion of NWRDC Website <a href="http://www.nwrdc.org">www.nwrdc.org</a>	7	10	4	4	0
18. Regional Newsletter <u>Northwest Arts</u>	16	3	9	2	0
19. Regional Directory of Artist and Arts Organizations	13	5	7	3	1
20. Technical Assistance	6	11	3	5	1
21. Land of the Dancing Sky brand name designation	4	13	2	2	4
22. Workshops for Organizations	10	9	6	3	0
23. Workshops for Individuals	9	9	3	5	0
24. Other	1	0	0	1	0

OBSERVATIONS: In terms of services, the Exhibit, the Newsletter, and the Directory continue to earn quite strong marks. There is no surprise that the Production Assistance/Sponsorship and the Artists in the Schools grants receive high marks. Even though we include the entry form for the Northwest Arts Awards in our newsletter as well as high light the program with a nice feature article after the award ceremony - people still do not know about the program. There seems to be a stronger need now for organizational workshops. More workshops will be scheduled in the next few years in hopes that people will attend based on the results of this survey.



**ARTS ORGANIZATION SERVICE/WORKSHOP NEEDS** (Asked to check their top two choices of services/workshops their organization needs in the next two years. They checked items that if we held a workshop someone would try to attend.)

3	1. Brochure Development & Media Advice	4	5. Retaining and Finding New Volunteers
0	2. Working Better with People w/Disabilities	0	6. Help Documenting a Great Work Sample
3	3. Website Development & E-commerce	1	7. Help Determining Space & Renovation Needs
10	4. Fund-raising & Grant Writing	9	8. Increasing Arts Participation

**OBSERVATIONS:** In the next two years, more grant writing workshops will be scheduled. Also, the Council should attempt to hold another Increasing Arts Participation workshop in our region.

QUALITY & DISTRIBUTION	Very Satisfied	OK	Not Satisfied	Don't Know
1. Quality of projects funded by Northwest Arts Council	12	4	0	4
2. Distribution of grant money throughout the 7-county region	7	6	1	6
3. Overall administration of Northwest Arts Council	10	5	0	5
4. Overall mix of grant programs and services offered	7	7	1	5
5. Staff consultation visits to organizations/communities	4	5	0	11
6. Reference library	2	3	1	14
7. Other _____	1	0	0	2

**OBSERVATIONS:** More needs to be done to show what is available for non-grant resources and services including the books available for lending, the site visits, and technical assistance available upon request.

**OBSTACLES** (Listed below are some obstacles to arts development in this region. They were asked to check what they felt were the two most important obstacles to arts development.)

3	1. Poor communication among arts organizations.
0	2. Need for training in organizational and administrative skills for staff and volunteers.
2	3. Lack of cooperation among arts organizations.
2	4. Inability to plan effectively, especially in an administrative capacity.
2	5. Inability of the arts to compete with commercial enterprises.
10	6. Restricted access to arts programs due to geographical make up of our region.
4	7. Insufficient foundation and corporate funding in the region.
2	8. Little support by local units of government.
7	9. Insufficient public awareness regarding the positive economic effects of the arts on a community.
4	10. Shortage of local, regional, and statewide media coverage of the arts.
8	11. Lack of public awareness as to the necessity of the arts in all our lives.
3	12. The current economic situation of our state and communities.
0	13. Not enough quality art work and artists available regionally.

What other obstacles to arts development do you perceive in this region?

• Sports programs are the main interest of population. Home town arts are not creditable to take time or money to support. But no limit to time and money to drive out of town for "professional" events.

**OBSERVATIONS:** It is disconcerting how many people checked #6 and #9 and #11. These statements all have to do with the public's perception of the arts or our remote location. Perhaps more PR would help to create a positive image for the arts in our area. The economy and the cuts to arts funding as well as cuts to school districts and school arts programs have taken their toll on our region in the past few years.

## COMMENTS SECTION:

### SCHOOL RESPONDENTS:

- There is no way that I could have offered my 180-190 students the opportunities in cultures without the help of NWRDC. Since 2000-2001 you have graciously helped the Jewish, African American, music/arts curriculums come alive not only with hundreds of students but also with our entire community and surrounding areas.
- I read about all the workshops offered in Mpls or St. Paul, or Split Rock and wish we could have some workshops in Thief River Falls or Newfolden or some of the other small towns in our area. Have an Artist or Artists come "Up North" to teach painting, drawing, art history, book arts, crafts. We Northerners are expected to go to the cities for workshops etc, yet... if people from the cities are asked to come as far North as St. Cloud they think of it as a hardship. Some of us for one reason or another cannot go to the Twin Cities. People in the cities have so much more access to museums, workshops, arts organizations. But it is here "Up North" that we need more of the arts brought to us. Couldn't we get a program to bring artists up here for workshops or classes for everyone?
- Maybe have a meeting at your offices to show us what is available and do this in conjunction with a workshop.
- I really appreciated the grant writing workshop this summer. Very helpful!
- The arts are so important to the students in my school district. The Arts Council is a lifeline for us to help sponsor artists in our schools. We are so fortunate to have a great arts council and Mara to guide us.
- I would apply for more grants if I knew more about it! I did one once that was very time consuming. Any help/support or easier application would be much appreciated.

OBSERVATIONS: Those teachers who take advantage of our grant programs or grant writing workshops appreciate what those programs do to enhance their teaching. Many teachers still do not know about our programs or feel intimidated by the grant writing process.

### ORGANIZATIONAL RESPONDENTS:

- We are a ND/MN border arts agency serving many MN residents. Our assumption has been that we are ineligible for support because we're incorporated and based in ND. It would certainly support our work with MN audiences and musicians if we were able to apply for support.
- We are a small historical organization. The interest has diminished when some members went to work and some are deceased. We exist when big events happen, such as our city's centennial celebration.
- All arts, everywhere, are struggling to exist. We are in an area where sports are king. The mentality of most in this area does not feel arts are important. We who need and support arts, are in the minority. BUT we hang in for the hope that we are touching those who appreciate the work of those who do involve themselves in the arts. We do not apply for grants. There should be more help given with volunteering rather than grants.
- Good support and information from NW Arts Staff - Thanks! Continue to support region artists.
- While children seem to want and desire participation in the arts, as a region we seem to feel there's some (little) value to the arts, as long as they do not interfere with other activities, and they are inexpensive.
- The members of the Arts Board in Fosston could have given you better and more accurate info. I work only with the theater committee so I'm aware of the wonderful opportunity your grant money awards us yearly for our summer production. We could not maintain a yearly summer theater without your help. Thank you!
- I did not fill out the questionnaire because of the intermingling of questions on the humanities and the arts. There is quite a professional distinction between these terms. The humanities have always stood for a strong and educated articulation of human experience whether social or quite personal in substance. The arts have not done that and they are not prepared generally to do so. There should not be a move of any sort in arts organization to do what the humanities professionals have done. Such a move can be easily seen as an adequate filling of the void created in social dialogue when in Minnesota, for example, the state contribution to the Minnesota Humanities budget went virtually zero when the current state administration took office. The arts budget has also been cut, but it still has staff who should know better than begin to project the idea it can do what the humanities scholars have done for centuries. I support the survey for its merits regarding its arts mission. I have underscored those items in the survey which if spread throughout the state will contribute to the disappearance of what the humanities have done in our organization in which we have always separated our budget into items that are in the arts and those that are of a humanities nature. In 2004, AFRAN, the organization, which has benefited for decades from the fine arts organization in the region, sponsored an event. It was supported by the Council because it consisted of a performing arts group. The support was essential to the success the event enjoyed. Another part of our program was supported with no public funding. Zero dollars came to it. It was a humanities activity, and the MHC has its funding cut off. Our organization will not adapt a confusing policy that will lead to the forgetting of what one of the finest Humanities Commissions in our nation did for decades until its funding was cut by the current Minnesota government. Long live the performing and visual arts, but they cannot replace the articulation which the humanities have been meant to provide every since the freedom to express serious thought and debate was guaranteed.

OBSERVATIONS: We must be tactful when dealing with humanities groups. They are also struggling with the public's perception in our area and throughout the state. Our grants are important but we should also continue to strengthen our outreach services. Grand Forks groups do serve into Minnesota but to date we have not funded them, they are ineligible by our current policy.



## Northwest Regional Arts Council Member Survey

**RESULTS:** 18 respondents out of 29 surveys sent = 62% return rate

**Note:** 13 surveys went to current members and 16 went to past members.

See the **OBSERVATION** section below each heading for planning considerations.

**GRANT PROGRAMS** (Asked to check whether they are familiar with the programs listed below. Then give a priority rating to the programs in the far right columns. )

	Familiar With	Not Familiar	Priority Rating		
			High	Med.	Low
<b>CURRENT NWRDC ARTS GRANT PROGRAMS</b>					
1. Production Assistance/Sponsorship Grants	17	0	13	0	0
2. Artists in the Schools Grants	17	0	15	0	0
3. Small Capital Grants	15	0	3	9	0
4. Individual Artist Grants (now Artist Fellowship)	15	0	10	3	0
5. Student Individual Artist Grants (now Artist Training/Mentor)	16	0	12	2	0
6. Northwest MN Artist and Arts Advocate of the Year	10	3	4	3	2
<b>NWRDC ARTS GRANT PROGRAMS NO LONGER OFFERED</b>					
7. Public Art Project Grants	16	1	7	6	2
8. Training & Development Grants	13	2	5	6	2
9. Capacity Building Grants	7	8	2	4	5
10. Small Arts Grants (\$500)	13	3	7	6	1
<b>PROGRAMS OFFERED IN OTHER REGIONS</b>					
11. Cultural Bank (organizations can apply for \$400 to help cover a loss)	4	12	1	8	2
12. General Operating Support for Arts Organizations	10	6	5	3	3
13. Challenge Grants (membership)	3	12	1	8	5
14. Arts Access Grants (for students to attend regional arts activities)	10	6	7	3	1
15. Other _____	0	0	0	0	0
<b>CURRENT NWRDC ARTS SERVICES</b>					
16. Northwest Minnesota Art Exhibit	17	0	14	1	0
17. Arts Portion of NWRDC Website <a href="http://www.nwrdc.org">www.nwrdc.org</a>	15	3	9	4	0
18. Regional Newsletter <u>Northwest Arts</u>	17	0	11	3	1
19. Regional Directory of Artist and Arts Organizations	15	2	11	4	0
20. Technical Assistance to Grantees	9	6	5	5	1
21. Land of the Dancing Sky brand name designation	14	2	5	4	3
22. Workshops for Organizations	14	2	7	4	1
23. Workshops for Individuals	13	3	10	3	0
24. Other _____	0	0	0	0	0

**OBSERVATIONS:** Artists in the Schools Grants, the Art Exhibit, Production Assistance/Sponsorship Grants and High School Student Artist Grants all ranked very high. All our current programs seem to be meeting the Council's general needs. Staff needs to provide the Council with a better report and listing of technical assistance performed throughout the year.

**BOARD DEVELOPMENT NEEDS** As a current or past member of the Northwest Regional Arts Council, what is a board development need that would benefit the group in the future. Some examples could be a certain facilitated session, better orientation process, different meeting style, etc.

- No ideas - Arts Council is very well run!
- I would have appreciated some more orientation. It took quite a while to "catch up" with where others were.
- I think a more extensive orientation process for new members.
- Finding dedicated board members able to attend and participate in the meetings.
- Later meetings! For those of us who work, 4:00 is too early if one has to travel.
- Maybe an earlier meeting.
- Some more orientation would be helpful.
- Statewide information; info on activities of MN Art Educator Assoc. and what they are promoting as it relates to us. You've done some of this already.
- Orientation is important and reinforcement of what learned should be constant for the first year. Is easiest to learn as business is brought up in the meetings.

**OBSERVATIONS:** Staff needs to provide much more in depth orientation or continue to provide orientation activities throughout the year. Staff should research and present information on statewide arts education issues, etc.

**ARTS ORGANIZATION SERVICES/NEEDS** Below is a list of possible workshop topics for organizations. Asked to please select the one topic that as an Arts Council Member you think is needed in the Region.

- |   |  |   |  |
|---|--|---|--|
| 3 | 1. Brochure Development & Media Advice       | 6 | 5. Retaining and Finding New Volunteers      |
| 1 | 2. Working Better with People w/Disabilities | 0 | 6. Help Documenting a Great Work Sample      |
| 1 | 3. Website Development & E-commerce          | 1 | 7. Help Determining Space & Renovation Needs |
| 5 | 4. Fund-raising & Grant Writing              | 7 | 8. Increasing Arts Participation             |

**OBSERVATIONS:** Council members lean towards several different issues. Two or three of these items should be addressed in the next two years.

QUALITY & DISTRIBUTION	Very		Not	
	Satisfied	OK	Satisfied	Don't Know
1. Quality of projects funded by Northwest Arts Council	14	2	0	1
2. Distribution of grant money throughout the 7-county region	10	5	1	1
3. Overall administration of Northwest Arts Council	15	1	0	1
4. Overall mix of grant programs and services offered	12	4	0	1
5. Staff consultation visits to organizations/communities	8	5	0	4
6. Reference library	3	4	1	9
7. Other _____				

**OBSERVATIONS:** Staff needs to periodically provide more information to the Council on the books available for lend and site visits to organization and communities.

**PROGRAM/SERVICE NEED NOT CURRENTLY ADDRESSED** Asked to please take a moment to list a program or service need that you feel our funding should go toward in the future, list something we are not currently providing. Please state whether this need is so important it should be immediately implemented, or whether it would be part of a "if there is new funding available" situation. You can mention a past program we no longer offer, or a program you would like to see developed.

- Public art projects - if funding becomes available.
- Getting information out to the schools about regional artists who are willing to come to these rural areas and do programs. We never hear about anything like this in our area school.
- Since school funding for many things is being cut can the NWRDC help schools more - that's where the interest in the arts gets its start.
- Public art grants
- If there is new funding I would like to see the public art project grants used.

**OBSERVATIONS:** Public art project grants which were cut two years ago are important grants and should be reinstated when possible. Updating and distributing our directory is an important priority.

**COMMENTS SECTION:**

- I really enjoyed my term on the Arts Council - good leadership; good folks to work with; excellent programs and services.
- Arts funding and the promotion of the Arts provide educational, cultural, financial and recreational benefits to rural Minnesota and should continue to be a major emphasis in our region.
- You could expand your PR coverage by sending your material to the Valley Journal at Halstad. They distribute 3,500 free copies throughout the area.
- A little more attention to PR would be nice - esp. as a board. I guess I was startled to learn what this board is about. Lots of money.
- I think NWRDC does a good job. There's a lot of art going in the region - more than people realize. Perhaps more PR could be done, write-ups at the conclusion of a project - not theatre - but visual art and mentorships. If people see what others have done, they may apply more. Articles should be in more than local paper including the Grand Forks Herald and Northern Watch. Keep up the good work Mara.
- The arts organization and artists of this region are so fortunate to have these funds available to them. Perhaps we could have even more publicity in local newspapers, etc. of the grants awarded so community residents are more aware of what wonderful things have been accomplished that wouldn't have happened without the grants.

**OBSERVATIONS:** Staff should work harder to get PR articles into our local papers. Getting the word out on all the good projects we fund should be an active part of our work program.

## Appendix B: Northwest Regional Development Commission Roster

County	First Name	Last Name	City	Next Election	Representing
Kittson	Kimberley	Johnson	Kennedy	03/01/2008	Townships
	Betty J.	Younggren	Hallock	12/01/2007	Agriculture
	Pete	Kautzman III	Karlstad	11/01/2010	Municipalities - Kittson County
	Gregory	Peterson	Lancaster	12/01/2007	Soil, Watershed District
	C Dr. Joe	Bouvette	Hallock	11/01/2010	Kittson County
	Charles	Lindberg	Kennedy	12/01/2007	Industry
Marshall	Ruth	Magnusson	Argyle	03/01/2008	Townships
	Allan	Larson	Argyle	11/01/2008	Municipalities - Marshall Co.
	Gary	Kiesow	Goodridge	11/01/2010	Marshall County
	Gail	Yutzenka	Argyle	11/01/2010	School Board
Norman	Warren	Olson	Halstad	11/01/2010	Norman County
	Glen	Brookshire	Halstad	01/01/2008	Municipalities - Norman Co.
	Fred	Jamison	Ada	03/01/2007	Townships
Pennington	Elvera	Cullen	Thief River Falls	11/01/2010	Municipalities - Penn. Co.
	Oliver	Swanson	Thief River Falls	01/01/2006	Pennington County
	John	Erickson	Red Lake Falls	03/01/2006	Townships
Polk	Eugene	Dufault	Crookston	03/01/2008	Townships
	Tracey	Sundeen	Crookston	12/01/2007	Seniors
	Kathleen	Twite	East Grand Forks	12/01/2007	Business
	Arlene	Tucker	Crookston	12/01/2007	Women
	V Warren	Strandell	East Grand Forks	11/01/2010	Polk County
	Bill	Montague	Crookston	12/01/2007	Financial Institutions
	Martha	Hurtado	Crookston	12/01/2007	Minorities
	Keith	Mykleseth	Crookston	11/01/2007	Municipalities - Polk Co.
	Gerald	Jacobson	Fertile	12/01/2007	Labor
Red Lake	Velma	Oakland	Red Lake Falls	11/01/2010	Red Lake County
	Robert	Melby	Oklee	12/01/2007	Low Income
	Vaughn	Thorfinnson	Red Lake Falls	12/01/2007	Vocational School
	Genevieve	Knott	Red Lake Falls	03/01/2008	Townships
	Donna	Linder	Oklee	11/01/2008	School Board
	Anne	Jaeger	Plummer	11/01/2008	Municipalities - Red Lake Co.
	Ronald	Weiss	Red Lake Falls	12/01/2007	Watershed District
Roseau	Gerry	Schiltz	Roseau	11/01/2008	Roseau County Municipalities
	Orris	Rasmussen	Roseau	11/01/2010	County
	Selvin	Erickson	Badger	11/01/2010	Townships

# Appendix C: Northwest Minnesota Arts Council Roster

C=Chairperson V=Vice Chairperson S=Secretary

	Name/Address	County	Occupation	Term	Next Election	Phone Numbers
	Kimberley Johnson 1733 300th Avenue Kennedy MN 56733-	Kittson	Social Worker	N/A		(218) 843-2994 Work (218) 674-4228 Home
	Loren Younggren 102 North Douglas Hallock MN 56728-	Kittson	Photographer	1	06/01/2010	(218) 843-2498 Work Home
V	Betty Pikop 45093 420th Ave. NW Stephen MN 56757-	Marshall	Arts Org. Leader	2	06/01/2011	(218) 478-2213 Work Home
	Betty DuBore 414 South Progress Warren MN 56762-	Marshall	Arts Advocate	1	06/01/2010	(218) 745-5220 Work Home
	DeLoris Olson 504 2nd Ave. E., P.O. Box 174 Ada MN 56510-	Norman	Visual Artist	2	06/01/2008	(218) 784-2861 Work Home
C	Cindy Tsukichi 224 Trinity Park Road Thief River Falls MN 56701-	Pennington	Arts Advocate	2	06/01/2010	(218) 681-3344 Work Home
	Pat Jacklitch 1712 8th Ave. NW East Grand Forks MN 56721-	Polk	School Counselor	1	06/01/2010	(218) 773-1235 Work Home
	Dale Knotek 1500 Stephens Drive Crookston MN 56716-	Polk	Arts Org. Leader	1	06/01/2010	(218) 281-6680 Work Home
	Betty Halvorson 25088 145th St. SE Plummer MN 56748-	Red Lake	Social Worker	2	06/01/2009	(218) 465-4585 Work Home
S	Alice Hofstad 25514 180th St. SE Plummer MN 56748-	Red Lake	Media Arts Teacher	1	06/30/2009	(218) 465-4427 Work Home
	Genevieve Knott 10905 170th St. SE Red Lake Falls MN 56750-	Red Lake	Farmer, Advocate	N/A		(218) 253-2804 Work Home
	Paulette Christianson 25530 260th Ave. Badger MN 56714-	Roseau	Graphic Fine Artist	1	06/30/2006	(218) 528-3223 Work Home
	Mary Vatnsdal 317 Maple Lane Roseau MN 56751-	Roseau	Visual Arts Teacher	1	06/01/2010	(218) 463-0211 Work Home

Note: Openings for FY 2008 will be filled by July 1, 2007. They include 1 member for Pennington and Norman County.

# Appendix D: Bylaws of the NW Regional Development Commission

## ARTICLE I.

### NAME, LOCATION AND JURISDICTION

1. The Commission shall be known as the Northwest Regional Development Commission. It is a Regional Development Commission established under and pursuant to the Regional Development Act of 1969 as amended (Minnesota Statutes Section 462.381 and following).
2. The Commission shall maintain its principal office in the Region, and may consider such other offices as it may deem appropriate within Region I.
3. The development region within which this Commission shall function shall include an area within the boundaries of the following counties in the State of Minnesota: Kittson, Marshall, Norman, Pennington, Polk, Red Lake, Roseau and other counties or areas that may be specified by Governor's Executive Order signed pursuant to the Regional Development Act.

## ARTICLE II.

### PURPOSES AND POWERS

1. The Commission shall possess, exercise and discharge the powers and duties established by the Regional Development Act as amended, Minnesota Statutes Section 462.381 and following.
2. The powers and duties of the Commission shall be performed and carried out by the Commission and/or by its directors, officers or employees as authorized by these Bylaws, and in the event that any provision of these Bylaws conflict with any provision of the Regional Development Act, the Law as stated in the Regional Development Act shall prevail.

## ARTICLE III.

### COMMISSION MEMBERSHIP AND REPRESENTATION

1. The Northwest Regional Development Commission shall consist of the following members as prescribed by the Regional Development Act, Minnesota Statutes Section 462.381-462.396.
  - A. One member from each county board of each of the seven counties within the Region, selected by the County Board of each county;
  - B. A town clerk, a town treasurer, or a member of a town board of supervisors from each county by the County Association of Township Officers;
  - C. One mayor or councilman from a municipality from each county, selected by the mayors of all such municipalities in the county;
  - D. Two school board members, elected by the chairperson of school boards in Region I;
  - E. Citizens representing public interest groups within the Region including a representative of minority groups, to be selected by the Commission at its annual meeting.
2. The terms of office for commissioners who are elected officials shall be concurrent with the term of their elected office. Upon expiration of the commissioner's term in elected office, a successor shall be selected in the manner prescribed by the Regional Development Act or the Bylaws. A commissioner if reelected to his elected office may be selected to succeed himself on the Commission. The secretary/treasurer of the Commission shall be notified in writing of the name of the person selected, the method of selection and it shall be the responsibility of the incumbent commission member to provide that information to the Regional Development Commission.
3. Citizens representing public interests within the Region (including members of minority groups) may serve as members of the Commission. Each such member must be a person residing in the development region. It is recognized that public interest within the Region will change from time to time. To permit proper representation of such interests, the Commission shall periodically review the Bylaws to provide for the addition or deletion (as the case may be) of special interests entitled to amendment of these Bylaws in the manner hereinafter set forth. In no event, however, shall the representation of minority groups be eliminated. The following public interest within the development region shall each be entitled to representation by one member upon the Commission.

A. Agriculture	B. Business
C. Financial Institutions	D. Industry
E. Labor	F. Low Income
G. Minorities	H. Seniors
I. Soil & Water Conservation Districts	J. Vocational Education
K. Watersheds	L. Women
4. Members representing the public interests above mentioned, shall be selected by the Commission from nominees provided to the Commission by public interest groups in a manner specified by the Executive Committee.
5. Commissioners representing a public interest shall serve a term of one year, commissioners representing a public interest may be selected to succeed themselves. All commissioners shall serve until their successors are selected and qualified.
6. A vacancy in the office of commissioner shall occur upon the death or resignation of a member, or if a member ceases to have the required qualifications for membership as provided herein. Vacancies shall be filled in the manner prescribed in paragraphs 1, and 4 of this Article.
7. Commissioner may receive a per diem of \$50.00 per day for each regular, special or committee meeting or when serving the Commission on official business as authorized by the Commission. This provision shall be effective retroactive July 1, 1975.

## ARTICLE IV.

### COMMISSION MEETINGS

1. Annual Meeting - The annual meeting of the Commission shall be held in December of each year at the principal office of the



Commission or at such other location as the Commission shall determine and shall be specified in the notice of meeting hereinafter mentioned. In the event said annual meeting date is a legal holiday, such meeting shall be held on the next succeeding business day. The secretary/treasurer of the Commission shall mail written notice of the time and place of the annual meeting of the Commission to each member not later than twenty (20) days prior to the date thereof. Notice deposited, postage prepaid, in the United States mail shall be deemed sufficient upon such deposit. Concurrently, the secretary/treasurer shall mail to each member a tentative agenda of business which it is anticipated will be covered at the annual meeting. In no way, however, shall the business transacted at the annual meeting be limited by the tentative agenda. Members may transact at the annual meeting any business which may properly be brought before the Commission: provided, however, that no business with respect to which special notice is required shall be transacted unless such notice shall have been given.

2. Regular Meetings - Commission shall hold four regular meetings each calendar year. Such regular meetings shall be on the fourth Tuesday of the months of July, October, January and April and shall be held at the Commission's offices or at such other locations as may be established by the Commission and identified in the notice of meeting. Notice of the time and place of a regular meeting shall be given by the secretary/treasurer of the Commission at least ten (10) days prior to the date thereof. The deposit of such notice in the United States mail, postage prepaid, shall be deemed sufficient. Concurrently, the secretary/treasurer of the Commission shall mail to the members a tentative agenda of business to be transacted at the meeting. Transaction of business at the meeting, however, need not be limited to those items listed on the agenda.
3. Special Meetings - A special meeting of the Commission may be called for any purpose or purposes at any time by the chairman, the board of directors, or any ten (10) members of the Commission. Persons entitled to call a special meeting shall make a request in writing, mailed or delivered in person to the chairman of the Commission or the secretary/ treasurer. It shall be the duty of the secretary/ treasurer forthwith to cause notice to be given to all members of the meeting to be held at such time and place as the officer may fix. Such notice shall state the purpose or purposes of the meeting and shall fix the date of such meeting not less than five (5) working days after the receipt of such request by the chairman or secretary/treasurer. No business may be transacted at a special meeting except as has been described in the notice.
4. Notice of Meeting - Notices of meetings (regular or special) as provided herein shall be mailed to each member at his last known mailing address as same appears in the last available Commission records.
5. Adjournments - Any meeting of the members may be adjourned from time to time upon a vote of the majority of the members present at the meeting. No other notice of adjourned meeting shall be required other than by announcement at the meeting at which such adjournment is taken.
6. Quorum - Presence at any meeting in person of fifty-one percent (51%) of the total voting membership shall constitute a quorum for the transaction of business. If a quorum is not present, those present shall have the power to adjourn the meeting from time to time until a quorum shall be present without giving further notice of the adjourned meeting. If a duly called meeting or adjourned meeting is begun with a quorum, the members may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than quorum.
7. Voting Rights - Every member of record at the date of a meeting, according to the records of the secretary/treasurer, shall be entitled at such meeting of one (1) vote. Voting may be by voice or by secret ballot. There shall be no voting by proxy nor shall any commissioner designate an alternate to vote in his place. When any commission member is absent from three (3) consecutive meetings, the secretary/treasurer shall notify the governmental units represented of that commissioner's absence.
8. Minutes - The minutes of each meeting shall be prepared and distributed to the commission members after each meeting. Minutes and any corrections thereof, duly adopted, shall be signed by the presiding officer. The minutes of the meeting shall not be deemed to be correct until adopted at a regular or special meeting of the Commission. Copies of the minutes shall be sent to the county auditor of each county in the Region at the same time as they are distributed to commission members.

#### ARTICLE V.

#### BOARD OF DIRECTORS

1. For the period from the date of organization of NWRDC to June 30, 1975 the entire Commission shall function as the board of directors.
  - A. A quorum for this period shall exist when a majority of the counties are represented.
  - B. Each director may receive a per diem of up to \$50.00 per day and expenses for each regular, special or committee meeting attended or when serving the Commission on official business as authorized by the Commission.
2. Beginning July 1, 1975, the business and affairs of the Commission shall be managed by a board of directors whose actions and policies are subject to the approval of the Commission. The duties and responsibilities of the board of directors may be modified from time to time by resolution of the Commission.
3. This board of directors of the Commission shall consist of the Commission chairman and one commissioner from each county. The regional commissioners from each county shall nominate a commissioner and an alternate to the board of directors. The board of directors shall be elected by the entire Commission.
4. The term for a member of the board of directors shall be for one year with elections held at each annual meeting. Upon expiration of the commissioner's term as a director, a successor shall be selected in a manner prescribed by these Bylaws Article V Item 3. A commissioner if reelected to his elected office may be selected to succeed himself on the board of directors.
5. Vacancies on the board of directors shall be filled by the Commission in the same manner as commissioner are elected to the board of directors.
6. Meetings of the board of directors shall take place at such time, place and frequency as deemed necessary by the board of directors. Notice of the board of directors meeting shall be made to all members of the Commission at least ten (10) days prior to the date of the meeting.
7. Special meetings of the board of directors may be called for any purpose or purposes at any time by the chairman of the Commission or by three (3) directors. Notice of special meeting shall be given to all commissioners.

8. A quorum at all meetings of the board of directors shall consist of a majority of the whole board; but less than a quorum may adjourn any meeting, which may be held on a subsequent date without further notice, provided a quorum be present at such deferred meeting. If a quorum is present at the beginning of a meeting, such meeting may continue to transact business until adjournment, notwithstanding the withdrawal of sufficient members to leave less than a quorum. The chairman shall not vote.
9. A director may receive a per diem up to \$50.00 per day and expenses for each regular, special or committee meeting attended or when serving the Commission on official business as authorized by the Commission.

#### ARTICLE VI.

##### OFFICERS

1. The officers of the Commission shall be a chairman, a vice chairman, a secretary/treasurer. The officers of the Commission shall also constitute the Executive Committee. The Commission may establish additional officers from time to time. The chairman shall serve for a term of two years from date of his appointment and until a successor is elected and qualified.
2. The Commission (or the board of directors acting with the consent of the Commission) may appoint one or more assistant secretaries or assistant treasurers.
3. All officers shall be commissioner. Assistant secretaries or assistant treasurers need not be commissioners.
4. The officers shall be elected as hereinafter provided and shall serve for a term of one (1) year and until their successors are elected and qualify, except for the chairman of the Commission, whose terms shall be for two (2) years.
5. No two officers may be held by the same person at the same time.
6. The chairman shall be responsible for carrying out the policy decisions of the Commission and that all resolutions of the Commission are carried into effect. The chairman shall execute all contracts or instruments of the Commission and shall have the powers and duties vested in him under and pursuant to the Regional Development Act of 1969 and any amendments thereto.  
The expense allowance of the chairman shall be fixed by the Commission.  
The chairman shall preside at all meetings of the Commission and at meetings of the board of directors.
7. The vice chairman and secretary/treasurer of the Commission shall each be a resident of the Region and shall be elected by the board of directors from their membership at the first board of director's meeting after the annual meeting of the Commission and for a term of one (1) year. The terms of the first vice chairman and secretary/treasurer elected under these Bylaws shall expire at the next succeeding annual meeting of the Commission.
8. The vice chairman of the Commission shall assist the chairman in carrying out his duties and responsibilities, and shall perform such additional duties as may be established by the Commission from time to time. In the absences of the chairman at any meeting of the Commission or of its board of directors, the vice chairman shall preside. If both the chairman and vice chairman are not in attendance at a regular or special meeting, a temporary chairman shall be chosen from among those commissioners present at the meeting.
9. The secretary/treasurer shall issue notices of all meetings (except those special meetings which may be called at the request of other officers pursuant to these Bylaws). He shall keep minutes of all meetings and maintain a record for that purpose. The secretary/treasurer shall have custody of and provide for the safekeeping of all documents of the Commission except that clerical and safekeeping obligations may be delegated to the executive director of the Commission or to his staff.  
The secretary/treasurer shall have responsibility for the funds of the Commission and shall keep a full and accurate record of accounts, receipts and disbursements in books belonging to the Commission and shall deposit all funds in the name and to the account of the Commission in such depositories as may be designated by the Commission. The secretary/treasurer shall disburse the funds of the Commission as ordered by the Commission and shall render to the Commission or the board of directors an account of transactions and of the financial condition of the Commission as required from time to time by the Commission or the board of directors.  
The Commission may adopt a resolution authorizing the payment of routine reoccurring expenditures. So long as such an authorizing resolution shall be in effect the secretary/treasurer and chairman shall have the authority to disburse the funds of the Commission for such purposes. Payments made pursuant to such resolution shall, however, be reported at the next meeting of the Commission or board of directors. In no event shall any officer of the Commission authorize or obligate the Commission to make any payment except from sufficient unencumbered appropriated funds existing at that time to the credit of the Commission. A facsimile signature of an appropriate officer shall be permitted on checks drawn against Commission funds so long as such checks are executive personally by an authorized Commission official.
10. All officers and employees of the Commission who handle funds of the Commission or who are custodians of property shall be bonded in an amount to be determined by the Commission. The cost of such bond or bonds shall be paid from the funds of the Commission.

#### ARTICLE VII.

##### ADMINISTRATION

1. The Commission may employ an executive director. The administration of the work to be carried on by the Commission shall be the responsibility of the executive director who is to serve as the chief administrative officer of the Commission.
2. The executive director is to be appointed by the Commission from among the citizens of the nation at large and shall be selected on the basis of his training and experience in the field of government affairs. The executive director shall be responsible for all planning, coordination, reporting and other work required of the Commission. In addition, he shall be responsible for the administrative and personnel functions of the Commission. He shall make recommendations as to staff requirements, prepare and submit budget, prepare reports and publications of the Commission, direct the work of the staff and work with such consultants as may be engaged by the Commission from time to time. The Executive director may testify before public bodies or committees (with the consent of the chairman within policy areas approved by the board of directors or by the Commission) and may consult and confer with appropriate public officials on behalf of the Commission in connection with its program or the achievement of its goals and purposes.
3. Any duty of the secretary/treasurer may be performed by the executive director or under his supervision pursuant to resolution of the Commission. Further, the Commission may grant general or specific authority to the executive director to execute instruments for and on behalf of the Commission.
4. The executive director shall, from time to time, make recommendations as to the size and composition of the staff employed by the

Commission. Such recommendations shall be made to the board of directors which shall, with the concurrence of the Commission, establish personnel policies as may be required.

5. Employees of the Commission may be under a merit system adopted by the Commission in consultation with the State Director of Civil Service as stated by Minnesota Law.
6. Basic administrative research and planning services for all regional planning and development bodies may be provided by the Commission. The Commission may contract to obtain or perform services with state agencies, non-profit regional groups, subdistricts organized as the result of federal programs, councils of government organized under Minnesota Statutes, Section 471.59, or any other law, and with local governments.
7. The board of directors may establish such committees as it deems necessary to carry out its duties and responsibilities and may from time to time recommend the establishment of additional committees to the full Commission.
8. All employees of the Commission shall serve at the pleasure of the Commission.

#### **ARTICLE VIII.**

##### **FINANCE**

1. Fiscal year of the Commission shall be from January 1 to December 31.
2. The chairman of the Commission shall each year appoint a budget committee to recommend to the full Commission a proposed budget. Such proposed budget shall be submitted by mail to each member of the Commission not later than June 1. The proposed budget shall be considered by the full Commission at the June meeting and finalized at the annual meeting in December.
3. The Commission shall conduct such hearings regarding the proposed budget as are specified in the Regional Development Act.
4. Vouchers shall be used for all purchases, and disbursement of funds of the Commission shall be by check signed by either the chairman, vice chairman or secretary/treasurer and the executive director.
5. The monies of the Commission shall be deposited in the name of the Commission in such national or state banks or trust companies authorized to do banking business as the Commission shall designate in writing. Such designation shall set forth the terms and conditions upon which deposits and withdrawals may be made and shall be signed by the chairman and secretary/treasurer and made a part of the Commission minutes.

#### **ARTICLE IX.**

##### **NOTICES**

1. Whenever the provisions of the Minnesota Statutes or these Bylaws require notice to be given, it shall not be construed to mean personal notice; such notice may be given by depositing the same in a post office or letter box in a postage-paid envelope addressed to such individual at his or her address as the same appears on the books of the Commission. The time when such notice shall be mailed shall be deemed to be the time of the giving thereof.
2. A special meeting may be called under unusual circumstances without submitting prior notice as elsewhere provided in these Bylaws. However, business conducted at such meeting shall be official only if waivers of notice are signed by all members of the Regional Development Commission.

#### **ARTICLE X.**

##### **AMENDMENT OF BYLAWS**

1. The Bylaws of the Commission may be amended by the majority vote of the members of the Commission at any regular meeting of the Commission or at any special meeting thereof, provided that notice of such regular or special meeting shall state the proposed amendment and the fact that it is to be voted upon at the meeting. The board of directors shall have no power or authority to amend or repeal these Bylaws.

#### **ARTICLE XI.**

##### **GENERAL AND MISCELLANEOUS**

1. The immediate past chairman of the Commission, if no longer a commission member, and the senators and representatives who are members of the State Legislature and whose districts include any part of the Region served by the Northwest
2. All meetings shall be conducted pursuant to Roberts Rules of Order unless otherwise provided by these Bylaws.

# Appendix E: Arts Council Operating Procedures

## I. PURPOSE AND ROLE

- A. The purpose of the Northwest Minnesota Arts Council is to serve as an advisory committee to the Northwest Regional Development Commission on matters concerning regional arts resources and development; and, to review regional grant applications.
- B. The role of the regional Arts Council includes:
  - 1. Facilitating the development of arts programming in northwestern Minnesota and fostering an awareness of the many dimensions of "arts".
  - 2. Assisting and supporting local citizens in the development of community art programs and projects.
  - 3. Developing a cultural inventory of art resources and activities within Region 1.
  - 4. Identifying the needs and problems in the development of local art activities and programming; and, providing technical assistance (workshops, training, informational programs, etc.) in response to those needs.
  - 5. Increasing visibility of the Northwest Minnesota Arts Council as a local forum for arts planning and development through media and personal contact.
  - 6. Assisting Region 1 in gaining access to state and/or federal grants for arts development and facilitating equal access to grant funds for all interested communities in Region 1.
  - 7. Serving as the Commission's reviewing committee for regional arts applications and maintaining an inventory of proposed art projects.

## II. APPOINTING AUTHORITY

The NWRDC established the arts advisory committee in January, 1976. Advisory committees were mandated by H.F. 1741 Subd. 4 of the Minnesota Statutes of 1975.

## III. MEMBERSHIP

- A. Northwest Minnesota Arts Council membership shall be comprised of at least two representatives from each of the seven counties within Region 1, of whom three should be NWRDC commissioners. There shall not be more than eighteen (18) members in total.
- B. State Arts Board members and state panel members from the region will be invited to be ex-officio members of the regional Arts Council. Individuals having expertise in the arts may be invited to serve as ex-officio members.
- C. The process for appointment to the Council for those individuals serving as county representative follows:
  - 1. The Council openings shall be advertised through local news media. All respondents will be directed to contact the County Board.
  - 2. The respective County Board shall be informed of the opening and requested to recommend an individual for the position.
  - 3. The NWRDC Board of Directors will review the recommendation of the County Board and make an appointment to the Council.For all other positions on the Council, the Council will review and make a recommendation to the NWRDC Board of Directors for their appointment.

- D. A member may terminate his/her membership by submitting a letter of resignation to the Council Chairperson.
- E. The Council may request the resignation of a member who misses more than three (3) consecutive regular meetings.

## IV. TERMS

- A. Council members are appointed for a term of three years.
- B. Arts Council members may serve an automatic second three-year term.
- C. After a member has served two three-year terms and the position will be advertised. A current member may reapply through an open nomination process after a year off the Council.

- D. NWRDC representatives and Minnesota State Arts Board representatives are exempt from the term policy.

## **V. OFFICERS**

- A. The Council Chairperson shall be elected every June by the Council, for a one-year term from July 1 to June 30. The Chairperson shall be a voting member.
- B. The Council Vice-Chairperson shall be elected every June by the Council, for a one-year term from July 1 to June 30. In the absence of the Chairperson, the Vice-Chairperson shall chair the meeting.
- C. The Council Secretary shall be elected every June by the Council, for a one-year term from July 1 to June 30. In the absence of the Chairperson and the Vice-Chairperson, the Secretary shall chair the meeting.
- D. The three officers shall make up the Executive Committee. The role of the Executive Committee shall be to address any business that may arise between regular Arts Council meetings.

## **VI. OTHER COMMITTEES**

- A. The Council Chairperson selects a Nominations Committee of three members to research and suggest the next slate of officers. This committee should be selected in April each year.
- B. The Council Chairperson selects a Planning Committee of three members plus themselves in September of even numbered years to work on the biennial plan.

## **VII. VOTING AND QUORUM**

- A. Each appointed member shall have one vote.
- B. A quorum for the purpose of conducting business shall be a simple majority. For meetings lacking a quorum, business can be conducted, however, all actions must be approved at the next regular meeting having a quorum present.

## **VIII. CONFLICT OF INTEREST**

A position of objectivity must be maintained to carry out grant making with fairness to all applicants. When an arts council member reviewing a grant application has a conflict of interest in regard to a specific applicant or project, he or she should abstain from the review of that specific application.

An individual will be considered to have a conflict of interest in regard to a specific applicant or project if he or she:

1. Would receive direct financial benefit from the applicant organization or project being reviewed.
2. Serves or has recently served as an employee or governing board member of an applicant organization being reviewed.
3. Served with or without payment as a consultant, assistant, or advisor to an applicant on the application being reviewed.
4. Has a familial relationship with an applicant or a staff or board member of an applicant organization.
5. Recently accepted free tickets or other benefits from an applicant being reviewed.

If a Regional Arts Council staff member would receive direct financial benefit from the applicant organization or project being reviewed, he or she should also follow the conflict of interest procedures followed below.

The Regional Arts Council will take all reasonable steps to avoid the appearance to the public of a conflict of interest, even though there is no such conflict within a strict interpretation of these guidelines.

If a conflict of interest in regard to an application exists, the following steps will be taken:

1. The individual with a conflict will declare it at the review meeting and the declaration will be recorded in the minutes of the meeting.
2. The individual with a conflict will refrain from comment during discussion of the application. Council members can ask that the person declaring a conflict of interest leave the room during the discussion of that project.
3. The individual with a conflict must abstain from rating and voting on the application, and the abstention will be

recorded in the meeting minutes.

## IX. MEETINGS

- A. Regular Council meetings will normally be held on the first Tuesday of March, April, June, September, and December unless otherwise specified.
- B. Special meetings may be called by the Chairperson, subject to three calendar day notice of meeting time and place to each member.
- C. All meetings are open to the public and conducted in accordance with the Minnesota Open Meeting Law. Meeting dates are announced on our agency website at [www.nwrdc.org](http://www.nwrdc.org).

## X. RESPONSIBILITIES

- A. A Council member must attend regularly scheduled meetings.
- B. Failure to attend three consecutive meetings shall constitute reason for removal from the Council.
- C. Council members shall oversee the policies and general management of the Council.
- D. From time to time, a Council member may serve on a subcommittee established to carry out the programs or management of the Council.
- E. Each Council member shall serve as a representative of his/her county and community. Each member serves as a conduit for information between the Council and the respected county.

## XII. DUTIES

Duties of Arts Council Members include:

- A. Attending events in their counties that were funded by a NWRDC grant and completing the Evaluation Forms. Ticket reimbursement is available if receipt is turned in with an expense form.
- B. Assisting the Council in publicizing its activities.
- C. Attending the Artist Reception of the annual Northwest Minnesota Art Exhibition in the spring.
- D. Attending local arts meetings, performances, or exhibits as a representative of the Arts Council, as appropriate.
- E. Keeping informed of arts activities and needs in their counties and providing this information at Council meetings.

## Appendix F:

### **Rotation System**

The Rotation System is included in section **IV Terms** of the Arts Council Operating Procedures included in Appendix E. A summary is below.

Arts Council members serve three year terms beginning generally at the first meeting of the fiscal year (usually the first Tuesday in August).

Arts Council members can serve a maximum of two consecutive three year terms. After that six year they must go off the Council for at least one year.

### **Nomination Process**

The Nomination Process is included in section **III Membership** of the Arts Council Operating Procedures included in Appendix E. A summary is below.

Vacancies on the Council are advertised in the local news papers, the Northwest Arts newsletter and the Commission Chronicles newsletter. Commission members are informed of the vacancies and a letter is sent to the County Auditor. The County nominates a member to the Commission's Board of Directors. The Board of Directors votes on approval of the member.

### **Identification of Arts Experience and Background Information**

A Nomination Form (included) is filled out by the perspective appointee to determine their arts experience and qualifications for becoming an Arts Council member. They send the form to their County Auditor. The information provided is used to help the county determine who should serve on the Council as a representative.

## Appendix G: Grant Guidelines



# Arts Project Grant Guidelines

## a program of the NORTHWEST MINNESOTA ARTS COUNCIL

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### Introduction • • •

The Northwest Minnesota Arts Council serves as an advisory committee to the Northwest Regional Development Commission (NWRDC), with the Commission acting on recommendations from the Arts Council. The Northwest Minnesota Arts Council was designated as the regional arts council for northwestern Minnesota by the Minnesota State Legislature. The Council works with local and area arts organizations and individuals to develop the arts in Region 1.

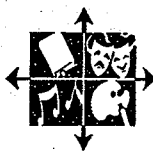
Upon approval from the NWRDC, the Arts Council submits a biennial Regional Arts Plan to the Minnesota State Arts Board. The NWRDC then receives a block grant from the Minnesota State Legislature, with the Minnesota State Arts Board serving as fiscal agent. This source of funds is used to provide grants for the 7 counties which comprise the region:

Kittson • Marshall • Norman • Pennington • Polk • Red Lake • Roseau

Funds are available for art projects which develop or enhance local or regional artists, art resources, or art audiences. A project is an activity or series of closely related activities for which funds are requested. The project must be completed within 24 months of the notification of the receipt of a grant. Funds may be requested to initiate cultural activities, to supplement existing arts programming; or, to provide enrichment, education, or participatory development opportunities.

The Arts Council schedules two main grant rounds per fiscal year (July 1 to June 30) for Arts Project Grants. Funds are slightly divided between the two main application deadlines. The November grant deadlines may be canceled if all grant monies available is awarded in August.

The maximum award for a grant is \$3,000.00. Arts organizations may not receive more than \$3,000.00 in grant funds each fiscal year.



## Eligibility and requirements • • •

### APPLICANT ELIGIBILITY

The applicant must be a Minnesota non-profit, tax-exempt organization 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, a governmental unit or department or agency of the State of Minnesota.

An organization not meeting this requirement may apply to the Regional Arts Council through a fiscal agent. A fiscal agent is a Minnesota non-profit, federally tax-exempt organization or governmental unit which applies to the Regional Arts Council on behalf of an organization not meeting non-profit, tax-exempt requirements. The fiscal agent must sign the application and, if funds are received, sign the grant Arts Grant Contract and Request for Payment. The fiscal agent is legally responsible for the completion of the project and for the proper management of the grant. A contract or letter of agreement between the fiscal agent and the organization clarifying the responsibilities and authority of each, is required. (See Attachment A, Sample Fiscal Agent Agreement.)

Two or more eligible organizations or governmental units may form a partnership to present arts activities within a community and may submit one application.

### PROJECT ELIGIBILITY

To be eligible for funding, a project must be for the creation and production of arts programs or projects which are for the development or enhancement of local or regional artists or arts organizations; or, the hosting of arts events by contracting for the services of another organization or individual to provide arts programming to the local or regional community.

The primary impact of the project must be within the boundaries of the region.

### PROJECT MATCHING FUNDS

The applicant must show evidence of match of at least 50% of the total cost of the project. Matching funds may consist of cash and in-kind contributions, revenues, or other grants. No more than 25% of the total project cost may be in-kind contributions. (See definition of matching funds in "Application Guidelines" section.)

## Project Restrictions • • •

Applications for grant assistance will not be accepted for review if any of the following conditions exist:

- Funds are requested from the Regional Arts Council and the Minnesota State Arts Board for the same work or expenses incurred while carrying out the same project in a single fiscal year, without the expressed consent of both the Regional Arts Council and Minnesota State Arts Board.
- State funds requested from the Regional Arts Council and/or the State of Minnesota exceed 50% of the total cost of a project.
- Artists are required to pay high entry or exhibition fees in order to exhibit or perform in the project.
- Funds are requested for capital improvement or construction; purchases of capital equipment; purchase of real property (land or buildings); or, endowment funds.
- Funds are requested for projects limited in access to, or only serving, those attending educational institutions, including the staff.

- Funds are requested to account for fund deficiencies in projects begun prior to the project starting date specified in the "Application Guidelines" section of this Program Information.
- Funds are requested for projects which are essentially for the religious socialization of the participants.
- An organization has a report overdue from a past grant.
- Funds are requested for non fine arts portions of festivals or art fairs, including humanities and historical portions.
- The activity is not open to the public.
- Funds are requested for publications to be distributed only to the organization's members.
- The proposal includes a series of events.

## Types of Arts Grants • • •

It is the intent of the Northwest Regional Arts Council to stimulate and maintain a high quality of artistic experiences, thus grants must be made to those organizations which are directly engaged in the creation of art, the production of art, the production of arts services, or the sponsorship of arts activities. Arts activities in all disciplines are supported by the council, including but not limited to:

Architecture and Design  
Film/Video  
Folk Arts  
Music  
Organizational Development

Theater  
Visual Arts  
Dance  
Multi-disciplinary Projects  
Literature

## PRODUCTION ASSISTANCE

Production assistance grants support activities directly involved in the creation, publication, performance, and exhibition of art. The purpose of a production activity must be one or more of the following:

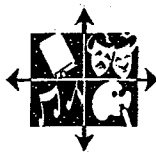
- the development of an art form
- the artistic growth of artists associated with an arts organization
- the administration or development of an arts organization to promote its artistic growth

A production assistance project must have as its primary goal, and final product, arts producing activities or services for artists or arts organizations. Application may be made for the following types of projects:

### 1. Productions or Exhibitions

Costs directly related to the creation, performance, publication, or exhibition of art are eligible expenses. Such costs may include artists' fees, directly applicable administrative costs, costs of expendable materials, project-specific promotional costs, travel costs, and rental fees.

Projects in which a variety of components are drawn together to compose a local or regional arts festival or fair may be funded for specific components of the event involving artists or promotional efforts. General operating support for festivals or fairs is not eligible.



## 2. Guest Artists

Application may be made for contracting with a professional who does not regularly work for the applicant organization. Contracting may be made for the purpose of the artistic development of the applicant, or artists and arts resources in the community, and/or for the purpose of being presented with the applicant organization in a public performance.

## 3. Organizational Development

### Administrative or Consultant Services

Requesting funds for a managerial or consultant project for the purpose of improving existing programs or developing new programs is an eligible activity. This support is not for the continuation of on going managerial functions or regular staff costs. Most grants for administrative or consultant services will be granted on a one-time only basis. Services may include public relations, fiscal management, fund-raising, and other management activities.

### Production or Planning Services

Activities which support and/or assist the needs of arts organizations and artists, or the arts needs of the general community by being commonly administered or coordinated by one agency are eligible projects. This may include developing methods to increase public exposure to, and education of arts in the community. Most grants requested for a consultant to assist in the production or planning of arts services will be granted on a one-time basis.

## 4. Publications

Funds may be requested for special arts publications such as exhibition catalogs, or visual arts and literary materials. Literary magazines and small press books are eligible for funding only after they have been published at least once. (Publication projects which are not part of an on-going series are eligible without the stipulation of previous publication.) Any publication which is distributed only to an organization's membership is not eligible. Funds may be requested for editorial services, production costs, compensation for contributing writers and/or distribution.

## 5. Workshops, Classes, and Arts Awareness Projects

Application may be made for funding activities or materials for classes, conferences or workshops, publications, films, exhibits, and other presentations of this nature.

## SPONSORSHIP GRANTS

The sponsorship program provides grant assistance to organizations that host art events by contracting for the services of another organization or individual to provide quality arts programming to their community.

The focus of this program is on the audience and access of that audience to a wide variety of professional artistic experiences which may be brought to a community.

General Sponsorship grants may be used for the following types of events:

- a. performances by touring artists or arts organizations
- b. assembled exhibitions on tour
- c. film and video screening
- d. public readings
- e. lectures, demonstrations, master classes, seminars, or workshops

Note: Public schools should apply for residency or workshop activities in the Artist in the Schools grant category. Please call to request that application 1-800-646-2240 or print a copy from our website [www.nwrdc.org/arts](http://www.nwrdc.org/arts).

# Application Guidelines • • •

## APPLICATION DEADLINE SCHEDULES

Grant applications must be postmarked by the deadline date as follows. Applications submitted by electronic transmission (i.e. FAX) will not be accepted. Late applications will not be considered.

### Production Assistance and Sponsorship Projects Fiscal Year 2008-2009

APPLICATION DEADLINE	ARTS COUNCIL REVIEW	NWRDC ACTION	EARLIEST STARTING DATE
Aug. 1, 2007	Sep. 6, 2007	Sep. 27, 2007	Oct. 1, 2007
Nov. 1, 2007*	Dec. 6, 2007	Dec. 10, 2007	Jan. 1, 2008
Feb. 1, 2008	Mar. 7, 2008	Mar. 28, 2008	Apr. 1, 2008
Aug. 1, 2008	Sep. 5, 2008	Sep. 26, 2008	Oct. 1, 2008
Nov. 1, 2008*	Dec. 5, 2008	Dec. 9, 2008	Jan. 1, 2009
Feb. 1, 2009	Mar. 4, 2009	Mar. 25, 2009	Apr. 1, 2009

The review dates are based on regular meeting dates of the Regional Arts Council and the Northwest Regional Development Commission. Consult the Regional Arts Council Director for potential changes from this schedule.

\* Applicants should be aware that the **November deadlines may be canceled** if all grant monies are awarded in the August grant rounds. One third of the funds available will be held so that the February deadline will occur. Occasionally a May 1st deadline could occur if funds are returned. Consult the Regional Arts Council Director regarding the availability of funds.

## EARLIEST PROJECT STARTING DATE

The project starting date is when a financial commitment has been made toward the project. Examples of financial commitments include but are not limited to: ordering play books, advertising for auditions, making a deposit to sponsor a touring group, signing a contract for a performance, etc.

Projects for which there has been any kind of financial commitment prior to that grant round's "Earliest Starting Date" on the Application Deadline Schedule will not be eligible for funding.

## APPLICATION MATCHING FUNDS

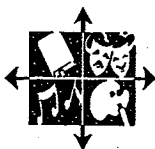
The maximum request for a project can not be greater than 50% of the total project cost. The applicant's match may include cash match and in-kind. The amount of in-kind match may not exceed 25% of the total project budget.

### Cash Match

Cash match includes money budgeted for the project such as grants from other funding sources, cash donations, and earned income (such as ticket sales, fund raisers, etc.).

### In-kind Contributions

Donated materials, labor and space which can be given a dollar value may be included as in-kind match. The applicant must show that in-kind match is committed to the project. Grantees will be required to



document cash values assigned to all goods and services on a Voucher for In-kind Goods and/or Services Form similar to Attachment B.

The value of in-kind labor is the equivalent of the federal minimum wage with the exception of a professional donating time, e.g., an attorney donating legal services, a secretary donating typing time, and electrician donating time for work on electrical systems, etc.

In-kind labor can only be donated time for which there is no reimbursement from any other source. If the work is outside a paid staff person's normal role and hours, it may be considered in-kind. A statement of qualifications of the professional donating time must accompany the grant application.

## MAXIMUM REQUEST

The maximum request for any given application is \$3,000.00. An organization may not receive more than \$3,000.00 in State of Minnesota funds in one fiscal year, July 1, to June 30.

## Application Procedure • • •

### PRE-REVIEW OF APPLICATION

Applicants are encouraged to contact the Northwest Minnesota Arts Council office early in the planning process at which time the Arts Council Director can provide the most assistance. Staff are available to pre-review applications, prior to the deadline date, for completeness and accuracy. (See the Application Deadline Schedule under the "Application Guidelines" section of this Program Information.) Such assistance in no way implies that a grant request will be funded.

Elements of a pre-review include:

- a technical review of the budget and responses to the questions on the application
- a review of the attached eligibility materials (resume's, non-profit status, etc.)
- suggestions for clarification or additional information

If a pre-review is conducted, it remains the responsibility of the applicant to provide all required materials by the deadline.

### APPLICATION MATERIALS

An application must include the following for consideration for funding:

#### 1. Application Form

The applicant must submit a complete and accurate application providing all requested information. The proposed budget must be accurate, detailed, and appropriate to the purpose of the project.

It should be checked carefully to make sure all the questions are answered and that the budget is properly structured and mathematically sound. The completeness and accuracy of the grant application is solely the responsibility of the applicant. Incomplete applications are not eligible for review.

The form must contain all required signatures. One original copy should be submitted. A copy should be kept for the applicant's files and reference.

## 2. Documentation of Tax-Exempt Status

All applicants (except governmental units) must submit one copy of the applicant's or fiscal agent's 501(c)(3) tax-exemption letter from the Internal Revenue Service. If the tax-exempt letter is currently on file with the Northwest Minnesota Arts Council, that should be indicated.

## 3. Resume's

Applicants must submit a complete resume that outlines the educational and professional achievements of the project personnel that relate to the project. Resumes must be submitted for the project director (i.e. contact person for the project), artists, and key individuals involved in the success of the project.

## 4. Fiscal Agent Contract (If Applicable)

If a fiscal agent is being used, one copy of the contract between the fiscal agent and the applicant must also be submitted, specifying the responsibilities of each party as described in the "Eligibility and Requirements" section of this Program Information. (See Attachment A, Sample Fiscal Agent Agreement.)

*The Regional Arts Council will not assume responsibility for any loss or damage to materials submitted with applications.*

# Review Standards • • •

All eligible applications will be reviewed by the Northwest Regional Arts Council according to:

### 1. The artistic quality and merit of the project or program.

This criterion may include how the project contributes to the artistic development of the respective art form, how well the resources (people, facilities, activities, etc.) to be used meet the goals of the project, and how the project meets or advances the goals of the organization. In the case of service projects, the merit and quality of that service to the arts will be reviewed.

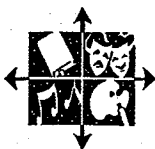
If the application is determined to be of sufficient artistic quality and merit to deserve further review, the following standards will then be applied:

### 2. The demand or need for the project or program by the organization applying or the group it serves.

Considerations used to address this criterion may include community involvement and support for the project, the method used to determine that the project is needed, and demonstrated financial need as exhibited in the proposed budget.

### 3. The ability of the organization to accomplish the project or program described, or the organizational goals as presented.

This is demonstrated by providing evidence of a planning process, qualifications of the artistic and/or administrative personnel, feasibility of the budget, publicity efforts, evidence of fiscal responsibility, previous successful efforts.



## Review Process • • •

1. The Northwest Minnesota Arts Council Director reviews the applications for accuracy, completeness, and eligibility.
2. Arts Council members receive copies of all applications at least ten days prior to the review meeting.
3. Council members with a conflict of interest in regard to a specific applicant or project declare such and comply with the Northwest Minnesota Arts Council Policies and Procedures, which are available upon request.
4. Applicants may be available to respond to questions from the arts council by telephone at the time of the review.
5. In reviewing the applications, the Council members will first determine the eligibility of the application, based both on the organization's eligibility and the project restrictions. Any projects which are determined to be ineligible shall be eliminated from the review process.
6. The Council will give priority to organizations that charge a fee for sponsored events. The Council will give priority to applications which show evidence that attempts have been made to seek financial support from the community.
7. The Council reserves the right to reduce the "Estimated Total Project Cost" by items determined to be ineligible for funding and/or questioned budget items. If the ineligible items in the application reduce the amount requested to less than 80% of the original request, the project will not be funded. Examples of ineligible costs are, but are not limited to:
  - a. Transportation to exhibits/field trips
  - b. Ribbons, prizes, flowers, gifts, awards, etc.
  - c. Building space and equipment owned by the applicant
  - d. Materials and supplies sold to participants
  - e. Materials, supplies, equipment, etc. which could be used for personal gain of participants
  - f. Long-life items and permanent fixtures
  - g. Monthly/seasonal/annual office or telephone rental
  - h. Monthly/seasonal/annual storage costs
8. The Arts Council may request a revised budget and/or project description before making a final recommendation.
9. Through majority vote, the Council will make a recommendation for full funding, partial funding, or no funding, based on the established criteria for:
  - a. Artistic quality and merit of the project;
  - b. Ability of the applicant to accomplish the project; and,
  - c. Need or demand for the project.If the recommendation is for "no funding" the Council will indicate the reasoning and the applicant will be informed of such.
10. The Council will rate each application on artistic merit and quality, need for the project, and the ability of the applicant to carry out the project.
11. If the applicant's previous final report has been penalized -- refer to the approval of project revisions and reporting sections of this document -- appropriate point reductions will be made.
12. Applications will be ranked in descending numerical order. A copy of the Northwest Minnesota Arts Council's Rating Form is available upon request.
13. Grants are awarded to the extent of funds available. If the funds remaining are equal to or greater than 80% of the amount requested, the highest-ranked applicant will be offered the funds. If two applications receive identical ratings, the application with the earliest receipt date will be given first priority. Should the applicant refuse the offer, the funds may be awarded to the next ranked applicant.

If the funds remaining are less than 80% of the amount requested by all eligible applicants, the funds will be carried over to the next grant round within the fiscal year.

At the last grants round of the fiscal year the Regional Arts Council will select alternates for funding based on the ranking process. If during the following fiscal year funds are returned or a funded project is cancelled, alternates will be funded based on the procedure explained above.
14. The recommendations of the Regional Arts Council will be submitted to the Northwest Regional Development Commission for action, based on adherence to the procedures approved by the Commission in the Arts Biennial Plan.



# Terms of Grant/Grantee Responsibilities • • •

## NOTIFICATION OF NWRDC ACTION

All applicants will receive a notification letter of acceptance or rejection within 45 days after final review of the application by the NWRDC, except when a revised budget and/or project description is necessary. In that case, applicants will receive an Arts Grant Contract and notification letter within 45 days after the receipt of the revised budget and/or project description.

## ARTS GRANT CONTRACT

The Arts Grant Contract is a legally binding document signed by an authorizing official of the organization which has received an arts grant. The contract obligates the organization to perform proposed activities, to fulfill the requirements in the contract, and to maintain its financial records open for audit, specifically, the parties will agree that:

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 Northwest Regional Development Commission.
2. If the actual project cost is less than the total budgeted cost, the NWRDC will provide up to 50% of the actual project cost.
3. Participation in the project will not be limited on the basis of national origin, race, age, or sex.
4. The project will comply with the American's for Disabilities Act.
5. The following credit-line will appear on all programs and publicity related to the project:

*This activity is made possible in part by a grant provided by the Northwest Regional Development Commission through funding from the Minnesota State Arts Board and the Minnesota State Legislature.*

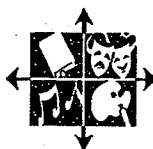
6. Funds for this project will not be released until a final report from any previously funded project has been submitted and approved.
7. All future grants will be contingent upon complete compliance with the terms of this agreement. Penalties will occur based on the late receipt of a final report or unapproved changes to the project.
8. The NWRDC 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.

The grantee's authorizing official must sign and return to the NWRDC, within 45 days from the date of mailing, one copy of the Arts Grant Contract and necessary attachments if notification is of grant approval.

Occasionally, "riders" or conditions will be placed on use of the grant funds. These conditions will be clearly outlined in the Arts Grant Contract.

In the event a grant is awarded to a fiscal agent, the fiscal agent must sign the contract and necessary attachments. The applicant organization must have submitted an agreement with the fiscal agent as described in the "Eligibility and Requirements" section of this Program Information.

The recipient must comply with all federal and state regulations specified in the contract.



## APPROVAL OF PROJECT REVISIONS

The grantee must notify the Regional Arts Council **in writing** at any point if the program or project is changed from the way in which it was described in the grant application. This includes, but is not limited to substitutions in personnel, change of project dates, change in number of performances, and receipt of additional funds.

Changes in the project must be approved by the Arts Council prior to the project activity date(s) and may result in a revision or revocation of the grant award.

The Arts Council Director will review the revisions requested to ensure that the change does not make the project ineligible for support. The grantee will be notified of the approval or non-approval of the project changes.

If the grantee fails to inform the Arts Council Director of the above mentioned changes before the projects dates, five points will be deducted from an applicants average rating. This will occur on the next eligible arts grant application (regardless of category) reviewed by the arts council within two years of the penalty.

## REPORTING

Grant recipients must submit a final report to the NWRDC within 60 days of the date stated in the application as the end of the project or program. The final report must include a final financial report; project narrative; project evaluation; and copies of press releases, newspaper articles, and project publicity.

The grantee must request an extension from the Regional Arts Council Director if they will be late returning their final report. This must be done prior to the due date of their final report.

If the grantee fails to request an extension, three points will be deducted from an applicants average rating. This will occur on the next eligible arts grant application reviewed by the arts council within two years of the penalty.

Failure to submit any final reports will adversely affect the recipient's eligibility for future funds. The recipient may be required to submit a certified audit report of the organization or a project funded by the NWRDC.

## GRANT TERMINATION

A grant may be terminated at any time under the following circumstances:

- a. by mutual written consent of the NWRDC and the recipient;
- b. upon the written request of the recipient, but such termination shall not necessarily relieve the recipient of its responsibilities as set forth in the Arts Grant Contract;
- c. by the NWRDC upon the failure of the recipient to comply with one or more of the conditions of the Arts Grant Contract. Such termination shall be effective upon receipt of written notice by the recipient.

A commitment of funds to a recipient may be rescinded by the NWRDC if one of the following conditions exists:

- a. The recipient does not return the signed contract and/or attachments within 45 days of the mailing of the notification of grant award letter.
- b. The recipient does not return a revised budget and project description within 30 days of the notification letter of NWRDC action.
- c. The recipient does not request the grant within 45 days of the date of the contract.

## Grant Monitoring & Evaluation • • •

### FINAL REPORT

Grantees must submit a final report to the NWRDC office within 60 days after completion of the project. This includes:

1. final financial report
2. financial records, including in-kind vouchers as appropriate
3. project narrative
4. project evaluation
5. copies of press releases, newspaper articles, and project publicity.

### EVALUATION BY ARTS COUNCIL

The Northwest Minnesota Arts Council members will attend NWRDC funded projects in their area whenever possible and complete an evaluation form on the project.

### ACCEPTANCE OF FINAL REPORT

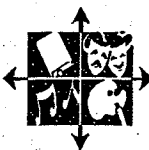
Both the final report and Arts Council evaluation form will be reviewed by the Regional Arts Council for compliance with the "Terms and Responsibilities" set forth in the Arts Grant Contract and application. The Arts Council Director will notify the grantee of the acceptance/rejection of the final report.

## Appeals Policy & Procedures • • •

Any applicant who can show cause that established grant review procedures were not followed may file an appeal as described below. There is no right of appeal for dispute of decision of the NWRDC with respect to artistic quality or merit, artistic excellence and leadership, and the quality of the artistic activity of the work of an individual artist.

The following appeal procedure shall be followed by the applicant to appeal the decision:

1. Written notification of a request for hearing must be submitted to the Executive Director of the NWRDC within ten (10) days from the date of receipt of the official notification of the NWRDC decision. The notice of request for hearing must set forth the basis for the appeal of the issues to be heard and determined by the hearing board.
2. All written notifications under this appeal procedure shall be served by certified mail, return receipt requested.
3. Upon receipt of the written request for hearing, the Executive Director will, within ten (10) days, set a date for the appeal hearing.
4. NWRDC Board and three officers of the Committee of Jurisdiction shall act as the hearing board.
5. The applicant agency will be notified in writing of the date and time of the hearing. Such notice of hearing shall be mailed to the executive director of said agency. The hearing must take place within twenty-five (25) working days of the date of receipt of the request for hearing by the NWRDC. The time for this hearing may be extended by mutual agreement of the Executive Director of the NWRDC and the executive officer of the applicant agency. Any extension or modification of the hearing date must be by mutual agreement and such agreement must be in writing.



6. The hearing will be conducted as follows:
  - a. A majority of the Hearing Panel of the NWRDC must be present for said hearing.
  - b. The Chairperson of the Commission shall chair the hearing and shall vote only in case of a tie.
  - c. The hearing chairperson shall advise the parties as well as the members of the general public present as to the hearing procedures.
  - d. There shall be no cross-examination of any witnesses by either the representative of the applicant or the representative of the NWRDC.
  - e. The applicant may make an opening statement to the hearing board prior to proceeding with testimony.
  - f. The applicant shall present all of its witnesses and exhibits.
  - g. The NWRDC representative may make an opening statement to the hearing board prior to proceeding with testimony.
  - h. The NWRDC representative shall present all of its witnesses and exhibits.
  - i. Upon the completion of the presentation of all testimony and exhibits, the applicant may make a closing statement to the hearing board.
  - j. Following the closing statement by the applicant the representative of the NWRDC may make a closing statement to the hearing board.
  - k. A record of all hearing procedures before the hearing board shall be maintained by the hearing board, either through mechanical reproduction or stenographic reproduction. The hearing board shall retain a copy of the record until the appeal procedures have been exhausted for a minimum of six (6) months. The applicant or the representative of the NWRDC may obtain a transcribed copy of said hearing or any portion thereof upon the payment of the fee required to provide such transcript.
  - l. A decision will be reached by the hearing board at the end of the hearing. The applicant and the NWRDC full Commission will be notified within five (5) days of the decision.
7. The hearing board may take one of the following actions:
  - a. Submit the proposal to the Regional Development Commission for reconsideration.
  - b. Uphold the initial action of the Commission.

## Other Northwest Regional Arts Council Services • • •

In addition to grant assistance, the Regional Arts Council offers other art services to individuals and organizations in the region, some in collaboration with the Minnesota State Arts Board.

### CONSULTANT SERVICES

Staff is available to provide assistance in arts program development, including:

- a. review of project ideas which an individual or organization may be submitting for funding assistance from the NWRDC or other funding agencies
- b. technical assistance in grants preparation and other arts administration, planning, and development areas
- c. information services on other public and private grant programs and funding sources for both art organizations and individuals

### WEB SITE

The Arts Council has a good web site listing all the information on grants available, services, directory information as well as links. Check out [www.nwrdc.org/arts.htm](http://www.nwrdc.org/arts.htm).

## ARTIST REGISTRY

The Artist Registry is a directory of artists and art organizations in Region 1. Artists in such disciplines as dance, music, opera/musical theater, visual arts, theater, design arts, crafts, photography, media arts, literature, and folk arts may participate in the Registry. The Artist Registry is not intended as an endorsement of artists qualifications or abilities.

The Registry is an up-to-date, comprehensive, computerized mailing list containing basic information about all northwestern Minnesota artists who are listed. Registration forms are available from the NWRDC office. The Registry information is then used to create the Northwest Regional Directory of Artists and Arts Organizations. This directory is published on our web site [www.nwrdc.org/arts.htm](http://www.nwrdc.org/arts.htm). Information on arts organizations is also included in our Tourism Directory on the web at [www.visitnwminnesota.com](http://www.visitnwminnesota.com). This directory is also available as a 48 page Recreation Guide call the NWRDC at 1-800-646-2240 to request a copy.

## NORTHWEST MINNESOTA ART EXHIBITION

Visual artists are encouraged to participate in our exhibition each Spring. Entry forms are available from the Arts Council in late February and on our web site at [www.nwrdc.org/arts.htm](http://www.nwrdc.org/arts.htm). There are over \$1,500.00 in prize awards available in adult and high school artist categories. Visual art work is accepted in all mediums including painting, drawing, photography, digital art, pottery, sculpture, and mixed media. Each year a different community hosts the main weekend long exhibit of approximately 100 pieces. If you are interested in hosting call the NWRDC.

## NEWSLETTER

A bi-monthly newsletter containing articles of interest to artists and arts organizations is published. Northwest Arts features articles spotlighting successful arts programs, projects, or organizations; an arts calendar of upcoming event in the region; opportunities for artists, included grant application deadlines arts employment opportunities, workshops, and conferences.

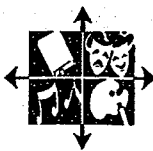
## WORKSHOPS AND CONFERENCES

The Regional Arts Council may sponsor workshops and conferences in response to local arts development needs and in conjunction with its ongoing arts planning responsibilities. At least twice a year, a grant writing/information workshop is combined with a hands-on technical workshop. Usually the location and choice of training is initiated by a local arts organization. Call staff at 1-800-646-2240 to talk about your interest and perhaps this can happen in your community for a small materials/lunch charge.

## PUBLICATIONS AND RESOURCES

Available through the Regional Arts Council are:

- Annual Northwest Regional Arts Council Plan
- Northwest Regional Directory of Artists and Arts Organizations
- Basic Guide to Grants for Minnesota Artists



# Fiscal Agent Agreement

\_\_\_\_\_ agrees to act as Fiscal Agent

for \_\_\_\_\_ (Arts Organization)

for the purpose of receiving monies as grants for \_\_\_\_\_ (Project)

to take place \_\_\_\_\_ (Date).

The Fiscal Agent agrees to act as an instrument through which money can legitimately pass from the Northwest Regional Development Commission to the undersigned arts organization. In response to this service, the undersigned individuals agree to the following:

1. The arts organization will carry out the project in compliance with the project description, personnel, budget, and dates as set forth in the attached grant proposal, and in a manner which is exclusively charitable, literary, or educational as defined in Section 501 (c)(3) of the Internal Revenue Code. Further, no part of this grant may be used to influence legislation or intervene in any political campaign.
2. The Fiscal Agent will be jointly and severally liable for any portion of this grant which is used contrary to the terms of this contract, and will return such portion the Northwest Regional Development Commission promptly.
3. The Fiscal Agent will assume responsibility for proper expenditure of grant monies. Any unexpended funds will be returned to the NWRDC.
4. A final report, certified by the Fiscal Agent, will be submitted in writing to the Northwest Regional Development Commission.

Issue Payment to:

\_\_\_\_\_  
(Name either the Fiscal Agent or Arts Organization)

\_\_\_\_\_  
Fiscal Agent Signature

\_\_\_\_\_  
Authorizing Official of Arts  
Organization Signature

\_\_\_\_\_  
Position or Title

\_\_\_\_\_  
Position or Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# VOUCHER FOR IN-KIND GOODS AND /OR SERVICES

Organization: \_\_\_\_\_

Arts Project: \_\_\_\_\_

INSTRUCTIONS: This form should be completed by each individual who contributes goods and/or services for a project. Refer to the Program Information for instructions. An in-kind voucher should be submitted with the application as certification of the availability of the in-kind. The voucher, documenting actual in-kind contributions, should be submitted with the final report if different than the original voucher. (Remember you can only claim on the final report budget up to the amount you originally claimed on the application.)

## IN-KIND LABOR OR SERVICES

Date	Description of Service	Hourly Rate	# of Hours	Total
_____	_____	\$ _____	_____	\$ _____
_____	_____	\$ _____	_____	\$ _____
_____	_____	\$ _____	_____	\$ _____
_____	_____	\$ _____	_____	\$ _____
_____	_____	\$ _____	_____	\$ _____
_____	_____	\$ _____	_____	\$ _____

## IN-KIND GOODS OR MATERIALS

Date	Description of Goods/Materials	Value of Goods
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

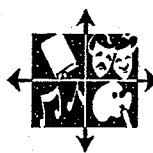
**TOTAL IN-KIND CONTRIBUTION** \$ \_\_\_\_\_

CERTIFICATION: I certify the value of these goods and/or services are true and just and (will be) (were) incurred on behalf of the project indicated above as expressed in the grant application.

Printed Name: \_\_\_\_\_

Address/City/ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Appendix H:  
Arts Project Grants Application  
and Final Report Forms





## Grant Application Form

### Arts Project Grants

Fiscal Years 2008 - 2009  
July 1, 2007 - June 30, 2009

#### DEADLINES

August 1, 2007  
November 1, 2007\*  
February 1, 2008

August 1, 2008  
November 1, 2008\*  
February 1, 2009

\* November deadlines tentative based on funds remaining after August.

Northwest Minnesota Arts Council  
115 South Main  
Warren, MN 56762  
(218) 745-6733 or 1-800-646-2240  
[www.nwrdc.org/arts.htm](http://www.nwrdc.org/arts.htm)  
[mara@nwrdc.org](mailto:mara@nwrdc.org)

## Instructions for Completing the Grant Application Form

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1. Before filling out this form, please read the **Northwest Minnesota Arts Council's Program Guidelines** to determine your organization's eligibility, any restrictions, compliance requirements, the Council's review criteria and other important information about the grants program.
2. The information requested in this form is needed for the Arts Council to adequately review your request for grant funds. Please answer, as completely as possible, all questions which apply to the project. The applicant is responsible for the quality and scope of responses.
3. If space on the application form is inadequate, attach additional sheet(s).
4. Submit one original of the grant application.
5. Applications must be postmarked by the deadline date to be eligible.

### DEFINITIONS:

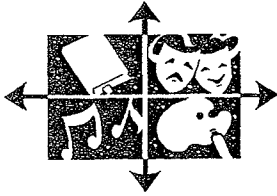
**"Project Director"** is the person designated by the applicant organization as responsible for overseeing the implementation of the proposed project. This person is responsible for the timely submission of all required forms and reports to the Northwest Regional Arts Council. This person should be knowledgeable in all aspects of the proposed project, as the Arts Council may need to contact this person with questions specific to the application, the budget, or the project itself.

**"Authorizing Official"** is that person empowered to enter into contracts for the applicant organization. This is usually the board chairperson or president.

**"Fiscal Agent"** refers to the organization which is legally responsible for the proper use of the grant funds when the applicant organization is not a school or unit of government; or, does not have tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. An authorized official of the fiscal agent organization must sign the application. A contract with the fiscal agent must be included in the application.

**"Project Starting Date"** is when a financial commitment has been made toward the project. Examples of financial commitments include but are not limited to: ordering play books, advertising for auditions, making a deposit to sponsor a touring group, signing a contract for a performance, etc. Projects for which there has been any kind of financial commitment prior to that grant round's "Earliest Starting Date" on the Application Deadline Schedule will not be eligible for funding.

**Contact the Arts Council office if you have questions on the application!!**



# Arts Project Grant Application Form

(Please Type or Print Carefully with Black Ink)

Northwest Regional Arts Council - NWRDC - 115 South Main - Warren, MN 56762

1. Applicant Organization (Official Name, Address)

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web site: \_\_\_\_\_

2. Project Director (Name, Address)

Day Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

3. Date of IRS Tax-exempt Letter \_\_\_\_\_  
(First time applicants should include  
a copy of the letter.)

4. Fiscal Agent  
(If Applicable. A Contract Must Be Enclosed)

5. Adult Artists Participating \_\_\_\_\_  
Adult Audience \_\_\_\_\_  
Children/Youth Participating \_\_\_\_\_  
Children/Youth Audience \_\_\_\_\_

6. Project Budget Summary  
Total Project Cost \$ \_\_\_\_\_  
Total Match \$ \_\_\_\_\_  
Amount Requested \$ \_\_\_\_\_  
(Request can not exceed 50% of the Total Cost)

7. Activity Dates \_\_\_\_\_  
Brief Project Description \_\_\_\_\_

8. Location of Activities \_\_\_\_\_

9. Project Starting Date \_\_\_\_\_  
(Date a financial commitment  
has been made to the project.)  
Project Ending Date \_\_\_\_\_

10. Certification: We certify the information in this application is true and correct to the best of our knowledge. (Note: You must have two different signatures below)

Authorizing Official

Typed Name Title Signature Date

Fiscal Agent

Typed Name Title Signature Date

Project Director

Typed Name Title Signature Date

FOR OFFICE USE ONLY	Date Received	_____	Application #	_____
Type	Discipline	_____	Award Date	_____
Rating	Grant Award	_____		

## Proposed Project

Applicant: \_\_\_\_\_

11. Give a complete description of the project, including dates and times of activities.

### 12. Ticket and Audience Information

A. Number of performances  
or days of exhibition: \_\_\_\_\_

B. Anticipated audience: \_\_\_\_\_

C. List the ticket price/s for this project: \_\_\_\_\_

D. List ticket price/s you have charged for  
similar events in the past two years: \_\_\_\_\_

E. How were ticket prices determined?

F. If you are not charging for this event, list the reasons why not:

G. What efforts have been made to seek financial support from the community for this project?

## Merit and Artistic Quality

Applicant: \_\_\_\_\_

13. What are the specific goals of this project?

14. How will you evaluate the project?

15. A. List the key artists, companies, professionals, and administrative personnel.  
B. Indicate why they were selected.  
C. Attach resumes for these people.

---

## Need or Demand for the Project

---

16. How was the need for this project determined:

A. By artists?

B. By the community?

## Ability of the Applicant

Applicant: \_\_\_\_\_

17. Give a brief description of all arts-related projects undertaken by your organization in the past two years, including dates.

18. Describe the publicity and/or marketing efforts, including how the participants and public will learn of the project, a description of the methods (news releases, posters, brochures, etc.) that will be used, and the range of distribution of the publicity.

19. List support received from the Minnesota State Arts Board and/or the Northwest Regional Development Commission over the past two years.

Project Description

Year

Amount

20. Total Organizational Budget

	Year Prior to Project	Year of Project
INCOME	\$ _____	\$ _____
EXPENSES	\$ _____	\$ _____

## Proposed Budget

Applicant: \_\_\_\_\_

### INSTRUCTIONS:

- A. Clearly identify each item.
- B. Show method of calculation  
(i.e., hours, rate, cost per item, etc.).
- C. Round figures to nearest ten.
- D. In-kind is donated materials, labor, or space for which an in-kind voucher must be submitted.
- E. Attach additional pages as necessary.

### Project Expenses

#### ARTIST FEES, CONTRACTS, HONORARIUM

Name of Artist or Group:

CASH + IN-KIND = TOTAL

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### SALARIES OR WAGES

(List positions individually - director, administration, technicians, etc.)

Position # hours @ \$ rate

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### SUPPLIES AND MATERIALS (Expendable Items Only)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### TRANSPORTATION AND SUBSISTENCE

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### PUBLICITY (Printing, Ads, etc.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### RENTAL (Include Source of Rental Materials)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### OTHER

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### TOTAL PROJECT COST

_____	_____	_____	_____
-------	-------	-------	-------

Applicant: \_\_\_\_\_

## Project Income

EARNED INCOME (Tickets, Fundraisers, Concessions, etc.  
If more than one ticket price is used, indicate schedule.)

\_\_\_\_\_ # Tickets @ \$ \_\_\_\_\_  
\_\_\_\_\_ # Tickets @ \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CASH (Indicate Source)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER GRANTS (Do Not Include NWRDC Request  
Indicate if Other Grants are Secured.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN-KIND CONTRIBUTIONS (All In-Kind must be identified in  
Expense Section. In-kind may not exceed 25% of the  
Total Project Cost.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL MATCH FOR PROJECT

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

AMOUNT REQUESTED FROM NWRDC

(Cannot exceed 50% of Total Cost; Maximum of \$2,000)

TOTAL SUPPORT FOR PROJECT

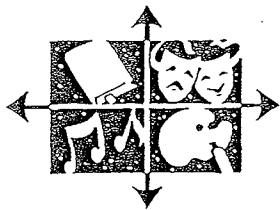
(Total Match + Request)

## Checklist

Check the following that apply to this application:

- \_\_\_\_\_ 1. The organization carrying out this project is a unit of government. (Includes cities, and departments or agencies of the state.)
- \_\_\_\_\_ 2. The organization carrying out this project is a non-profit, tax-exempt, 501(c)(3) organization with Articles of Incorporation on file with the State of Minnesota, and a copy of the IRS Letter of Exemption is enclosed or is on file with the NWRDC.
- \_\_\_\_\_ 3. The organization carrying out this project is applying through a fiscal agent.
  - \_\_\_\_\_ The fiscal agent contract is enclosed.
  - \_\_\_\_\_ The fiscal agent is a unit of government as defined above in Section 1. above.
  - \_\_\_\_\_ The fiscal agent is a non-profit organization as defined above in Section 2. above and a copy of the IRS Letter of Exemption is attached.
- \_\_\_\_\_ 4. Resumes of key project personnel (artists, companies, director, etc.) are attached.
- \_\_\_\_\_ 5. Vouchers from donors of in-kind items/services/space are attached.





# Production Assistance/Sponsorship Grant Final Report Form

Northwest Regional Arts Council - NWRDC - 115 South Main - Warren, MN 56762

This form is due within 60 days of project completion. Please type.

1. Grant Recipient (Name, Address, Phone)

2. Brief Project Description (Names, dates)

Contact:

Number of Performances/  
Days of Exhibition

3. Fiscal Agent (If Applicable)

4. Adult Artists Participating

Adult Audience

Children/Youth Participating

Children/Youth Audience

5. List your project goals as described in your application and indicate how well those goals were met. Describe the project's impact on your organization and on the audience/participants served.

For Office Use:

Application #

Due Date

Date Received

Grant Award

Profit (Loss)

Credit Line

Audience

Artists

Approval

Comments:

6/00

61

6. What methods did you use to evaluate your project? (Examples: Size of audience, participant questionnaires, personal observations of activities, follow-up meeting of project planners, etc.)
7. Did the project differ from the description in the grant application in any way? If so, please describe.
8. a. Describe the publicity and promotional efforts for this project.  
b. Submit evidence of use of the credit line described on the Arts Grant Contract.  
c. Attach any information such as schedule of activities, photos, clippings, programs, etc.
9. Name and describe the participation of other groups involved as co-sponsors or recipients of specific services.
10. Provide any suggestions for improved NWRDC services.

## Budget Summary

- A. Use figures from the total column of your application for "Estimated Budget".  
 B. If in-kind is used, an "In-Kind Voucher" must be submitted documenting cash values.  
 C. Actual in-kind can not be greater than 25% of the Total Project Cost.  
 D. Actual in-kind can not exceed the amount originally budgeted.

	ESTIMATED BUDGET		ACTUAL BUDGET	
	CASH	IN-KIND	CASH	IN-KIND
Artist Fees or Contracts				
Salaries or Wages				
Supplies or Materials				
Transportation or Subsistence				
Publicity				
Rental				
Other				
<b>TOTAL PROJECT COST</b>				
Earned Income		XXXXXX		XXXXXX
Cash		XXXXXX		XXXXXX
Other Grants		XXXXXX		XXXXXX
NWRDC Grant		XXXXXX		XXXXXX
In-kind Contributions	XXXXXX		XXXXXX	
<b>TOTAL PROJECT INCOME</b>				

**Provide an explanation for any significant differences between budgeted and actual costs and income.**

**Certification:** We certify the information in this report is true and correct to the best of our knowledge.

**Authorizing Official**

Typed Name	Title	Signature	Date
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**Fiscal Agent**

Typed Name	Title	Signature	Date
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**Project Director**

Typed Name	Title	Signature	Date
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## Appendix I: Artist in the Schools Application and Final Report Forms



## Grant Application Form

### Artists in the Schools Program

**ASG**

ARTISTS  
in the  
SCHOOLS  
GRANTS

#### DEADLINE

August 1, 2007

February 1, 2008

August 1, 2008

February 1, 2009

Northwest Minnesota Arts Council  
115 South Main  
Warren, MN 56762  
218-745-6733 or 1-800-646-2240  
[www.NorthwestMinnesotaArts.org](http://www.NorthwestMinnesotaArts.org)  
[mara@nwmnarts.org](mailto:mara@nwmnarts.org)

## Introduction • • •

The mission of the Northwest Minnesota Arts Council is to support and enhance the development of the arts in northwest Minnesota. The following counties are included in the Art Council's service area:

Kittson	Marshall	Norman	Pennington
Polk	Red Lake	Roseau	

The Northwest Minnesota Arts Council's goal is to insure that the arts play a significant part in the welfare and educational experience of the residents of this region. The Arts Council assists the growth and excellence of the arts through several programs which are available to sponsoring and/or producing organizations in the region.

Arts activities in all disciplines are supported by the Arts Council, including:

Theater	Film/Video	Architecture and Design
Visual Arts	Dance	Multi-disciplinary Projects
Literature	Music	Folk Arts

The Artists in the Schools Grant Program is in its successful fourth year! In this program, public schools can apply to request a residency in their school with an artist(s) of their choice. This program is funded with State of Minnesota legislative dollars, therefore, private schools are not eligible for the program. Priority for residency or sponsorship projects will be given to groups that are using an artist(s) they have not used in previous grants.

Remember that the Northwest Minnesota Directory of Artists and Arts Organizations is available as a free publication from our office. This Directory contains a listing of area artists who might be interested in working in the schools as artist in residencies. Call and request a copy of the directory if you are having trouble locating artists. Parts of the Directory are in the Arts section of the Northwest Regional Development Commission web site [www.nwrdc.org](http://www.nwrdc.org) check it out!

## Eligibility and requirements • • •

To be eligible for funding, the grant applicant must:

- Be a public school.
- Provide at least 25% of the total project cost by cash resources, or 50% if more than half of the activity happens outside of regular school hours or in the summer.
- Limit artist fees paid with grant funds to a maximum of \$250.00 per artist per day.
- Not have received an Arts Project Grant Grant from the NWRDC for the same project.
- Limit receipt of Artist in the Schools Grants to \$3,000.00 in total per fiscal year for each school district (including community education requests).
- Not be requesting funding for an artist(s) that has participated in a similar activity supported by NWRDC grant funds in your school for the past two years.
- Not be requesting funds for your school personnel as project directors or artists, and not be requesting funds for school building rental or utilities usage.

## Funding • • •

For Fiscal Year 2008 (July 1, 2007 to June 30, 2008), the Artists in the Schools Program will be funded to the extent of available funds. The maximum amount granted for any one approved application is \$2,000.00, providing at least 25% of the cost is borne by the school with cash match. (If 50% of the projects activity occurs outside of regular school hours or in the summer then you must provide 50% cash match.) The maximum amount of Artists in the Schools Grant funds a school district can receive in a fiscal year is \$3,000.00.

## Application Guidelines • • •

### Application Deadlines, Fiscal Year 2008

Grant applications must be postmarked by the deadline date as follows. Applications submitted by electronic transmission (i.e. FAX) will not be accepted. Late applications will not be considered.

APPLICATION DEADLINE	ARTS COUNCIL REVIEW	NWRDC ACTION	EARLIEST STARTING DATE
Aug. 1, 2007	Sep. 5, 2007	Sep. 26, 2007	Oct. 1, 2008
Feb. 1, 2008	Mar. 6, 2008	Mar. 27, 2008	Apr. 1, 2007

The review dates are based on regular meeting dates of the Regional Arts Council and the Northwest Regional Development Commission. The Arts Council has designated \$7,500 to the August deadline and \$2,500 to the February deadline. If all funds are not requested or awarded in March an additional deadline of May 1, 2007 may be announced. Consult the Regional Arts Council Director regarding the availability of funds and for potential changes from the regular meeting schedule.

## Earliest Project Starting Date • •

The project starting date is when a financial commitment has been made toward the project. Examples of financial commitments include but are not limited to: ordering supplies and materials, making a deposit to sponsor a group of artists, signing a contract, etc. Projects for which there has been any kind of financial commitment prior to that grant round's "Earliest Starting Date" on the Application Deadline Schedule will not be eligible for funding.

Applicants are encouraged to contact the Northwest Minnesota Arts Council office early in the planning process at which time the Arts Council Director can provide the most assistance. Prior to the deadline date, staff are available to pre-review applications for completeness and accuracy.

## Application Procedure • • •

An application must include the following for consideration for funding:

1. **Application Form:** The applicant must submit a complete and accurate application providing all requested information. The proposed budget must be accurate, detailed, and appropriate to the purpose of the project. Incomplete applications are not eligible for review.
2. **Resume's:** Schools must submit a complete resume from the artist(s) or a brochure/flyer listing qualifications of a group of artists. Also please submit resume's or the qualifications of key teachers or project personnel, especially list items that influence the success of the project
3. **Activity Plan/Schedule/Timeline:** The artist(s) and project director should work together to develop a preliminary list of activities that the artist will accomplish, and the timeline and class schedule to complete them. This should include at least one core group of students with multiple exposures to the artist if the activity occurs after school or in the summer those who sign up will be the core group.

## Review Criteria • • •

The following review standards will be used to determine funding:

- Merit and artistic quality, and the degree of service to the arts.
- Ability of the school to accomplish the project.
- Demonstrated demand or need for the project.

The Arts Council will review the application and make a funding recommendation to the Northwest Regional Development Commission.

## Compliance Requirements • • •

The grant recipient must:

- Expend the granted funds only for the project as described in the grant application.
- Be responsible for completion of the project and for proper management of grant funds. This includes showing evidence of the income and expenditure amounts of all funds.
- Maintain records showing evidence of grant and matching funds.
- Submit a final report on the form provided within 60 days of completion of the project.
- Not limit access to the project on the basis on national origin, race, religion, age, or sex.
- Include the following credit line in all advertising, news releases, printed programs, and promotional materials:

*"This activity is made possible in part by a grant provided by the Northwest Minnesota Arts Council with funds provided by the Minnesota State Arts Board through an appropriation by the Minnesota State Legislature."*

A more detailed account of the Review Proces, Terms of Grant/Grantee Responsibilities, Grant Monitoring and Evaluation, and the Appeals Policy and Procedures is available by requesting the Arts Project Grant application form.



## Instructions for Completing the Grant Application Form

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1. The information requested in this form is needed for the Arts Council to adequately review your request for grant funds. Please answer, as completely as possible, all the questions. The applicant is responsible for the quality and scope of responses.
2. If space on the application form is inadequate, attach additional sheet(s).
3. Submit one original of the grant application.
4. Applications must be postmarked by the deadline date to be eligible.

### DEFINITIONS:

**"Project Director"** is the person designated by the school as responsible for overseeing the implementation of the proposed project and dealing directly with the artist. This person is responsible for the timely submission of all required forms and reports to the Northwest Regional Arts Council. This person should be knowledgeable in all aspects of the proposed project, as the Arts Council may need to contact this person with questions specific to the application, the budget, or the project itself.

**"Authorizing Official"** is that person empowered to enter into contracts for the school.

### **"Artist Information"**

- maximum of \$250 per day per artist
- maximum of 4 contact hours per day (flexibility exists with the artist's permission)
- multiple day residencies over a short period of time will receive priority

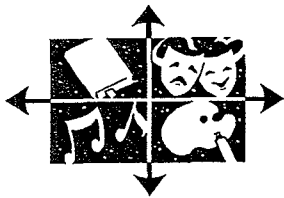
### **Reporting Requirements:**

These forms will need to be completed and returned if your school receives a grant.

- Contract
- Cash Request
- Final Report

Please call if you need more information on these reporting requirements.

**Contact the Regional Arts Council office if you have questions on the application!!**



# Artist in the Schools Program Grant Application Form

(Please Type or Print Carefully with Black Ink)

Northwest Regional Arts Council - NWRDC - 115 South Main - Warren, MN 56762

1. School (Official Name, Official Address)

school phone: \_\_\_\_\_

school e-mail: \_\_\_\_\_

school web site: \_\_\_\_\_

2. Project Director/Contact  
(Name, Home/Summer Address)

3. Artist's Name \_\_\_\_\_

Artist's Home Town \_\_\_\_\_

Artist's Speciality \_\_\_\_\_

(example: watercolor painting)

If a group of artists attach a page with their details.

4. Student Participants \_\_\_\_\_

Adult Participants \_\_\_\_\_

Est. Adult Audience \_\_\_\_\_

Est. Student/Youth Audience \_\_\_\_\_

5. Brief Project Description

6. Project Budget Summary

Total Project Cost \$ \_\_\_\_\_

Cash Match \$ \_\_\_\_\_

Grant Amount \$ \_\_\_\_\_  
(maximum \$2,000.00)

7. Grade Levels Participating \_\_\_\_\_

Core Group(s) \_\_\_\_\_

Must have more than one exposure to the artist(s).

8. Date(s) of School Activity \_\_\_\_\_

Date(s) of Community Activity \_\_\_\_\_

Location \_\_\_\_\_

9. Certification: We certify the information 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

FOR OFFICE USE ONLY

Date Received \_\_\_\_\_

Application # \_\_\_\_\_

Type \_\_\_\_\_

Discipline \_\_\_\_\_

Award Date \_\_\_\_\_

Rating \_\_\_\_\_

Grant Award \_\_\_\_\_

## What is a Residency?

School: \_\_\_\_\_

A residency is an interactive arts activity involving students, teachers, and artists. Residencies should serve as a resource for teachers working to integrate the arts into the curriculum. They provide young people with a direct arts experience with artists. Residencies also encourage professional development of artists by providing a unique employment experience and audience contact.

### 10. Basic Requirements of all Residencies: (check off that you are aware of these requirements)

- ☐ The school must provide match towards the project: 25% if the activity takes place during school hours, 50% if over half of the activity happens outside of school hours.
- ☐ A teacher/coordinator must be present at all times. Group/classroom control is the teacher/coordinator's responsibility.
- ☐ The teacher/coordinator must be involved in the planning and implementation of the residency.
- ☐ Maximum of four contact hours per day for each artist (flexibility exists with the artist's permission).
- ☐ The artist will provide follow-up suggestions for the teacher to use.

### 11. Community Participation: The results of the residency must be showcased to the community. Please state how you will accomplish this?

---

## Merit and Artistic Quality

---

### 12. Attach to the application your artist's resume or background information. Also, attach a page that provides a more detailed description of what activities will take place during the residency including a rough timeline.

13. A. List the artist, key teachers and administrative personnel.  
B. Indicate why they were selected, include reference to the curriculum.

### 14. What are the goals of the project?

### 15. Other than the required Final Report Form, how will you evaluate the project?

## Need or Demand for the Project

School: \_\_\_\_\_

16. How was the need for this project determined by your school/teachers?
17. Does your school have an arts specialist in the discipline you are applying for? \_\_\_\_\_  
If not how are students currently exposed to this type of activity?  
(The goal of this program is to provide supplemental arts experiences, not to fully fund your arts graduation standard requirements. We would like to encourage schools to continue to employ arts specialists.)

## Ability of the Applicant

18. Give a brief description of similar arts-related projects and residencies undertaken by your school in the past two years, including dates.
19. Describe the publicity and/or marketing efforts, including how parents and the community will learn of the project, a description of the methods (news releases, posters, brochures, etc.) that will be used, and the range of distribution of the publicity.

## Budget

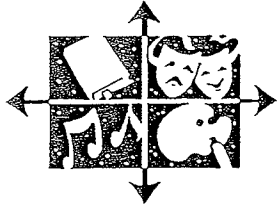
Breakdown the costs associated with each item on the line provided, if needed attach extra sheets. Sorry, administrative costs including school building/equipment rental, and school personnel are not eligible.

### EXPENSES

ARTIST FEES _____ (maximum fees of \$250.00 per day per artist)	\$ _____
SUPPLIES AND MATERIALS _____	\$ _____
TRANSPORTATION AND SUBSISTENCE _____	\$ _____
PUBLICITY _____	\$ _____
TOTAL PROJECT COST _____	\$ _____

### REVENUE

CASH MATCH _____ Minimum cash match requirements: during school hours 25%; outside school hours 50%. (If appropriate, match should include participate fees and/or audience ticket sales. List specific details about who is contributing the match on the line above or on a separate sheet.)	\$ _____
NWRDC GRANT REQUESTED (Maximum \$2,000.00)	\$ _____
TOTAL SUPPORT FOR PROJECT (Must equal Total Cost)	\$ _____



# Artists in the Schools Program Final Report Form

Northwest Regional Arts Council - NWRDC - 115 South Main - Warren, MN 56762

This form is due within 60 days of project completion. Please type or print with black ink.

1. School (Name, Address, Phone)

2. Artist Name(s) \_\_\_\_\_

Dates of School Activity \_\_\_\_\_

Dates of Community Activity \_\_\_\_\_

Contact: \_\_\_\_\_

3. Brief Project Description

4. Actual Student Participants \_\_\_\_\_

Actual Adult Participants \_\_\_\_\_

Adult Audience \_\_\_\_\_

Student/Youth Audience \_\_\_\_\_

5. List your project goals as described in your application and indicate how well those goals were met. Describe the project's impact on your school and on the community.

6. Did the project differ from the description in the grant application or lesson plan in any way? If so, please describe.

For Office Use:

Application # \_\_\_\_\_

Due Date \_\_\_\_\_

Date Received \_\_\_\_\_

Grant Award \_\_\_\_\_

Profit (Loss) \_\_\_\_\_

Credit Line \_\_\_\_\_

Audience \_\_\_\_\_

Artists \_\_\_\_\_

Approval \_\_\_\_\_

Comments:

5/01

7. What methods did you use to evaluate your project? (Examples: Size of audience, participant questionnaires, personal observations of activities, etc.)

8. a. Describe the publicity and promotional efforts for this project.  
b. Submit evidence of use of the credit line described on the Arts Grant Contract.  
c. Attach any information such as schedule of activities, photos, clippings, programs, etc.

9. Name and describe the participation of other groups involved as co-sponsors or recipients of specific services.

**10. Budget**

	Estimated	Actual
Artist Fees	\$ _____	\$ _____
Supplies and Materials	\$ _____	\$ _____
Transportation and Subsistence	\$ _____	\$ _____
Publicity	\$ _____	\$ _____
<b>TOTAL PROJECT COST</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>CASH MATCH</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>NWRDC GRANT</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>TOTAL SUPPORT FOR PROJECT</b>	<b>\$ _____</b>	<b>\$ _____</b>

Please describe any changes between the estimated and actual figures below.

11. Provide any suggestions for improved NWRDC services.

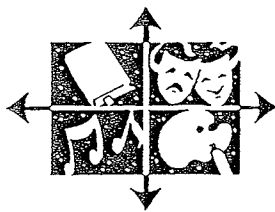
12. Certification: We certify the information in this report is true and correct to the best of our knowledge.

**Authorizing Official**

Typed Name	Title	Signature	Date
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**Project Director**

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



## Production Assistance/Sponsorship Grant Final Report Form

Northwest Regional Arts Council - NWRDC - 115 South Main - Warren, MN 56762

This form is due within 60 days of project completion. Please type.

1. Grant Recipient (Name, Address, Phone)

2. Brief Project Description (Names, dates)

Contact:

Number of Performances/  
Days of Exhibition \_\_\_\_\_

3. Fiscal Agent (If Applicable)

4. Adult Artists Participating \_\_\_\_\_

Adult Audience \_\_\_\_\_

Children/Youth Participating \_\_\_\_\_

Children/Youth Audience \_\_\_\_\_

5. List your project goals as described in your application and indicate how well those goals were met. Describe the project's impact on your organization and on the audience/participants served.

For Office Use:

Application # \_\_\_\_\_

Due Date \_\_\_\_\_

Date Received \_\_\_\_\_

Grant Award \_\_\_\_\_

Profit (Loss) \_\_\_\_\_

Credit Line \_\_\_\_\_

Audience \_\_\_\_\_

Artists \_\_\_\_\_

Approval \_\_\_\_\_

Comments:

6/00

6. What methods did you use to evaluate your project? (Examples: Size of audience, participant questionnaires, personal observations of activities, follow-up meeting of project planners, etc.)

7. Did the project differ from the description in the grant application in any way? If so, please describe.

8. a. Describe the publicity and promotional efforts for this project.  
b. Submit evidence of use of the credit line described on the Arts Grant Contract.  
c. Attach any information such as schedule of activities, photos, clippings, programs, etc.

9. Name and describe the participation of other groups involved as co-sponsors or recipients of specific services.

10. Provide any suggestions for improved NWRDC services.



## Budget Summary

- A. Use figures from the total column of your application for "Estimated Budget".
- B. If in-kind is used, an "In-Kind Voucher" must be submitted documenting cash values.
- C. Actual in-kind can not be greater than 25% of the Total Project Cost.
- D. Actual in-kind can not exceed the amount originally budgeted.

	ESTIMATED BUDGET		ACTUAL BUDGET	
	CASH	IN-KIND	CASH	IN-KIND
Artist Fees or Contracts				
Salaries or Wages				
Supplies or Materials				
Transportation or Subsistence				
Publicity				
Rental				
Other				
<b>TOTAL PROJECT COST</b>				
Earned Income		XXXXXX		XXXXXX
Cash		XXXXXX		XXXXXX
Other Grants		XXXXXX		XXXXXX
NWRDC Grant		XXXXXX		XXXXXX
In-kind Contributions	XXXXXX		XXXXXX	
<b>TOTAL PROJECT INCOME</b>				

Provide an explanation for any significant differences between budgeted and actual costs and income.

**Certification:** We certify the information in this report is true and correct to the best of our knowledge.

**Authorizing Official**

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

**Fiscal Agent**

Typed Name	Title	Signature	Date
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**Project Director**

Typed Name	Title	Signature	Date
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# Appendix J: NW Regional Development Commission Staff and Job Descriptions

Mara Wittman, Arts Council Director

Staff providing indirect services to the Arts Program:  
Leon Heath, Executive Director; Carol Sorensen, Financial Officer;  
Brenda Solberg, Front Office Manager; Betty Safranski, Front Office Staff

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## JOB DESCRIPTION

December 14, 2005

Arts Council Director

### Responsibilities

Management of agency's arts programs including arts program planning, arts program development, grants management and staffing of the Arts Council.

Responsible to the Executive Director.

### Desired Qualifications

A Bachelors Degree in administration, planning or a field related to the arts. A combination of education and experience which demonstrates administrative skills and an ability to work in programs related to the arts is required. The ability to communicate orally and in writing with local officials, agencies and constituent groups is essential. Specific training in the arts or experience in programs or fields related to the arts is a plus.

### Duties

Responsible for activities and projects in the Arts and McKnight Arts work programs. The range of items is outlined below:

- Provide program information, technical assistance, and staff support to the Northwest Arts Council.
- Complete the Arts Plan and Needs Assessments as required.
- Develop, maintain and operate the application, review, contracting, monitoring, reporting and drawdown systems for all arts grant programs. Delegate and manage duties for front office staff related to arts.
- Provide training, workshops and other programs to increase skills and knowledge concerning the arts.
- Maintain and distribute the Northwest Minnesota Directory of Artists and Arts Organizations and other publications related to the arts.
- Plan and implement the Northwest Minnesota Art Exhibition annually.
- Provide information to the public regarding arts programs and grants including updating web site information.
- Provide technical assistance regarding arts programs and assist with the coordination of regional arts program activities.
- Participate in the Regional Arts Council Forum activities to research and develop additional support and resources for regional arts programs.
- Perform other duties as assigned and as time is available.
- Participate in Commission and staff activities including staff meetings, Commission meetings, work program/budget development, State Planning reports, professional development and Commission approval of program actions.

Current Duties by Indirect Support Staff:

Front Office Staff (general secretarial and reception):

- Print and assemble and mail newsletters.
- Daily correspondence mail
- Answer telephone and direct calls to Council Director
- Print and assemble and mail Arts Council Meeting packets
- Supplies ordering

Program Assistance by Front Office Staff

- Help with Database Entry
- Assistance in-person during the Arts Exhibit
- Help with Grant Letter and Contract mailings
- Assistance with compiling data from the Needs Assessment

Financial Officer

- Printing checks and all related functions related to bills
- Assistance with budget preparation
- Updates and revisions to budgets
- Paychecks and time tracking related to payroll
- Reminders about contract obligations
- Tracking printing, postage, and telephone usage

Executive Director (very limited time allocated)

- Personnel issues and performance review
- Assistance in linking arts with other RDC programs
- General promotion of arts in positive manner throughout the region during his many visits to communities.
- Attendance at RDC arts events in order to speak positively about the role of the arts in our region and our economic development.

Please note that some of Mara Wittman's time is also in the indirect program providing the agency with support in technical issues, database development, and web site creation.

## Appendix K: Memorandum

The Northwest Regional Development Commission (NWRDC) is comprised primarily of local elected officials representing cities, counties, and townships. The NWRDC serves the counties of Kittson, Marshall, Norman, Pennington, Polk, Red Lake and Roseau. The Commission also selects twelve public interest representatives, along with two school board members elected at-large from the region.

In 1976, the Minnesota State Arts Board designated the Northwest Regional Development Commission as a Regional Arts Council. The NWRDC relies heavily on the recommendations of the Northwest Regional Arts Council, an advisory committee of the RDC, regarding arts grants and programming. Through an open nominations process, each county selects two representatives to serve on the Arts Council for a three year term. This process encourages region-wide participation on the Northwest Regional Arts Council. Three Commission members also serve on the Northwest Regional Arts Council.

The NWRDC has established policies and procedures concerning arts grants. The Northwest Regional Arts Council includes funding recommendations as an enclosure in the quarterly Commission meeting mailing. At the meeting, a formal presentation of the Northwest Regional Arts Council's recommendations is presented for approval. The NWRDC will determine if the established review procedures have been properly followed and will approve, disapprove, or table (asking the Arts Council to supply additional information) the Council's recommendations based only on its adherence to the proper procedures. If a recommendation of the Arts Council were disapproved it would be returned to the Council with specific reasons for the disapproval. The Arts council would then reconsider and forward another set of recommendations to the Commission.

The Northwest Regional Arts Council makes funding recommendations for grants based on the application's merit, applicant ability, and need for the project or program. The Commission funds only those organization or projects which have been reviewed by and recommended by the Northwest Regional Arts Council.

The NWRDC and the Northwest Regional Arts Council have also established additional linkages through the appointment of two Arts Council members to the Northwest Regional Enterprise Fund, which serves as the economic development committee of the Commission. These linkages have helped strengthen the common purposes of the Commission and the Council in the promotion of local art and culture.

May 2007

Leon Heath, Executive Director