

## Southwest Minnesota Arts & Humanities Council

1210 E. College Dr., Ste. 600, Marshall, MN 56258 • 507-537-1471 • 800-622-5284 • [smahc@iw.net](mailto:smahc@iw.net) • [www.smahc.org](http://www.smahc.org)

09 - 0629

May 15, 2009

Minnesota Legislative Reference Library  
Kim Gunderson  
645 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155-1050

Dear Kim:

Enclosed is a copy of the fiscal years 2010-2011 Biennial Plan for the use of legislative funds for the Southwest Minnesota Arts & Humanities Council, the designated regional arts council for regions 6E, 6W and 8.

Sincerely,

Greta Murray  
Executive Director

Enclosure



## Biennial Plan Cover Page

Deadline: May 15, 2009

## 1. Regional Arts Council Information

## Southwest Minnesota Arts &amp; Humanities Council

Organization legal name

Southwest Minnesota Arts &amp; Humanities Council

Name used for publicity purposes

Greta Murray

Executive Director

Executive director name

Title

507 537-1471

800-622-5284

Phone

Extension

Other phone

Extension

1210 E College Drive, Suite 600

Address

Marshall

MN

56258

City

State

Zip

Mailing address (if different)

City

State

Zip

smahc@iw.net

www.smahc.org

E-mail address

Web site address/URL

Kurt Schulz

President

Board chair name

Title

Ruth Ascher

Treasurer

Authorizing official name/title (person delegated authority to enter into agreements and accept funds for your organization)

Authorizing official address (if different from above)

City

State

Zip

41-6168522

6552740

Federal tax ID

Minnesota employer ID number

## 2. Biennial Plan Checklist

We have submitted a complete biennial plan including the items below (in accordance with the terms and conditions set forth in Minnesota Rules, Chapter 1900.2710):



Biennial plan cover page;



Mission statement; p 1



Needs assessment (must ensure input from the arts community and the arts-involved public; the components of the needs assessment shall be determined by the regional arts council and may consist of any combination of constituent meetings, focus groups, program evaluations, mail or telephone surveys, individual interviews, or other evaluative tools); p 19



Description of planning process (including a list of the steps used in developing the biennial plan and the participants involved in the biennial planning process); p 1-2



Work plan for grants, programs, and services (include a description of the grants, programs, and services available from the regional arts council and the goals and objectives of these activities as related to the needs assessment); p 5-16



Program information (describe grants and other forms of assistance available, the review criteria for evaluating grant requests, and eligibility requirements); See Attached Guidelines p 8-9



Budget (must be a total projected budget identifying all local, regional, state, and federal sources of public and private support. The budget must include the amount of the legislative arts allocation that the regional arts council will receive based on the allocation formula); p 10 & 11



Grant making and monitoring process (including the review process, the terms of the grant contract with grant recipients, the time needed and process followed in paying grant recipients, the responsibilities of grantees, and the grant monitoring process); p 4



Preliminary biennial plan public meeting date and location. p. 2

*Organizational structure items*

- ☒ Bylaws; *A tached*
- ☒ Identification of the arts experiences and background requirements for regional arts council board and arts advisory council membership; *P 1*
- ☒ Description of the regional arts council board and advisory committee nominations process (shall include a statement of the council's commitment and methods used to identify, recruit, and appoint board and council members to provide *P 1, attachments* representation from all counties);
- ☒ Description of the rotation system which will ensure replacement of regional arts council board and arts advisory council members on a regular basis; *P 1*
- ☒ Names and affiliations of all regional arts council board members, advisory council members, and staff; and *P 20-21*
- ☒ Job descriptions of the staff of the organization. *A tached*

*Items required for councils that are part of a regional development commission*

- ☐ Arts granting policy statement (describes the policies and procedures under which grants will be made, including a statement that the regional development commission agrees to fund only organizations or projects that have been recommended by its arts advisory council and that the recommendations will be based on the regional arts advisory committee's review of the applicant's artistic merit, the applicant's ability, and the need for the project or program); and
- ☐ Letter of agreement between council and fiscal agent (if applicable).

**WHERE TO SEND YOUR PLAN**

Minnesota State Arts Board  
Park Square Court, Suite 200  
400 Sibley Street  
Saint Paul, MN 55101-1928  
(651) 215-1600  
Toll free (800) 8MN-ARTS / (800) 866-2787  
FAX (651) 215-1602  
E-mail: [msab@arts.state.mn.us](mailto:msab@arts.state.mn.us)  
Web site: [www.arts.state.mn.us](http://www.arts.state.mn.us)

**IF YOU NEED HELP**

For questions about application requirements:

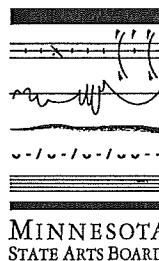
Sue Gens, Executive Director

[sue.gens@arts.state.mn.us](mailto:sue.gens@arts.state.mn.us) ..... (651) 215-1604 or (800) 866-2787

Upon request, Arts Board materials will be made available in an alternate format.

Equal opportunity to participate in and benefit from the programs of the Minnesota State Arts Board is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual orientation, or disability in admission, access, or employment.

*Funding for the  
Minnesota State Arts Board  
and its programs is provided  
by the Minnesota State  
Legislature, the National  
Endowment for the Arts,  
and private funders.*



NATIONAL  
ENDOWMENT  
FOR THE ARTS



# BIENNIAL REGIONAL ARTS COUNCIL BLOCK GRANT PLAN

## **Regions 6E, 6W and 8**

Fiscal Years 2010 and 2011

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

May 15, 2009

Kurt Schulz, President  
Paul Grupe, President-Elect  
Ruth Ascher, Treasurer  
Greta Murray, Executive Director  
Charles Carrera, Administrative Assistant  
Helene Devereaux, part-time Office Assistant

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## **Attachments:**

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

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- How would SMAHC invest constitutional funds



### **MISSION STATEMENT**

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

### **ORGANIZATIONAL STRUCTURE**

The Southwest Minnesota Arts & Humanities Council was incorporated as a 501(c)(3) non-profit organization in 1974. SMAHC has a proud history of promoting artists and arts activities throughout its eighteen-county region. Since its inception, SMAHC has been supported by membership donations from individuals businesses, organizations, schools, cities and counties. The organization is governed by an eighteen member board of directors (one representative for each of the 18 counties served) elected from the membership. Up to 3 at-large board positions may be added. Board members are elected for a three-year term. They may be re-elected for one additional three-year term. Terms expire on a rotating basis (6-7 positions per year). Press releases are sent to area media and the SMAHC membership announcing the counties for which nominations are sought. The SMAHC Nominating Committee seeks to find qualified board members who are experienced artists, arts advocates and representatives of the arts community in the region. Nominations are reviewed and nominees are interviewed by the Nominating Committee of the Board. A slate is presented by the Nominating Committee to the SMAHC Membership for voting at the SMAHC Annual Meeting. Vacancies during the year are filled by the board.

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

SMAHC has two full-time and one  $\frac{3}{4}$  time staff positions. Executive Director Greta Murray has worked at SMAHC for 25 years, the past 11 as executive director. Administrative Assistant Charles Carrera is a musician and retired music educator who has been with SMAHC for three and a half years. Part-time Office Assistant Helen Devereaux has worked at SMAHC since July 2007. (Job descriptions are attached.)

SMAHC board members and panelists help spread the word about SMAHC's resources, advocate for the arts, and serve as a conduit of information from their counties to the SMAHC office.

### **PLANNING PROCESS**

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

Over the past two years the SMAHC board held day-long strategic planning sessions in August 2007, March 2008, and April 2009 and an evening session in August 2008. Audrey Arner of Montevideo facilitated the March and August 2008 sessions. Jerry Schaefer of Ghent facilitated the April 2009 planning session. Additional planning sessions were held in conjunction with SMAHC board meetings.

Input was solicited at each grant review panel meeting, from grantees and conference attendees and during meetings with constituents over the past two years. Additional input from grantee final reports, meetings with arts organizations throughout the region, informal conversations with constituents and historical reviews of SMAHC programs and income history helped to shape our plan.

We conducted focus groups in Worthington and Willmar and 394 people participated in the survey conducted by the Forum of Regional Arts Councils and the State Arts Board. SMAHC board members have been conducting interviews with artists and organizations to solicit input. Planning will continue to be ongoing as we evaluate our current programs and look to the future needs of the region and our capacity to meet those needs.

The SMAHC Board met on April 27, 2009 to discuss, revise and approve the preliminary Biennial Plan for fiscal years 2010 and 2011 pending additional input from a public hearing scheduled for May 26, 2009. The board may further revise the biennial plan as State funding information becomes available. A press release was sent to all media in the 18-county region announcing that a public hearing on the SMAHC Biennial Plan would be held at 4:00 p.m. on May 26 in Marshall, Minnesota. An announcement was also posted on our website.

### **STRATEGIC OVERVIEW**

As we worked on our strategic planning three issues kept surfacing in all discussions: Impact, Access, Capacity. Our 2010 and 2011 goals and objectives were developed to address those issues.

### **IMPACT**

With increasing requests for limited funds it is important to us that our grants assist projects that will have a high impact in our communities. Our needs assessment reflects a decline in arts opportunities for youth. We have revised our criteria for Art Project Grants to encourage projects that incorporate a youth component.

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

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

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

## ACCESS

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

## CAPACITY

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

We are seeking ways to lessen our dependence on State funding. According to the 2007 census estimates, our region has 4,362 fewer residents than in 2000. A shift in population can have a major impact on our State allocation, but the cost of serving our constituents has not declined. We cannot control the population shift so we must look at alternate funding sources to make up the difference.

SMAHC is unique among the regional arts councils as the only membership based organization. The founders of SMAHC believed that membership should be a crucial element of our structure. It provides not only a source of revenue but is also a way of engaging our constituents. Today we continue to successfully solicit funds from cities, counties, schools, individuals, businesses and organizations. In Fiscal Year 2008 SMAHC received allocations totaling \$17,600 from all of our 18 counties. Twenty-six cities contributed \$4525. In Fiscal Year 2008, 20 schools and 335 individuals, businesses and organizations contributed a total of \$22,171 to SMAHC. With the economic downturn, the income generated from memberships in Fiscal Year 2009 has been declining, particularly from cities, counties and schools who have faced cuts in their own budgets. Projected income from memberships, city and county governments for 2010 is \$33,000. We believe a concerted effort focusing on individuals and businesses has the potential to strengthen our membership base. The SMAHC board plans to continue a strong effort to maintain or increase our membership revenue over the next two years. We intend to build lists and contacts to position ourselves for fund development in the next planning cycle. The SMAHC Finance Committee will focus on increasing board involvement and providing additional training to board members to help us reach our goal of increased membership revenue. It is important to note that local arts organizations have not expressed concerns that SMAHC is infringing on their membership base and in fact many of our local arts organizations contribute generously to SMAHC.

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

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

The SMAHC board plans to continue to work on strategic planning through the next biennium. We feel we have only been able to scratch the surface in our efforts to really plan strategically for our future. Time will be spent at board meetings as well as at least one all day session to be held during each fiscal year 2010 and 2011.

### **GRANT MAKING AND MONITORING PROCESS**

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



**SMAHC WORKPLAN  
FY2008-2009**

**SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL**

**FISCAL YEARS 2010 and 2011 STRATEGIC BIENNIAL PLAN**

**GOALS, OBJECTIVES AND ACTIVITIES**

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

**1. Invest approximately \$282,000\* over two years in arts activities in the region through existing SMAHC grant areas:**

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

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

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

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

- Enable constituents to learn from each other and specific subject matter experts through one high-quality conference per year
- Make marketing tools for artists and arts organizations available on the SMAHC website (starting with links to key local, regional and state web-based calendars)
- Highlight artist and arts organization activities in SMAHC newsletter
- Allocate 30% of Executive Director's time to provide technical assistance to artists, schools and arts organizations, including advocacy, information and referral, organization development, marketing, public relations, and career development.

\* This level is dependent on available funding.

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

**1. Increase efforts to actively and effectively connect with constituents**

- Increase use of email to disseminate information regarding grant deadlines, events, workshops and other opportunities
- With leadership from individual Board members, initiate an informational gathering in a different county every other month to expand local awareness of SMAHC programs and services
- Increase number of press releases to inform region about SMAHC activities
- Strive to make positive and productive connections and alliances with the region's 'new immigrant population'
- Re-evaluate newsletter frequency and content

**2. Enable constituents to actively and effectively connect with SMAHC**

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

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

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

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

- 1. Strengthen the organization's foundation of funding, constituent relationships and institutionalized expertise**
  - Increase staff and Board capacity to grow funds from regional sources
  - Increase paid membership by at least 10% each year
  - Facilitate retention of institutional knowledge of Board and staff by creating an updated policy manual to be incorporated into board and staff handbooks
- 2. Position current staff to achieve strategically critical activities**
  - Combine grant deadlines when possible and consider feasibility of re-aligning grant programs for more efficient use of staff and volunteer resources
  - Change the number of newsletter issues from bi-monthly to quarterly
  - Ensure that annual celebration is designed and implemented by Board members and volunteers with minimal staff involvement.
  - Maintain detailed calendar of staff tasks
- 3. Enable Board of Directors to effectively engage in internal and external Board work**
  - Create annual calendar of SMAHC activities and Board tasks
  - Develop "job description" for Board members
  - Incorporate ongoing education related to key Board functions into monthly Board meetings
  - Facilitate board and volunteer training to increase pool of technical assistance providers
- 4. Continue to evaluate our resources as they evolve and commit to ensuring the continuing vitality of our SMAHC legacy**
  - Conduct an annual Board and Staff retreat and devote two board meetings/year to facilitate organizational evaluation and adjust strategic plan as needed
  - Evaluate programs and make modifications as appropriate
  - Solicit input from all grant applicants
  - Annual survey via website to encourage additional input from constituents
  - Conduct focus groups to solicit additional input regarding impact of SMAHC programs & services and unmet needs in the region

## SMAHC WORKPLAN PROGRAM INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

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

**Prairie Disciple Award:** One award is made each year to recognize an individual whose activities have best aided in the development of the arts in the SMAHC region. Nominations are reviewed by the SMAHC Individual Artist Grant Review Panel who makes recommendations to the Board of Directors. Recipients receive a plaque recognizing their achievements, a \$500 award, and are recognized at the SMAHC Annual Celebration and through regional media.

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

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

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

**Arts in Education and Communities:** Grants are available to arts organizations and schools for educational projects that involve students, educators and the community in a significant way. Two rounds per year. These grants are reviewed by a panel of volunteers who make recommendations to the full SMAHC Board. Two categories under this

program are Field Trips and Artists in Residence. **Field Trips:** Grants of up to \$600 available for field trips to high quality professional arts activities not available locally. Must involve the community in a significant aspect of the project.. **Artists in Residence:** Grants of up to \$2,500. All projects must include a minimum of 4 hours artist contact time with a core group of students and must involve the community in a significant aspect of the project. Applications from schools are strongly encouraged to include an educator-training component. Prepackaged theatre residencies are limited to \$750 grant.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# SMAHC FY2010 & FY2011 Draft Budgets

Based on 15% reduction from State, figures represent one fiscal year.

	<u>Budget General Funds</u>	<u>Budget McKnight Funds</u>	<u>Budget State Allocation</u>	<u>Total Budget without Legacy Funds</u>	<u>Budget Legacy Funds</u>	<u>Total Budget with Legacy Funds</u>
Memberships	\$19,000			\$19,000		\$19,000
County & City Contributions.	\$14,000			\$14,000		\$14,000
Interest Income	\$6,000			\$6,000		\$10,440
Grant Income	\$650	\$58,500	\$169,776	\$228,926	\$444,092	\$673,018
Fundraising Event	\$6,000			\$6,000		\$6,000
Miscellaneous	\$1,500			\$1,500		\$1,500
Fiscal Agent Fee for Forum	\$3,600			\$3,600		\$3,600
Reserves from prior fiscal year	\$16,438			\$16,438		\$16,438
Forum Grant: Fiscal Agent Pass Through			\$10,000	\$10,000		\$10,000
<b>TOTAL INCOME</b>	<b>\$67,188</b>	<b>\$58,500</b>	<b>\$179,776</b>	<b>\$305,464</b>	<b>\$448,532</b>	<b>\$753,996</b>
Staff Salaries	\$39,891	\$11,000	\$40,000	\$90,891	\$46,662	\$137,553
Employee Benefits	\$9,788	\$2,300	\$9,676	\$21,764	\$6,930	\$28,694
Staff Travel		\$1,000	\$3,000	\$4,000	\$2,000	\$6,000
Volunteer Travel	\$2,400	\$1,200	\$3,900	\$7,500	\$1,000	\$8,500
Telephone	\$300		\$2,100	\$2,400	\$800	\$3,200
Postage	\$1,105	\$65	\$800	\$1,970	\$700	\$2,670
Duplicating & Printing	\$1,265	\$35	\$600	\$1,900	\$2,000	\$3,900
Rent	\$1,419	\$400	\$5,000	\$6,819	\$3,340	\$10,159
Supplies	\$700		\$1,000	\$1,700	\$500	\$2,200
Contracted Services	\$700	\$2,000	\$1,300	\$4,000	\$120,000	\$124,000
Memberships, Subscript.	\$720			\$720	\$900	\$1,620
Professional Development	\$400			\$400	\$600	\$1,000
Funding of Local Projects	\$1,200	\$38,000	\$102,000	\$141,200	\$239,500	\$380,700
*Purchase of Fixed Assets				\$0	\$8,000	\$8,000
Miscellaneous Expense	\$200			\$200		\$200
Advertising	\$200			\$200	\$12,000	\$12,200
Investment Fees Expense	\$1,200			\$1,200	\$400	\$1,600
Insurance Expense	\$1,700		\$400	\$2,100	\$200	\$2,300
Fundraising Event Expense	\$4,000			\$4,000		\$4,000
SMAHC Conference Expense		\$2,500		\$2,500	\$3,000	\$5,500
Forum Grant: Fiscal Agent Pass Through			\$10,000	\$10,000		\$10,000
<b>TOTAL EXPENSES:</b>	<b>\$67,188</b>	<b>\$58,500</b>	<b>\$179,776</b>	<b>\$305,464</b>	<b>\$448,532</b>	<b>\$753,996</b>
Expenses Allocated by Function						
<b>Grants</b>	\$1,325	\$49,962	\$145,515	\$196,802	\$293,832	\$490,634
<b>Non-Grant Programs &amp; Services</b>	\$31,923	\$6,138	\$34,261	\$72,322	\$154,700	\$227,022
<b>Total Programs:</b>	\$33,248	\$56,100	\$179,776	\$269,124	\$448,532	\$717,656
<b>General Administration/Strategic Planning</b>	\$24,604	\$2,400		\$27,004		\$27,004
<b>Fund Raising &amp; Membership</b>	\$9,336			\$9,336		\$9,336
<b>Total Administrative Services:</b>	\$33,940	\$2,400	\$0	\$36,340	\$0	\$36,340
<b>Total Expenses:</b>	<b>\$67,188</b>	<b>\$58,500</b>	<b>\$179,776</b>	<b>\$305,464</b>	<b>\$448,532</b>	<b>\$753,996</b>

# Draft 2010 & 2011 SMAHC FUNDING OF LOCAL PROJECTS with Legacy Funding

	Draft 1 year Total Budget	Draft 1 year Legacy \$ only	Draft 1 year Total Budget	Proposed FY10 & 11 McKnight Budget	Proposed FY10 & 11 MSAB Budget	Proposed FY10 & 11 General Budget	Proposed FY10 & 11 Legacy \$ only	Proposed FY10 & 11 Total Budget
ART PROJECT GRANTS:	\$82,000	\$68,000	\$150,000		\$82,000		\$68,000	\$150,000
PUBLIC ART PROJECTS:	\$0	\$30,000	\$30,000				\$30,000	\$30,000
ARTS & LEARNING GRANTS:	\$28,000	\$14,000	\$42,000	\$9,500	\$18,500		\$14,000	\$42,000
ART STUDY OPPORTUNITY FOR EDUCATORS:	\$0	\$12,500	\$12,500				\$12,500	\$12,500
ARTS IN EDUCATION CAPITAL GRANTS:	\$0	\$20,000	\$20,000				\$20,000	\$20,000
TOTAL ARTS IN EDUCATION GRANTS:	\$28,000	\$46,500	\$74,500	\$9,500	\$18,500		\$46,500	\$74,500
INDIVIDUAL ARTISTS GRANTS:								
Development Grants @ \$1000:	\$5,000	\$2,000	\$7,000	\$5,000			\$2,000	\$7,000
Career Grants @ \$2500:	<u>\$10,000</u>	<u>\$7,500</u>	<u>\$17,500</u>	<u>\$10,000</u>			<u>\$7,500</u>	<u>\$17,500</u>
Total Development & Career Grants:	\$15,000	\$9,500	\$24,500	\$15,000			\$9,500	\$24,500
Study Grants @ \$500:	\$2,000	\$500	\$2,500	\$2,000			\$500	\$2,500
Prairie Star Award:	\$1,000	\$1,000	\$2,000	\$500			\$1,000	\$1,500
Prairie Disciple Award:	\$500	\$500	\$1,000	\$1,000			\$500	\$1,500
TOTAL INDIVIDUAL ARTISTS GRANTS:	\$18,500	\$11,500	\$30,000	\$18,500			\$11,500	\$30,000
CULTURAL BANK INSURANCE:	\$1,200	\$2,000	\$3,200			\$1,200	\$2,000	\$3,200
LOCAL ARTS ORGANIZATION DEVELOPMENT GRANTS:								
Challenge Grants:	\$2,000	\$2,500	\$4,500	\$2,000			\$2,500	\$4,500
Local Arts Development Grants:	\$8,000	\$17,000	\$25,000	\$6,500	\$1,500		\$17,000	\$25,000
Arts Organization Networking Grants:	\$1,500	\$2,000	\$3,500	\$1,500			\$2,000	\$3,500
GENERAL OPERATING SUPPORT GRANTS:		\$30,000	\$30,000				\$30,000	\$30,000
CAPITOL GRANTS:		\$30,000	\$30,000				\$30,000	\$30,000
TOTAL LOCAL ARTS ORGANIZATION DEVELOPMENT GRANTS:	\$11,500	\$81,500	\$93,000	\$10,000	\$1,500		\$81,500	\$93,000
<u>TOTAL FUNDING OF LOCAL PROJECTS:</u>	<u>\$141,200</u>	<u>\$239,500</u>	<u>\$380,700</u>	<u>\$38,000</u>	<u>\$102,000</u>	<u>\$1,200</u>	<u>\$239,500</u>	<u>\$380,700</u>

## **SMAHC Work Plan for use of McKnight Funds**

### **I. Capacity Building**

**Need:** Due to the recession, interest income continues to decline, donations from cities and counties are decreasing, and our State general allocation for the next biennium will likely to be cut at least 10% and possibly more. At this point we don't know when or if funds from the Legacy Amendment might be available to us. Income from memberships and donations continues to be an important part of our funding stream. Membership increased by 23% in fiscal year 2008. Although we have seen a decrease in total donations to date this year, many individuals, businesses, organizations and schools have increased their contributions, spurred by the matching grant from the McKnight Foundation over the past two years. We also continue to attract new members. We have earned the \$5,000 challenge match in both fiscal years.

It is essential for SMAHC to continue our efforts to expand our funding base from other sources in order to provide increased financial stability. If Legacy Amendment funds do become available to us, we must still continue our efforts in order to enable us to invest in our future.

#### **Goal:**

- Increase SMAHC membership base by 10% each year of the biennium

#### **Strategies:**

1. The potential of matching funds from McKnight provides us with a tool to invigorate our membership campaign. Board members have taken an active role in soliciting new memberships and they report that the matching grant from McKnight serves as a crucial added incentive. A well publicized matching membership program also provides SMAHC the opportunity to demonstrate to our constituents how to effectively conduct and promote a successful campaign.

We are asking McKnight to continue to match new and increased contributions to SMAHC up to \$5,000/year.

### **II. Strategic Planning**

**Need:** We are faced with the challenge of rethinking how we serve our constituents with the very real possibility of a major increase in funding through the Legacy Amendment. The possibilities are exciting. SMAHC has identified a need to continue short range and long range strategic planning. There is a strong interest from board members to expand our strategic planning efforts.

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

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

\$2,000/year is requested for strategic planning.

### **III. Efforts Aimed at Individual Artist Development**

**Need:** Artists are the greatest resource of our region. Without artists we would not be able to carry out our mission. Lack of financial resources is a barrier for many artists. Artists trying to earn a living with their art are tempted to compromise their work to appeal to the market. Many individual artists in our rural region experience a profound sense of isolation. They are frustrated by the lack of recognition and



appreciation for artists in rural communities as well as the lack of financial opportunities.

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

**Strategies:**

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

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

The Individual Artists Grants program is divided into five components:

- **Study Opportunity Grants** of \$500 for study opportunities for artists of all stages of development. This component has two deadlines per year. Adult artists benefit from the opportunity to take advantage of workshops and classes in their field. Adult artists are eligible to apply for both a study opportunity grant and a development or career grant in the same time period. There is an increased need for this program for younger artists. Study Opportunity Grants awarded to students are often life changing.
- **Development Grants** of \$1000 grants are available for project funding for emerging artists who have not received significant regional recognition. This program has one deadline per year. Students are not eligible.
- **Career Grants** of \$2500 available for artists who have received significant regional recognition. This program has one deadline per year. Students are not eligible.
- **Prairie Star Award** of \$1000 serves to show the public the high esteem we hold for outstanding artists in our region and serves as an inspiration to other artists. Artists must be nominated for this award. Recipients of this award are held to a high standard. If nominations do not meet the highest standard, no award will be made. One award is given per year.
- **Prairie Disciple Award** of \$500 for one significant arts advocate who has developed opportunities for area artists. Individuals must be nominated for this award. The Prairie Disciple Award honors and encourages those who devote significant portions of their lives to the development of artists and arts activities in our region. This award has increased the good will and local support of these persons, much needed in our reticent communities. One award is given per year.

**2. Information & Referral for Artists:** For many artists SMAHC serves as a source of information and encouragement as well as a financial resource. Through our contact with other organizations and businesses both within and outside of our region we are able to provide a referral service to connect artists with opportunities.

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

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

**Need:** Healthy arts organizations are necessary to provide opportunities and employment for artists. We continue to see new local arts organizations forming as well as existing arts organizations struggling to meet the needs of their communities. The majority of these organizations are run entirely by volunteers. In many communities these organizations must compete with other non-profits, schools, hospitals and churches for the limited resources available (both for volunteers and funds). New organizations and existing organizations have a need for financial resources as well as information. In an all volunteer organization, board turn over often means a need for continuous training. Many of the new organizations are struggling with basic issues such as board development, funding and access to information. Established organizations are suffering from burn out and are struggling to develop new leadership and attract and train new board members.

**Goals:**

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

**Strategies:**

**1. Local Arts Development Grants** of up to \$4,000 for organizational management projects that will have a long-term impact on an organization's stability or development. Examples of eligible activities include filing fees and costs for obtaining non-profit status, training of staff or board members at workshops, hiring consultants, developing new arts programs and services, purchasing equipment and start up costs for new staff positions. These grants require a 50% cash match from the organization. Recent projects have included purchase of sound equipment by the Prairie Arts Continuum in Windom and the Little Theatre in New London, updating the Willmar Area Arts Council's website and artist registry, equipment purchases for the Marshall Area Fine Arts Council and the Milan Village Arts School.

**2. Challenge Grants:** This program matches new or increased memberships for local arts organizations. It provides an incentive to the community for increased giving and helps local organizations increase their membership base. A small grant of \$500 can result in income of \$1,000, and the potential that the new members may renew their contribution in future years. The number of requests for Challenge Grants has increased since SMAHC has been conducting its own membership campaign with the help of a McKnight Challenge Grant.

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

**4. Information & referral for local arts organizations:** SMAHC serves as a source of information and encouragement as well as a financial resource. Through our contact with other organizations, communities and artists both within and outside of our region we are able to provide a referral service to connect arts organizations with opportunities. SMAHC maintains a library of resource material on various topics for arts organization development.

SMAHC staff is available to meet with organizations to provide personalized technical assistance. Examples include facilitation of long range planning, mediation with a board chair and executive director, reviewing basics of non-profit responsibilities and requirements, assistance in developing by-laws and mission statements. The SMAHC executive director, accompanied by a board member, will conduct

county technical workshops that will include grant writing, program overview, general information & referral on topics of interested identified for that county.

\$11,000 is committed to programs for local arts organizations to strengthen their ability to provide opportunities for artists.

## **V. Efforts Aimed at Arts in Education and Communities**

**Need:** There is a critical need for arts programming for youth in our communities and schools. The lack of younger people participating in or attending arts activities is a major concern. Professional artists are in need of employment opportunities. In many cases artist residencies in the schools are the only opportunity young people have to be exposed to the arts.

**Goal:** To provide opportunities for students to learn from professional artists.

### **Strategy:**

**1. Arts and Learning Grants:** The program provides matching grants up to \$2500 to area schools and local arts organizations. In order to assure that these projects have a lasting impact, all projects funded through our Arts and Learning program must have a well-defined community component and a significant training element for school instructors.

\$9,500 is requested for Arts in Education programs.

## **VI. Conferencing Component**

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

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

### **Strategy:**

**1. Hold a minimum of one conference per year.** Conferences continue to serve as a valuable method of providing access to experts in the field and opportunities for networking. We will continue to collaborate with other arts organizations in state (the Minnesota State Arts Board, COMPAS, the Forum of Regional Arts Councils of Minnesota, Springboard for the Arts, FORECAST) to conduct conferences for our constituents. The nature of the costs will be to provide keynote speakers, impanel local experts, subsidize the paperwork of the conference, such as conference packets and advertising and offset costs for participants. We will continue to enlist the aid of a local arts organization host for our conferences when possible. The host organization provides input into the conference content, arranges for a facility and food, set-up and take-down, local entertainment and general hosting duties at the conference.

A committee of SMAHC board members and members of the host organization determines the conference topics. Current plans are to conduct conferences for individual artists.

**Individual Artists:** Artists have expressed a need to connect with other artists, talk about their work with their peers, and get information on marketing and portfolio development. SMAHC currently has several artists on our board who will take an active role in designing conferences for artists.

Request: \$2,500/year for conference expense, primarily for the hiring, travel and per diem of conference presenters and to offset costs for participants.

## **VII. Administration**

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

### **PROPOSED BUDGET FOR MCKNIGHT FOUNDATION ARTS FUNDING**

#### **Southwest Minnesota Arts & Humanities Council**

#### **Fiscal Years 2010 and 2011**

	<u><b>FY2008</b></u>	<u><b>FY2009</b></u>	<u><b>Total Request</b></u>
<b>Individual Artists Program:</b>	<b>\$18,500</b>	<b>\$18,500</b>	<b>\$37,000</b>
<b>Local Arts Organization Development Program:</b>	<b>\$11,000</b>	<b>\$11,000</b>	<b>\$22,000</b>
<b>Arts in Education &amp; Communities Program:</b>	<b>\$ 9,500</b>	<b>\$ 9,500</b>	<b>\$19,000</b>
<b>Conference Expense:</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 4,000</b>
<b>Capacity Building:</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$11,000</b>
<b>Strategic Planning:</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 4,000</b>
<b>Administration:</b>	<b><u>\$10,000</u></b>	<b><u>\$10,000</u></b>	<b><u>\$20,000</u></b>
<b>Total McKnight Plan:</b>	<b>\$58,500</b>	<b>\$58,500</b>	<b>\$117,000</b>

**DEMOGRAPHICS:** The eighteen counties served by the Southwest Minnesota Arts and Humanities Council include: Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift and Yellow Medicine. The southwest eighteen counties of Minnesota contain about 5.38 percent of the population according to the 2007 census estimates and 15.18 percent of the landmass of Minnesota. The SMAHC area includes three regional development commissions, 6E, 6W & 8.

- The largest city in the eighteen county area of SMAHC is Willmar, which has a population of 19,040.
- Three cities, Worthington, Marshall and Hutchinson have populations in the 11,000 to 14,000 range.
- Two thirds of the cities in the region have a population of less than 1,000 people (43% have less than 500 people.)
- Twenty-two percent of the cities in the region have a population between 1,001 and 3,000.

Although the 2000 census figures showed a 1% increase in population from 1990, estimates for 2007 show a 1.52% decrease in population from 2000 to 2007.

- While the white population has decreased slightly; the minority population has increased throughout the region.
- Minority populations have grown to 18.3% in Willmar, 29.7% in Worthington and 11.3% in Marshall.

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

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

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

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

There is one state university:

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

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

- Four years ago most arts organizations had budgets ranging from \$7,500 to \$30,000 annually. Recent figures show more organizations with budgets ranging from \$10,000 to \$60,000/year.
- Four arts organizations (Milan Village Arts School, Marshall Area Fine Arts Council, Willmar Community Theatre) have annual budgets higher than \$70,000/year.
- With the exception of SMAHC, nine arts organizations have paid part-time staff – none have full-time positions. (Willmar Community Theatre, Marshall Area Fine Arts Council, Dawson-Boyd Arts Association, Willmar Area Arts Council, Business, Arts & Recreation Center in Windom, Milan Village Arts School, Nobles County Arts Center.)

There has been evidence of growth in arts facilities in some areas and decline in other areas over the past decade.

- Fairly new or recently renovated Performing Art Centers are located in Willmar, Pipestone, Worthington, Windom, Redwood Falls, Dawson, Jackson, Marshall

- Visual Art Exhibit/Gallery Spaces are located in Willmar, Windom, Worthington, Luverne, Montevideo, Marshall. Walnut Grove & Hutchinson no longer have a permanent space for visual art exhibits. Exhibits are regularly set up in temporary spaces in Redwood Falls, Tyler, Granite Falls, Tracy.

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

- Friends of the Arts in Renville County, Prairie Arts Continuum in Windom, Fine Arts Council of Tracy, Tatanka Arts in Redwood Falls, Granite Falls Arts Council, to name a few.

There are three regional orchestras in the region:

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

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

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

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

- The Willmar Area Arts Council sponsors a “Studio Hop” in June,
- Artists along the Minnesota River from Clinton to Granite Falls hold an “Arts Meander” in the fall

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

- Demand by field (# of applicants, \$ requested)
- Staff and Board Interviews with Local Arts Organizations (ongoing)
- Written evaluations by SMAHC volunteer evaluators
- Written final reports by grant applicants
- Comments relayed to SMAHC Board and Panelists (19 Directors, 21 Panelists)
- Program review & evaluation conducted by SMAHC Grant Review Panelists at each of their meetings  
(Organization Grant Review Panel - 4 meetings, Individual Artist Grant Review Panel - 2 meetings,  
Arts & Learning Grant Review Panel – 4 meetings)
- Conference evaluation results: SMAHC Workshops for Arts Organizations (August 2007 and June 2008), SMAHC/State Arts Board Arts in Education Workshop (February 2009.)
- Unsolicited comments and requests for information received via phone and in person.
- Comments solicited at SMAHC informational meetings held throughout the region and 10 grant workshops conducted in the SMAHC office.
- Constituent surveys completed on SMAHC website or mailed with newsletter.
- Constituent surveys conducted jointly by State Arts Board & Forum of Regional Arts Councils.
- Focus groups.
- Surveys of SMAHC board members.
- Staff recommendations regarding program usage and direction.

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

**LIST OF NEEDS IDENTIFIED** (numerical order is not significant):

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

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL  
**Board of Directors Affiliations**

**Deb Larson, Ortonville** (Big Stone County): artist; works with many arts organization on community arts projects such as mural painting, theatre scene painting, Sesquicentennial Celebration Project, Project Manager for Big Stone County Fair art display; Art Meander, helped organize workshops for artist in Big Stone County; Big Stone Arts Council member; experience in business and counseling; Elected 02/07

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

**Paul Grupe, Jackson** (Jackson County): instrumental teacher at Jackson County Schools. He has a Bachelor of Music degree with an emphasis in vocal, band and classroom music; theater/musical director for many Jackson County Arts Guilds productions; served on the State Music Educators Board for 2 years and the State Music Listening Board for 8 years; recently spent a year as Community Education Director; brought the Minnesota Orchestra, a pianist, Skyline Citizen and Emerald Tide Dancers to the new Jackson auditorium. Elected 09/07

**Monica Villars, Willmar** (Kandiyohi County): art teacher at the Willmar Area Learning Center and co-founder and board president of DEMO ([www.demo-inc.org](http://www.demo-inc.org)), a rural art center located in a historical building (formerly the Svea Schoolhouse) with a special passion for engaging at-risk youth in the arts and community. "DEMO Stands for Developing, Exploring & Maintaining Originality Thru the Arts;" served on SMAHC grant review panels; worked 12 years with the Perpich Center for Arts Education in the Quality Teaching Network; organized and carried out about a dozen Artist in Residence programs over the years. Elected 11/08

**Deb Meyer, Madison** (Lac qui Parle County): Local community theater board member; choir member; works as an arts fundraiser; works with the local arts organization, Lac qui Parle Players; volunteer for Chamber of Commerce community events; work experience in budget and management, registered nurse. Elected 12/07

**Roberta Trooien, Hendricks** (Lincoln) retired classroom teacher of literature and composition; musician, plays bass and mandolin in bluegrass band; sing in an a capella vocal quartet; directed children's and high school church choirs and served as church organist; accompanist for Lake Benton Opera House productions; served on the Hendricks Arts Council, and the Norwegian Heritage Committee (formerly the Syttende Mai Committee); secretary of the Hendricks Hospital Auxiliary; Elected 12/07

**Linda Grong, Marshall** (Lyon County): Audiologist; Founding member and past president of Prairie Home Hospice and KIDS, past school board member, current board member of SMSU Campus Religious Center. Arts Advocate and supporter, avid gardener. Elected 04/06

**Kurt Schulz, Glencoe** (McLeod County): Actor/Writer, Co-founder of the 4 Shadow Theatre Company; served on the board of the Magnolia Musical Theatre Company, Minneapolis; Elected 05/05

**Barbara Kay, Dassel** (Meeker County): retired music teacher; taught at the elementary, middle school and high school levels; Chair of the Music Department and the District Arts Department; participated in local plays and local performing groups as well as the Dassel Leikerring (a Norwegian folk dance group); church choir director; community choir director; Elected 12/10

**Chad Felton – Slayton** (Murray County): Choir director and teacher at Murray County Central Schools. Member of Prairie Oasis Theatre and Slayton Concert Association boards; directs summer musical theatre productions. Elected 06/06

**Ellen Copperud, Worthington** (Nobles County): retired teacher of language arts; involved in the literary arts including coaching the speech team, directing one act and three act plays, and organizing field trips to theatre and



other arts events; current member of the board of directors of the Historic Dayton House; on the Liberal Arts Advisory Board at Minnesota West Community College. Elected 11/08

**Bronwyn Jones, Pipestone** (Pipestone County): Singer/Soloist, Opland Singers, Pipestone, MN; Pipestone Performing Arts Center Board Member; Church Music Committee Member; actor. Elected 10/05

**Joel McKinney, Walnut Grove** (Redwood County): sculptor, painter, and educator/mentor; teacher in the public schools as well as an educator in higher education; owner of Blackhawk studios ([www.blackhawk-studios.com](http://www.blackhawk-studios.com)); and a founding member of Tatanka Arts ([www.tatankaarts.org](http://www.tatankaarts.org)) in Redwood Falls. He has extensive expertise in teaching art, desktop publishing, multi-media, and web design classes; long time member of SMAHC and has served on many SMAHC grant review panels. Elected 11/08

**Jerry Ostensoe, Sacred Heart** (Renville County): musician; singer/songwriter in SW Minnesota for over 40 years; artist in residence in K-12 schools; SMAHC grant recipient and former SMAHC grant panelist; Elected 12/07

**John Radley, Luverne** (Rock County): professional piano tuner; performs with various community vocal groups; Elected 06/23

**Sydney Masee, Appleton** (Swift County) artist and quilter; behind the scenes assistant in theatre productions; active in many community organizations; board member, Appleton and Lac qui Parle Valley School; board chair, Appleton Area Health Services; Elected 09/07

**Tamara Isfeld, Granite Falls** (Yellow Medicine County): Visual Artist; Art teacher in the Renville County West Schools; started Art Club for students in grades 9-12; planning committee member for the Meander/Upper Minnesota River Valley Art Crawl. Elected 06/04.

**Ruth Ascher, Canby** (At-large): Executive Director of the United Way of Southwest MN; Musician, organist; Former president of the "Friends of the Smoky Hills Museum;" Moved to Southwestern MN a few years ago; Shares responsibility for the church music at her church in Canby. Ruth and her husband have been long-time art patrons in their previous community and are anxious to become involved in the arts here in Southwestern MN; Elected 10/04.

**Ardie Eckardt, Odessa** (At-Large): Former Milan Village Arts School coordinator and past board member. Former free-lance graphic designer. Primarily interest is currently in book arts. Former board member of the MN Women's Golf Association and the Auxiliary of the MN Arboretum. Elected 02/07

## **SMAHC STAFF**

### **Executive Director – Greta Murray**

1998 to present. SMAHC Administrative Assistant, 1984 – 1998.

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

### **Administrative Assistant – Charles Carrera**

2005 to present. Affiliations: Music Teacher (Retired), Vocal/Instrumental; Former Director of the Marshall Area Men's Chorus, church musician, choir director and church accompanist; Past member, Marshall City Band; Former Executive Director, Marshall Area Fine Arts Council. Formerly taught computer classes through Adult Basic Education, conducted workshops and consulting in music technology, office productivity, and web page development.

### **Part-time Office Assistant – Helen Devereaux**

July 2008 to present.



# **BYLAWS OF THE SOUTHWEST MINNESOTA ARTS AND HUMANITIES COUNCIL**

Original By-Laws are on file in the SMAHC office

1. As revised by action of the Board of Directors on November 20, 1978
2. As revised by action of the Board of Directors on January 17, 1983
3. As revised by action of the Board of Directors on May 16, 1983
4. As revised by action of the Board of Directors on June 9, 1986
5. As revised by action of the Membership on October 26, 1991
6. As revised by action of the Board of Directors on January 18, 1993
7. As revised by action of the Board of Directors on April 18, 1994
8. As revised by action of the Board of Directors on March 24, 2003
9. As revised by action of the Board of Directors on September 27, 2004
10. As revised by action of the Membership on October 30, 2004

## **Article I – Membership**

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

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

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

**1.4 Annual Meeting** – The membership shall hold its annual meeting at a place within the SMAHC service area at a time to be determined by the Board of Directors and given in written notice mailed to all members at least thirty days before the meeting. The members shall receive reports and shall conduct such business as may come before the meeting.<sup>9</sup> Ten percent of the current members in good standing present in person or by proxy shall constitute a quorum. The members present at any meeting may adjourn the meeting to a time and place agreed upon by a majority of the members present despite the absence of a quorum.

**1.5 Election of Directors** – The task force members shall elect preliminary directors whose terms expire on January 1, 1976. The President shall appoint a nominating committee of not less than five members to solicit candidates for open board positions.<sup>9</sup> The permanent directors, hereafter referred to as directors, shall be elected by the members at the annual meeting of the Council. Nominations may also be made from the floor at the annual meeting, but only if the prior consent of the nominee is obtained. Any member may make a nomination from the floor.

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

## Article II – Board of Directors

**2.1 Size and Term of Office** – The Board of Directors shall consist of 13 to 21 directors<sup>10</sup>, elected by the membership, and such ex officio directors as the Board may designate. Ex officio members of the Board of Directors shall not be allowed to vote. It is SMAHC's goal that each county is represented on the board of directors. There shall be no restriction because of gender, race, religious preference, national origin, color, creed, marital status, status with regard to public assistance, sexual orientation, or disability.<sup>10</sup> The term of office of a director elected by the members shall be three years or until a successor shall be chosen, except that the preliminary Board of Directors shall serve until their successors are elected and qualified and the first Board of Directors shall have terms of office of one, two and three years, as determined by lot, to establish a rotation method by which the terms of approximately one third of the members of the Board shall expire each year. The terms of the Directors shall expire on the 1<sup>st</sup> of January immediately following the period of their term or as soon thereafter as their successors shall be elected and qualified.

**2.2 Election and Qualification** – Except for ex officio directors, the directors whose terms expire each year shall be elected from and by the membership as provided in Section 1.5 of these Bylaws. No director shall serve for more than two consecutive full terms. Unnotified absence from two (2) consecutive meetings or absence from more than 50% of the meetings of the board of directors in any one (1) year shall constitute good cause for the removal of a director from the Board of Directors.<sup>8</sup>

**2.3 Powers and Duties** – The Board of Directors shall have and exercise all of the usual powers and duties of the Board of Directors of a business corporation including the immediate government and direction of affairs of the Council. Within the provisions of these Bylaws, the Board shall make all rules and regulations which it deems necessary or proper for the government of the Council, and for the due and orderly conduct of its affairs and the management of its property. The Board may fill any vacancies on the Board for the remainder of the term in question. The Board shall have the power to remove any members of the Board for good cause shown.<sup>8</sup>

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

- An Executive Committee may be appointed by the Board from the officers and Directors of the Board. The Executive Committee shall have and exercise in the intervals between meetings of the Board of Directors all the powers of the Board which may lawfully be delegated in the management of the business and affairs of the Council or such lesser powers as may be specified from time to time by vote of the Directors. The Board shall establish quorum standards. The Executive Committee shall meet at the call of its Chairman or the President.<sup>3</sup> All actions of the Executive Committee shall be subject to review by the Board of Directors at its next meeting.<sup>9</sup>

**2.5 Meetings** – The Board shall meet at least four times per year and at such other times as it deems appropriate. A total of six board members must be present to constitute a quorum.

Notice of all regular meetings of the Board shall be mailed by the Secretary at least five (5) days before the meeting.<sup>9</sup> The Board may act without a meeting by two-thirds (2/3) majority action in writing signed by all members of the Board. Business shall be transacted by a majority vote at any properly convened meeting of the Board.

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

**2.7 Nominations** – Prior to any election of directors at a meeting of the members, a Nominating Committee chosen by the President for a period of one year shall submit nominations for positions open. The Nominating Committee shall nominate one person for each position open. The Nominating committee shall attempt to keep a balance of arts interests represented on the Board.<sup>9</sup> Directors also may be nominated from the floor but only if prior consent of the nominee is obtained.

**2.8 Liability of Directors, Officers and Committee Members** – As stated in the Articles of Incorporation for this corporation, the directors, officers and committee members of this corporation shall not be personally liable to any extent whatsoever for any debts or obligations of this corporation. In addition, pursuant to Minnesota Statutes Section 317A.257, no director, officer or committee member who serves this corporation shall be held civilly liable for any act or omission by that director, officer or committee member if that act or omission was in good faith, was within the scope of the person's responsibilities as director, officer or committee member and did not constitute willful or reckless misconduct. The corporation shall provide a defense for any of its directors, officers or committee members who are sued for acts or omissions within the scope of their duties as director, officer or committee member so long as such act or omission was taken in good faith, was within the scope of the person's responsibility as a director, officer or committee member and did not include willful or reckless misconduct. The corporation shall indemnify any director, officer or committee member to the extent of any damages actually recovered for any act or omission taken by any director, officer or committee member provided such act or omission was taken in good faith and in the scope of that person's duties and did not constitute willful or reckless misconduct. Such protection shall inure to any and all directors, officers or committee members of this corporation so long as and to the extent they continue to serve the corporation without compensation other than reimbursement for expenses actually incurred on behalf of the corporation all in accordance with Minnesota Statutes Section 317A.257.<sup>7</sup>

### **Article III – Officers**

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

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

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

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

#### **Article IV – Grant-making**

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

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

#### **Article V – General**

**5.1 Seal** – The Council shall have no seal.

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

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

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

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

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

## **RESPONSIBILITIES OF A SMAHC BOARD MEMBER**

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

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

### **AT THE REGIONAL LEVEL, BOARD MEMBERS ARE EXPECTED TO:**

1. Attend and play an active role in all SMAHC meetings.
  - a. SMAHC board meetings are usually held on the fourth Monday of the month seven times a year. The staff prepares a packet of information that is sent to each board member prior to each meeting. It is crucial that board members understand this information and come to the meetings prepared to discuss and act upon it.
  - b. SMAHC's annual meeting is usually held in October.
  - c. Occasionally special meetings or planning sessions are called to handle business too lengthy for regular board meetings. Full day planning meetings are usually scheduled for a Saturday in August and/or February.
  - d. Conferences and workshops for constituents are held at various times throughout the year. SMAHC generally conducts a minimum of one workshop or conference per year.
  - e. Board members will comply with SMAHC's Conflict of Interest Policy.
2. Play an active role in the administration and development of the organization.
  - a. Board members **must be members of SMAHC** and are called upon to take an active role in the annual membership and fund drive as well as the annual fund raising event.
  - b. Board members serve on committees---some ad hoc, others standing. Committee meetings may be scheduled for those months without a board meeting. Committee meetings may also be scheduled between 5 and 7 p.m. on the day of board meetings. Some committee meetings are held via telephone conference call.

### **AT THE COUNTY LEVEL, BOARD MEMBERS ARE EXPECTED TO:**

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



# Southwest Minnesota Arts & Humanities Council

## Application/Nomination Form

### Board of Directors

1. Name of Nominee: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Zipcode: \_\_\_\_\_ County: \_\_\_\_\_

Telephone Number (daytime):\_(\_\_\_\_\_)\_\_\_\_\_ evening):\_(\_\_\_\_\_)\_\_\_\_\_

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

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

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

☐ visual arts

☐ music

☐ literature/writing

☐ theatre

☐ dance

☐ film/video

#### Education Community

☐ Public Schools

☐ Private Schools

☐ Elementary Education

☐ Classroom Teacher

☐ Secondary Education

☐ Higher Education

☐ School Administration

☐ Parent

☐ Arts Teacher

☐ Student

#### Arts Community

☐ Arts Funder/Audience

☐ Arts Organization

☐ Artist

#### The Community-at-Large

☐ Business/Finance

☐ Media/Communications

☐ Politics/Advocacy

☐ PR/Marketing

☐ Law

☐ Fundraising

#### Other Information

☐ SMAHC member

☐ SMAHC Grant Review panelist

☐ Previous SMAHC service (please elaborate) \_\_\_\_\_

:: :: :: Please complete both sides of the application/nomination form :: :: ::

3. What other background makes the nominee a strong candidate for a position as a board member? (For example, what other volunteer positions, applicable work and educational experience, or board positions has the nominee held?)
4. Why is the nominee interested in a SMAHC board position?
5. What arts activities has the nominee attended (A), supported (S) or participated (P) in the last year?
- |             |                     |                        |
|-------------|---------------------|------------------------|
| _____ music | _____ theater       | _____ visual arts      |
| _____ dance | _____ literary arts | _____ other (describe) |
6. Has the nominee read the guidelines and responsibilities for a board member?  
\_\_\_\_\_ yes \_\_\_\_\_ no
7. Does the nominee agree to them?  
\_\_\_\_\_ yes \_\_\_\_\_ no
8. If the nominee has a resume, please attach it to this application/nomination form.

---

Signature of Candidate

Date

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

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_ County \_\_\_\_\_

Daytime telephone number \_\_\_\_\_

E-mail Address \_\_\_\_\_

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

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

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

## QUESTIONS TO ASK POTENTIAL BOARD MEMBERS

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

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

Talk about –

how often they met

your responsibilities as a board member

type of organization

offices held

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

Do you have experience doing fund raising for an organization? Would you be willing to get involved in fund raising for SMAHC? (Talk about the board member's responsibility to sell tickets to the annual meeting, solicit items for the silent auction, solicit new memberships, etc.)

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

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

How often do you attend cultural events?

What kind?

Where?

Are you able to read financial statements?

Understand budgets?

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

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

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

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

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

Examples:

Visual: folk art, modern art, representational art

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

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

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

Talk about your views about censorship.

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

**SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL  
FY 2009 GRANT REVIEW PANELISTS**

**ORGANIZATION GRANTS**

		<u>AREA OF EXPERTISE</u>	<u>TERM EXPIRES</u>
<b>JENNIFER DANIELSON</b>	1002 South 1st St., Marshall, MN 56258 (507) 537-8900 x7088 (w), 537-0455(h), (507)530-8252 (c) chazim@chartermi.net	Dance/Music	6/30/09
<b>RAYE MCKIM</b>	PO Box 121, Renville, MN 56284 (320) 239-8266 mckimm@midstate.tds.net	Music/Theatre/ Literature	6/30/09
<b>TOM WIRT</b>	17614 240th Street, Hutchinson, MN 55350 (320) 587-2599 claypot@hutchtel.net	Visual	6/30/09
<b>JERRY SCHAEFER</b>	PO Box 3, Ghent, MN 56239 (507) 428-3875 schaef@starpoint.net	Literature	6/30/09
<b>CRAIG EDWARDS</b>	PO Box C, New London, MN 56273 320-354-2655 credwards@tds.net	Visual	6/30/09
<b>VERNA PATRICK</b>	8995 North Shore Drive, Spicer, MN 56288 (320) 796-2627 verhowpat@hotmail.com	Music/Dance/Literature	6/30/09
<b>JOEL MCKINNEY</b>	16315 140 St, Walnut Grove, MN 56180 (507) 859-2421 ruth@blackhawkstudios.com	Visual	6/30/09
<b>RUTH MCKINNEY</b>	16315 140 St, Walnut Grove, MN 56180 (507) 859-2421 ruth@blackhawkstudios.com	Visual	6/30/09
<b>ROBIN MOORE</b>	PO Box 60, Milan, MN 56262 (320) 269-6176 robincmoor@hotmail.com	Literature	6/30/09

*As of 5/11/2009*

**SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL  
FY 2009 GRANT REVIEW PANELISTS**

**INDIVIDUAL ARTIST GRANTS**

		AREA OF EXPERTISE	TERM EXPIRES
<b>RUTH MCKINNEY</b>	16315 140 St, Walnut Grove, MN 56180 (507) 859-2421 ruth@blackhawkstudios.com	Visual	6/30/09
<b>SHARON SCHUETZE</b>	125 Lake Ave No., Spicer, MN 56288 (320) 796-5030 (w), (320) 796-5030 (h) sharon@mdetostudio.com	Visual	6/30/09
<b>JIM SWARTZ</b>	306 North High Street, Marshall, MN 56258 (507) 530-6150 (cell) swartz@southwestmsu.edu	Visual	6/30/09
<b>JERRY SCHAEFER</b>	Box 3, Ghent, MN 56239 (507) 428-3875 schaef@starpoinet.net	Literature	6/30/09
<b>TOM WIRT</b>	17614 240th Street, Hutchinson, MN 55350 (320) 587-2599 claypot@hutchtel.net	Visual	6/30/09
<b>JOEL MCKINNEY</b>	16315 140 St., Walnut Grove, MN 56180 (507) 859-2421 joel@blackhawkstudios.com	Visual	6/30/09
<b>KATHYRN REESE</b>	407 S. 4th Street, Olivia, MN 56277 (320) 523-1031 kathy.reese@bold.k12.mn.us	Music	6/30/09

*As of 1/23/2009*

**SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL  
FY 2009 GRANT REVIEW PANELISTS**

**ARTS & LEARNING and INDIVIDUAL ARTIST STUDY OPPORTUNITY GRANTS**

		AREA OF EXPERTISE	TERM EXPIRES
<b>JOEL MCKINNEY</b>	16315 140 St., Walnut Grove, MN 56180 (507) 859-2421 joel@blackhawkstudios.com	Visual	6/30/09
<b>RAYE MCKIM</b>	PO Box 121, Renville, MN 56284 (320) 239-8266 mckimm@midstate.tds.net	Music/Theatre/ Literature	6/30/09
<b>PAM KYLLINGSTAD</b>	708 24th Street SE, Willmar, MN 56201 (320) 857-2271 (h) pkyllingstad@acgc.k12.mn.us	Superintendent, arts advocate	6/30/09
<b>RUTH MCKINNEY</b>	16315 140 St., Walnut Grove, MN 56180 (507) 859-2421 ruth@blackhawkstudios.com	Visual	6/30/09
<b>VERNA PATRICK</b>	8995 North Shore Drive, Spicer, MN 56288 (320) 796-2627 verhowpat@hotmail.com	Music/Dance/Literature	6/30/09
<b>CAROL PURRINGTON</b>	1654 Thunderbird Road, Marshall, MN 56258 (507) 532-9366 (h), (507) 828-5791 (Cell) dpurri@hotmail.com	Humanities	6/30/09
<b>BOB DORLAC</b>	605 W. Marshall Street, Marshall, MN 56258 (507) 537-7269 dorlac@southwestmsu.edu	Visual	6/30/09
<b>MICHON WEEKS</b>	700 Kennedy Street, Marshall, MN 56258 (507) 537-6867 (w), (507) 532-3894 (h) michon@iw.net	Visual	6/30/09
<b>TOM WIRT</b>	17614 240th Street, Hutchinson, MN 55350 (320) 587-2599 claypot@hutchtel.net	Visual	6/30/09
<b>JENNIFER DANIELSON</b>	1002 South 1st St., Marshall, MN 56258 (507) 537-8900 x7088 (w), 537-0455(h), (507)530-8252 (c) chazim@chartermi.net	Dance/Music	6/30/09
<b>CAROLE WENDT</b>	528 E. 1st St., Litchfield, MN 55355 (mid Oct. – mid April: 79 Thompson St., NY, NY 10012) 320.693.8884 (Litchfield) 212.925.0036 (NY) carolewendt@willmar.com carolewendt@aol.com	Literature/Film	6/30/09
<b>BETTY McALLISTER</b>	1709 Greenview Road, Worthington, MN 56187 (507) 376-9335 (h), (507) 360-3118 (c) leemc@iw.net	Arts Advocate	6/30/09

*As of 1/23/2009*

# SYNOPSIS OF GRANT PANEL RESPONSIBILITIES

## About the Panel position:

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

## About Panel meetings:

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

## About Panel responsibilities:

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

## FY08 MEETING SCHEDULES

### SMAHC ORGANIZATION GRANT REVIEW PANEL

Art Project/Linkage and Local Arts Development Grant Applications

Round I	Saturday, September 6, 2008	9:00 a.m.	Marshall
Round II	Saturday, March 7, 2009	9:00 a.m.	Marshall

### SMAHC INDIVIDUAL ARTIST GRANT REVIEW PANEL

Individual Artist Career & Development Grant Applications

Saturday, January 10, 2009 9:00 a.m. Marshall

### SMAHC ARTS IN EDUCATION & COMMUNITIES GRANT REVIEW PANEL

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

Round I	Saturday, November 15, 2008	9:00 a.m.	Marshall
Round II	Saturday, May 2, 2009	9:00 a.m.	Marshall



### Grant Review Panelist Application

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
County: \_\_\_\_\_  
Phone (daytime): \_\_\_\_\_ Phone (evening): \_\_\_\_\_  
Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

- ☐ Individual Artist Grant Review Panel (Development, Career, Prairie Star, Prairie Disciple)
- ☐ Organization Grant Review Panel (Art Projects, Linkage & Local Arts Development)
- ☐ Arts in Education & Communities, Individual Artist Study Opportunity Grant Review Panel

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

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

☐ visual arts

☐ theatre

☐ film/video

☐ music

☐ literature/writing

☐ dance

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

4. Why are you interested in a SMAHC panel position?

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

\_\_\_\_\_ music  
\_\_\_\_\_ dance

\_\_\_\_\_ theater  
\_\_\_\_\_ literary arts

\_\_\_\_\_ visual arts  
\_\_\_\_\_ other

6. Have you read the guidelines and responsibilities for a panelist? ☐ yes ☐ no

7. Do you agree to them? ☐ yes ☐ no

Please send your resume with this application to:  
Southwest Minnesota Arts & Humanities Council  
1210 East College Drive, Suite 600, Marshall, Minnesota 56258

Questions? Call (507) 537-1471 or (800) 622-5284 or email [smachinfo@iw.net](mailto:smachinfo@iw.net)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please fill out both sides of this form.

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

## **QUESTIONS TO ASK POTENTIAL GRANT PANELISTS**

### **For All Panelists**

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

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

#### **Examples:**

Visual: folk art, modern art, representational art

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

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

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

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

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

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

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

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

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

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Signature

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Date

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Printed Name

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

## JOB DESCRIPTION: SMAHC EXECUTIVE DIRECTOR

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

### Major Duties and Responsibilities:

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

**JOB DESCRIPTION: SMAHC ADMINISTRATIVE ASSISTANT      MAJOR DUTIES & RESPONSIBILITIES**  
**Reports to: Executive Director**

1. Manage bookkeeping system, keeping all records orderly, up to date and balanced.
  - a. issue checks and prepare receipts and deposits
  - b. enter checks and deposits in Quickbooks
  - c. enter checks written in Cash Dispersed journal and balance with Quickbooks
  - d. enter deposits in Cash Received journal and balance with Quickbooks
  - e. post ledger & prepare monthly financial statement & balance sheet for board mailing
  - f. prepare & submit quarterly and annual tax reports
  - g. track and reconcile grants accounts payable
2. Research & compile records, reports and/or statistics such as grant round summaries, membership reports, etc.
3. Provide technical assistance to artists, organizations.
4. Manage fundraising record-keeping system.
  - a. balance membership subsidiary ledger with membership in database monthly
  - b. supervise preparation & mailing of membership renewal letters
5. Coordinate meetings for board, panels, and committees. (Some of these duties may be delegated to clerical assistant.)
  - a. schedule room
  - b. order/get food
  - c. prepare agenda and mailing for meeting participants
  - d. track rsvp's, follow-up as needed
  - e. help prepare/set up for meeting
  - f. help clean up from meeting
6. Take minutes at board meetings, committee meetings, annual meeting, grant review panel meetings and other meetings as requested.
7. Staff committee meetings and prepare information for committees as needed.
8. Responsible for general office management
9. Responsible for public relations when executive director is out.
10. Responsible for Voices newsletter layout, articles, mailing label data and delivery to printer.
11. Supervise clerical assistant.
12. Serve as backup Receptionist.
  - a. answer phone and direct calls
  - b. send out grant or information requests
13. Computer technician.
  - a. maintain databases and design & produce appropriate reports, forms, queries & tables as needed.
  - b. maintain server connections
  - c. troubleshoot problems with computers in the office
  - d. contact appropriate vendors for maintenance, service and/or products
  - e. assist other staff with use of computer programs
14. Web site design and maintenance.
  - a. update information as needed to provide access to SMAHC programs, information & items of interest, including downloadable grant guidelines and reports, current issue of Voices newsletter, links.
  - b. maintain arts calendar and keep information current
15. Develop forms and brochures as needed.
16. Other duties as requested by Executive Director or Board of Directors.

If time allows, position duties may include:
17. Manage Arts in Education & Communities Grant & Individual Artist Study Opportunity Grant Programs.
  - a. review incoming applications for completeness & accuracy – correspond with applicants as necessary
  - b. set up & staff board committee review meetings
  - c. prepare contracts, letters, correspondence with applicants
  - d. review final reports

## **Job Description: SMAHC Office Assistant**

(6/10/2008)

### **MAJOR DUTIES AND RESPOSIBILITIES:**

1. Receptionist duties (answer phones, direct calls, take messages, mail guidelines/applications, etc.)
2. Pick up mail, prepare monthly postage reports for Administrative Assistant, & quarterly copy reports
3. Assist in preparing bi-monthly VOICES, ie, writing articles, updating calendar & opportunities
4. Assist in preparing for meetings for board, panels, committees
  - copy grants, enclosures, thank-you reports, prepare labels, etc.
  - order/get food – arrange for payment – this could include picking up food at grocery store
  - organize supplies day of meeting
5. Set up and take minutes at panel meetings – 5 Saturdays/year.
6. Take minutes at some board meetings (usually the 4<sup>th</sup> Monday of the month)
7. Maintain membership database, update address changes, enter membership amounts and dates, prepare thank you cards for board members (to be sent to them with board mailings)
8. Maintain monthly membership mailings to individuals, organizations and businesses; complete membership mailings to schools, cities and counties during the month assigned
9. Design and prepare reports as assigned
10. Copy & maintain supply of grant guidelines, applications, final report forms and other forms for office
11. Take minutes at staff meetings, annual meeting, and other meetings as requested
12. Check final report reminders for all programs every two weeks and mail
13. Update county brag sheets, maintain supply of copies in file
14. Maintain grant database, prepare contracts, 80% and 20% letters for grant applicants
15. Update committee, board & panel member lists
16. Prepare various mailings – prepare copies & mailing labels
17. Prepare (compose) and mail Press Releases (bulk mail)
18. Prepare and mail bulk mailings
19. Maintain filing system
20. Order office supplies
21. Research and compile records, reports and/or statistics such as grant round summaries, membership reports, etc.
22. Post website updates (may be assisted by Administrative Assistant), including posting of board and panel packets on website.
23. Scheduling meetings and meeting set-up. Handle RSVP's for meetings.
24. Other duties as assigned by Executive Director or Administrative Assistant

## **II. QUALIFICATIONS:**

1. Experience with Microsoft Office Professional (Word, Excel and Access)
2. Excellent typing skills
3. Excellent telephone skills and ability to greet the public
4. Accuracy in filing & typing
5. Ability to compose articles, press releases, letters and memos
6. Excellent organizational skills
7. Ability to follow instructions
8. Strong attention to detail
9. Self-starter and self-directed

## **III. BENEFITS & OTHER INFORMATION**

- This is a 30/hr. per week position. Rate of pay between \$10.50 – 10.75 per hour.
- Insurance stipend given – prorated to 30 hours.
- Vacation & Sick leave, Holidays & 2 floating holidays. Leave pay is pro-rated. Leave is accrued during first 6 months but cannot be used until after first 6 months of employment. Retirement plan after 1 year.
- Board & committee meetings held the evening of the fourth Monday of the month, usually 8-10 times per year (clerical assistant may not be required to attend – depending on availability of other staff).
- Five to six Saturdays out of the year for Panel Grant Review meetings, conferences and the Annual Meeting.



**Charles (SMAHC)**

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**From:** "SW MN Arts & Humanities Council" <smahc.info@iw.net>  
**To:** "Charles Carrera" <charles.smahc@iw.net>  
**Sent:** Friday, May 15, 2009 1:56 PM  
**Subject:** SMAHC to hold hearing on Fiscal Year 2010-2011 Biennial Plan

**SOUTHWEST MINNESOTA ARTS AND HUMANITIES COUNCIL**

1210 East College Drive, Suite 600  
Marshall, MN 56258

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

May 15, 2009

**FOR IMMEDIATE RELEASE**

Contact: Greta Murray, Executive Director

**SMAHC TO HOLD HEARING ON FISCAL YEAR 2010-2011 BIENNIAL PLAN**

On Tuesday, May 26, 2009, the Southwest Minnesota Arts and Humanities Council (SMAHC) will hold a hearing at 4:00 p.m. at the SMAHC Offices.

SMAHC is offering this to ensure response to constituent needs in the SMAHC's 2010 -2011 Biennial Plan. This hearing is designed to gather testimony about the Arts Council's programs, policies and budget requests. Commentary and recommendations will be considered prior to final submission of the Biennial Plan.

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

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



**Southwest Minnesota Arts & Humanities Council**  
**Feedback from Grant Final Reports**

**Comments from SMAHC Grantees in answer to question in Final Report Form:** "In order to better serve you, we need your suggestions. Please feel free to discuss areas that SMAHC can improve our services. For example, is there adequate communication between SMAHC staff and the grantee? Are the program information, application form, and the final report forms clear and understandable?"

**Individual Artist Grants**

SMAHC is great! The forms are clear. I think it would be good to have an art show at the end of the grant year to showcase the new work created by grant recipients. This is something that the State Arts Board does at the end of the artist's fellowship year.  
6/4/2007

Everyone at SMAHC is very easy to work with, thank you! 6/8/2007

Great job, Thank You!!! 6/15/2007

The application forms were clear. I know that help is available from SMAHC staff when needed. This grant was a perfect fit for growth at this level of my career. I needed to be immersed in the creation of art, pull back and regroup energy. 10/11/2007

SMAHC has been wonderful, this past final report due date was my mistake. I thought that I had 60 days after 11/30/07 instead that was the final due date. SMAHC has been one of the best resources that I have found in establishing myself as a professional artist. [Staff note: receipts were submitted by final due date, but Shayann misunderstood that the report form needed to be submitted with the receipts. Since receipts were submitted on time, report was not considered late. Report form was submitted later.] 11/28/2007

I believe everything was clear and well presented. 1/30/2008

The only thing I can think of is that it would be great if a person could be eligible each year to apply for a grant of substantial size. As I understand it, I cannot apply now for another year. 2/13/2008

I have no suggestions. It has been great to work with SMAHC. 5/1/2008

I can speak highly of the communication process. Greta helped me right from the get-go and throughout the entire process - that is appreciated. I think it is very beneficial to hold the grant writing workshops. In the future, I would like to serve on a panel to see how it works from the other side and as a way to give back to your organization. Please keep me updated on that. 6/11/2008

I am completely satisfied with your whole grant process and the assistance from your staff. The only suggestion I have is that you might want to consider adjusting the Final Report questions so they more specifically include the creation of literature as well as performance and display. 6/12/2008

It would be nice to have the report form emailed - much easier to fill in form on computer. Otherwise, great program!

Communication between SMAHC and myself was good. It was clearly explained what I needed to know about funding and paperwork. Everything was clear and understandable. 7/7/2008

All have been wonderful! 8/29/2008

I would suggest allowing greater funding for educational purposes. 9/11/2008

The SMAHC Grant Program is extremely "user Friendly". The application was clear and help was easy to access, 9/22/2008

SMAHC staff was and is wonderful to help and assist the grantee. I think it would be fun in the future for all recipients to exhibit together in a local gallery exhibiting their work they have done for the grant once it was completed. 12/19/2008

SMAHC was very clear and helpful with everything related to this project. 1/16/2009

I was well satisfied with all our communications. Everything was clear and concise. Thanks 1/16/2009

I have always found communication w/SMAHC staff to be excellent! Forms are easy to fill out and find on the web site. 4/22/2009

**Challenge Grants**

I think the SMAHC Challenge Grant program accomplishes its purpose. 11/13/2008

**Arts Study Opportunity for Educators Grants**

I initiated a planned meeting in May 2008 with an art and computer teacher to discuss applying for a SMAHC grant for 2009. I think schools will be more interested in applying for arts grants that have a technical component that they also need. 7/16/2008

I did think the guidelines are clear. I probably wouldn't have known about this opportunity if it wasn't for John Bowden. I thank

## Southwest Minnesota Arts & Humanities Council Feedback from Grant Final Reports

SMAHC and John for your great support to improve teaching skills and strategies. This institute gave me a renewed enthusiasm and almost made me wish it was Sept! 7/28/2008

The Application from SMAHC was clear & easy to fill out. I found out about this opportunity through our principal. E-mails & school administration would be the best ways to receive information. Any classes related to art would be helpful since many classroom teachers have to teach their own art. It would benefit the schools to have a list of artists in the area to contact for residencies. 8/25/2008

The guidelines and forms are clear and understandable. I found out about the opportunity through the Resource Training and solutions brochure and colleagues. Sending information through the mail with catalogs or brochures are the best forms of communication, please continue this. It would be wonderful to get a list of artists in residency that are available in our area. 9/8/2008

The grant opportunity was wonderful! It would be nice if these opportunities were made available more often! You do a wonderful job helping area schools! We appreciate the help so much and would not have the quality artist-in residence without your help. 9/15/2008

### Arts Organization Networking Grants

Thank you for your support! 5/1/2008

### Arts & Learning Grants

Most of the communication was sent to my Superintendent and some was "cc" to me. In a few instances my info from administration was delayed. A suggestion may be to send directly to the lead teacher and "cc" the administrator. 5/8/2007

I can always get questions answered or help when I call the office. I appreciate the assistance. 5/21/2007

I think SMAHC does a wonderful job making the grant process fairly easy. I think the final report is done in a meaningful manner and I appreciate the well thought out questions on this report. I do like the SMAHC website. It is informative. 5/23/2007

SMAHC has been very "user friendly". The grant application process is not difficult although it is thorough. Our school would have applied long ago had we known what an excellent experience this would be. Therefore my suggestion is to have your staff & volunteers personally encourage more schools to apply. 6/6/2007

SMAHC staff has served us well both past and present. Keep up the good work. 6/18/2007

We are very happy with our relationship with SMAHC. We look forward to continued partnership with SMAHC in promoting the arts in Southwest Minnesota. 7/2/2007

You are all very helpful. We appreciate the help and funding. Without an organization like SMAHC, our rural schools would miss many opportunities. 7/13/2007

We appreciate the help SMAHC gives us. We can call with questions anytime. Thank you! 7/13/2007

We really appreciate that we were not held to only having a theatre package as we have in the past. It is a great asset to have the freedom and availability to work with local/regional artists and performers. 7/25/2007

The core group felt that more time from the SMAHC board representative was needed. Ardie stopped by only once to our knowledge and only stayed a minute and a half. She did not ask to meet the resident artist and assistants or interact with the group that was working. Also, one board member felt that it was inconvenient to have to wait until after the final report to receive the balance of the grant. It was difficult to pay off bills in a timely manner. All in all, the process of working with SMAHC was very positive and we appreciated especially that Greta followed up with her phone calls and encouragement, acknowledging she was aware of the degree of publicity and effort we put into this project. Thanks! 9/5/2007

Greta was so very helpful. This project was a dream come true. It fell into place so well. Thank you so much for all your support. Our community is very grateful for your support! 9/13/2007

Without the help of SMAHC this event would not have been what it was. Also we feel the encouragement we receive in the grants makes us want to provide more art related activities so that those that participate have a learning experience, not just a tourists event to attend. 9/19/2007

SMAHC was there when I/we had questions. For our first experience working this closely with SMAHC; it was a good one! 12/5/2007

As in the past, our experience was great. When we were unable to get the program scheduled as planned it was easy to alter the date. And getting the email reminder for the report is always helpful! 12/30/2007

**Southwest Minnesota Arts & Humanities Council**  
**Feedback from Grant Final Reports**

The grant process is relatively easy (which is great)! So it does not take a rocket scientist to write and application. Allowing an electronic application process instead of paper copies to fill out is wonderful as it can be faster and saves paper. While prepackaged theatre programs seem to be getting funded less, we hope they continue to be funded because it makes this type of professional program so much easier to "pull off". Thank you! 2/4/2008

I believe that the entire process was clear and SMAHC was forthcoming in their expectations and procedures. At this time, I have no suggestions for improvements. 4/11/2008

The staff of the SMAHC office was of a great help to the project. Charles was able to help us greatly. One thought to help other schools in locating artists is to provide links from the SMAHC website to artist directories. 5/13/2008

More ideas that small rural communities can do. 5/21/2008

SMAHC staff have always been helpful and supportive of our projects 5/30/2008

SMAHC did a great job in helping with the grant details. I appreciated the reminder emails about when things were due. I would like to suggest that this end report be able to be done online. I had to hunt for a typewriter that worked in our school. [staff note: the final report form is available on-line and does not need to be typed. 5/30/2008

The process has been smooth. We required very little continuing advice because Ramona did such an excellent job of keeping us informed and following the approved project. As a school we didn't understand how smoothly this process could work. We intend to apply for grants in the future because it is so beneficial to our students and community. Perhaps it would help to display a completed grant application so people would realize it is not a difficult thing to do. 6/6/2008

We feel we had good communication with SMAHC and don't feel we have anything we can add. 6/25/2008

This was MHS first foray into SMAHC grants and we have nothing to suggest. The SMAHC staff was very helpful, encouraging and supportive. 6/27/2008

We appreciate your help throughout the year. You are always willing to help with questions. Also your understanding in the difficulties Lakeview has had this past year. Lakeview students were given an opportunity to view & discuss world famous works of art. They were also exposed to an art community & given opportunity to create their own art form. This is a lifetime learning that they will carry with them throughout their life. Without SMAHC funding these Art Activities would not be available to our students. What a shame for ALL students to not have the opportunity to explore the arts. 7/16/2008

We appreciate your understanding of our time/scheduling problems. As I said, this has been a hard year & knowing that others feel & understand is so helpful. You have all been very helpful! Thanks! 7/16/2008

I was pleased with the help that I received on preparing the grant. This was the first grant I had ever written and it turned out to be a great learning experience for me. 8/1/2008

NCAC had always had an excellent working relationship with SMAHC. Greta is so helpful with any questions in the process. The website is also an excellent resource. It is easy to navigate and we are able to find all necessary grant forms and information. 8/4/2008

All satisfactory 8/7/2008

SMAHC had always very upfront and available to help me through the grant process. Technology has also been a big improvement to get what ever I need on line. The budget is the only issues that may take this valuable program from our community. Due to the lack of local help and the grant award being diminished, we had less money to spread the word and be able to afford this program. It would be more beneficial to have grant award that paid more than 1/2 of the expenses of this project.

We appreciate all of the support. 9/11/2008

SMAHC is always supportive in the grant process in providing guidance on the application and final reports, and communication deadlines. 9/18/2008

We feel that SMAHC does its part and are very pleased with the program. What we may need is a list of individuals that may be willing to be a part of events such as this. 9/25/2008

We really appreciate the encouragement we receive from SMAHC staff and their help in understanding the requirements of the grant and the benefits derived from fulfilling those requirements, 10/2/2008

We very much appreciated the availability of the local grant. Using the website for information and access to the grant process and forms was very helpful. 10/14/2008

SMAHC was very helpful in providing funding for this project. This is the type of project the Marshall District would not fund on as annual basis. The funds provided by SMAHC made the difference and made many children very happy. It was a pleasure to work with the SMAHC staff. 2/2/2009

No problems- except that when doing a field trip it's hard to know what kind of "Community Involvement" to include.

It might be helpful if SMAHC and MSAB had different deadlines for school residency grants. It's a lot of work to complete two

## Southwest Minnesota Arts & Humanities Council Feedback from Grant Final Reports

grant applications for the same deadline. 3/11/2009

I feel that the staff of SMAHC has always been available should Reede Gray need advice in writing or implementing a grant. It would be helpful to have a more complete list of local artists that could stimulate interest in the arts. Local artists can help get more time and curriculum for the dollars. 3/19/2009

SMAHC is a great resource for this region. We may not have been able to make this trip a reality without the financial assistance of SMAHC. 4/27/2009

### Art Projects Grants

The process is well documented and logical. Whenever we needed assistance to questions, we got response in a reasonable time frame. No suggestions for improvement. 5/21/2007

The forms on the SMAHC website are very helpful. 5/23/2007

Application requires answering too many questions without allowing adequate room (2 pages maximum). This report form is very difficult to fill out because of the underlines, which require resetting the underline font setting for every field, plus making sure insert is set to on, or else having to delete extra spaces or extra underlines. This added 50%-100% to the time needed to fill it out. Rich text format may not be a good format to use. [Staff note: the project director for this project called the office 2-3 times each day the week before the grant deadline to ask questions about the forms and guidelines. We provided an unusually high degree of technical assistance to this applicant. The actual grant narrative can be up to 3 pages.] 6/11/2007

I think the SMAHC staff is professional and fair. I only wish that there was money available so the grant application budget could reflect the REAL costs of hosting musical productions. I think they are extremely valuable to the school and community. 6/15/2007

Some of the questions seem redundant. Also, the formatting of the documents made it difficult to type my answers, hence the hand written answers. 6/20/2007

Grant Application: There are several area where identical or similar information is requested in the grant application narrative. Removing the redundant requests for information would help applicants with space limitations. Also, sending a copy of the rubric used to evaluate the grants with the application form would help applicants better evaluate which areas of the grant are most important. [Staff note: the rubrics have been added to the grant guidelines.] 6/25/2007

We have no suggestions, we are very happy with SMAHC support and encouragement and the forms are clear. 7/9/2007

Once again, it was great to have our grant application reviewed before it was acted upon. 7/18/2007

Communication and support from SMAHC is always appreciated. MAFAC feels that SMAHC is truly our partner in promotion and encouraging the arts in our area of the state. 7/23/2007

The application form was somewhat unclear. It would be much easier to fill out if we apply for another grant in the future often becoming more familiar with the information required. 8/7/2007

SMAHC has been very helpful. 8/29/2007

PAC is appreciative of all that SMAHC does to reach out to assist artists and arts endeavors. Staff is always available to guide and/or answer questions. Required paperwork is easy to understand and complete. 8/30/2007

SMAHC is a wonderful and generous organization with which to work. The availability and responsiveness of the staff is exceptional and very helpful. The website and all forms are well designed and user friendly. 9/13/2007

No problems! 9/28/2007

Service has always been excellent. 10/15/2007

We had some miscommunications regarding the arrival of our grant funds. They were not received as originally scheduled, and required multiple inquiries and hassle. It would be helpful if the budget forms had more space for details and sub-headings. 11/20/2007

No suggestions-- all good experiences with the SMAHC staff with respect to the grant process. 1/18/2008

SMAHC has been gracious, open, instructive, and helpful. 1/31/2008

The SMAHC forms are far more detailed than for the other grants applied for, e.g. the Southwest Minnesota Initiative Fund. Do you really need all that information? 2/29/2008

Yes, the interaction is fine - However #18 didn't have the data, we didn't realize we needed it. We will do better this next time. 5/30/2008

**Southwest Minnesota Arts & Humanities Council**  
**Feedback from Grant Final Reports**

Communications and forms are clear and understandable. SMAHC has always been supportive and responsive. SMAHC communicated effectively. Even though we are transitioning a variety of activities from our past Executive Director we were still aware of the requirements of the progress report. Received prompt response from SMAHC Executive Director when we had questions. 6/3/2008

Greta was again helpful in assisting the committee in completing the grant form and her assistance was greatly appreciated. The early approval of the grant assisted us hiring performers and planning our overall programs. This was a great asset to our overall programming efforts. 9/2/2008

There are several areas where identical or similar information is requested in the grant application narrative. Removing the redundant requests for information would help applicants with space limitations. Also, sending a copy of the rubric used to evaluate the grants with the application would help applicants better evaluate which areas of the grant are most important. 1/11/2008

All the support from SMAHC was greatly appreciated and very helpful. 1/23/2008

We are very happy with SMAHC's interest in us and support of us. We find SMAHC to be willing to help us whenever possible. We do struggle with the paperwork at times, particularly the amount of detail required, but recognize the necessity of it. Actually, an administrative assistant to work on such things about ten hours per month would be a tremendous asset to Prairie Arts Chorale. But, we do the best we can. 2/1/2008

SMAHC was wonderful, even printing a second check when the first one was lost in the mail. 3/17/2008

The application forms are quite lengthy and complicated. Do you really need all that information. 3/26/2008

Yes. I believe the forms are clear and assistance is excellent. 4/30/2008

Yes, Greta has been very helpful to MVAS. I wish that the budget could be a little easier to report, but I don't have any recommendations on how to do that at this time. My accounting system doesn't always match the SMAHC budget categories so I have to re-add items to fill in the blanks even though the bottom line is the same. I'm trying to figure out how to set up the grants so that this can be easier to keep track of and let the software do the work. 5/7/2008

At this time, I have no suggestions for improvement 5/12/2008

It would be nice if we could promote other shows funded by SMAHC and they could promote us. 5/13/2008

Thanks for your easy access/availability when I needed you for the last minute changes with our Holocaust Speaker having medical problems. We feel so fortunate that we were able to find a replacement, who I think may even have been better, as she had no time constraints. When I called it felt like I could relax about the differences in the expense, not stress about it, and everything would be worked out. Thanks again, I appreciate the support. 6/2/2008

I was unable to use my computer to fill in this report. 6/5/2008

We have had good luck and good help with this project. No suggestions. 6/6/2008

1. The staff review prior to the panel decision was important. 2. Perhaps more consideration could be given to the Fund-raising problems and limited audiences faced by small town presenters. 7/16/2008

The final report form was a bit confusing in the "Cash Only" part of the budget reconciliation. 7/17/2008

We found the form to be clear. The most difficult part is determining the number of tickets sold for each category. 7/17/2008

Without SMAHC this project would not have existed in the successful format we had. I wish I could attend more SMAHC conferences, but I work full time 7/17/2008

SMAHC is always extremely helpful and encouraging. If not for SMAHC's assistance we wonder if the Chorale would have lasted this long. But with SMAHC's assistance, the last few years-at least from a musical excellence standpoint-have been some of the very best for the Chorale. We were glad that we could "return the favor" in a small way by singing at the SMAHC event in June. The high level of Chorale attendance at that event shows the commitment that our members have not only to the Chorale, but to SMAHC. 7/25/2008

Yes, I think they are easier to understand than in years past. 8/8/2008

There are several areas where identical or similar information is requested in the grant application narrative. Removing the redundant requests for information would help applicants with space limitations. Putting the entire Projective Narrative and Required Support Materials sections into one format would also help. Some areas are bulleted while others are in paragraph form. The bulleted areas are much easier to use when writing and double-checking the application. 8/8/2008

Nothing at this time 9/1/2008

Again this year, there are no suggested improvements. SMAHC is a great organization and its staff and all resources are very helpful and user-friendly. 9/10/2008

SMAHC staff are excellent! All our questions were answered in a timely fashion. Having all the forms in various formats is ideal.

**Southwest Minnesota Arts & Humanities Council**  
**Feedback from Grant Final Reports**

All documents are understandable, clear and easy to use. 9/15/2008

I think you do an excellent job. 9/23/2008

Consistency in questions (and especially budget categories) and terminology between all forms-initial grant, revised and final-would be very helpful. Also-please define the meaning of "artists" as used in question #12. 10/8/2008

SMAHC has always been supportive and helpful. 10/15/2008

Everything in fine. It just takes awhile for us to complete the evaluation after the festival and all of the bills have been submitted and paid. 11/13/2008

SMAHC has been gracious, open, instructive and helpful. 12/11/2008

The staff was very helpful in preparing the application and worked with us to meet our needs. The process went very well. 12/19/2008

We don't really have any suggestions for SMAHC. You have served us very well. We appreciate your encouragement and helpfulness, and hope you consider us to be an organization that makes a valuable artistic contribution to the communities of SW Minnesota and that we are worthy of your continued support. THANKS so much! 1/27/2009

SMAHC provides a great level of support in the development and /or production of the project (size of the cast, etc.). 3/19/2009

Communication was excellent with the SMAHC staff. The forms were clear and understandable. However, the grant application forms specifically prohibited the inclusion of broadcast audience estimates. Considering that the primary product from the grant was a broadcast, this did not allow Pioneer to adequately demonstrate the reach of the project. 4/16/2009

### **Local Arts Development Grants**

SMAHC's process, communications, and level of support are effective. They are willing to work with CRA through set-backs and genuinely care that our efforts will be successful. They maintain an appropriate level of accountability. We have no recommendations for improvement. 5/30/2007

SMAHC staff has been extremely helpful. Thank you! 8/29/2007

SMAHC staff helped us make sure the grant information was handled correctly. As always, everyone in the SMAHC office is willing to help, always courteously, with any of our questions. 10/15/2007

The program information, application and final report forms are clear and understandable. Sometimes questions do not apply to a particular project, so they can be difficult to answer. 12/28/2007

We appreciate all that SMAHC does for us. The grant process is very smooth and easy to work with. 3/12/2008

SMAHC is always readily available for advice and council, I have never had to wait for information, and they are always helpful and friendly. Thank you. 1/30/2009

SMAHC is always generous in their help with information related to filing grants. 3/9/2009

This was my first foray into SMAHC- Grant writing and I freely confess I found the paperwork daunting. But there was always friendly assistance at SMAHC and they helped me through it--from reformatting documents (so I could use them) to filling in form details. 4/13/2009



# Southwest Minnesota Arts & Humanities Council

1210 E. College Drive, Suite 600, Marshall, MN 56258  
507-537-1471 or 800-622-5284, Email: [smahcinfo@iw.net](mailto:smahcinfo@iw.net) Web Site: [www.smahc.org](http://www.smahc.org)

## SMAHC Programs for Organizations & Schools July 1, 2009 - June 30, 2010

Contact SMAHC office for deadlines and forms for period from July 1, 2010 through June 30, 2011 – Available Spring 2010

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

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

**IMPORTANT - NEW POLICY:** It is your responsibility to make sure your application is complete and does not include errors. The SMAHC staff will no longer notify an applicant to offer an opportunity to make additions or adjustments to an application unless a draft application is received in the SMAHC office well in advance of the deadline. Incomplete or inaccurate materials may result in your application being deemed ineligible or reduce your request.

<p><b><u>ART PROJECT and LINKAGE GRANTS:</u></b></p> <p>Provides area organizations with up to <b>\$4,500</b> in matching funds (Art Project) to produce or present high quality arts events and up to <b>\$4,500</b> in matching funds (Linkage) for collaborative projects between local arts organizations and schools benefiting the local arts organizations, the school and the community.</p> <p><b><u>LOCAL ARTS DEVELOPMENT GRANTS:</u></b></p> <p>Provides up to <b>\$4,000</b> in matching funds to local arts organizations to strengthen their capacity to provide quality arts activities</p> <p><b>DEADLINES FOR ART PROJECT, LINKAGE, AND LOCAL ARTS DEVELOPMENT PROGRAMS</b></p> <p><b>Round I</b>  <b>Application Deadline: August 3, 2009</b>  Grant writing workshop: July 1, 2009  Panel Meeting: September 12, 2009  Board Action: September 28, 2009  Earliest project start date October 15, 2009</p> <p><b>Round II</b>  <b>Application Deadline: February 1, 2010</b>  Grant writing workshop: Dec. 30, 2009  Panel Meeting: March 6, 2010  Board Action: March 22, 2010  Earliest project start date: April 15, 2010</p>	<p><b><u>ARTS CHALLENGE GRANTS</u></b></p> <p>Provides arts organizations up to <b>\$500</b> matching new memberships and/or season tickets.</p> <p><b>DEADLINES FOR ARTS CHALLENGE GRANTS</b></p> <p><b>Round I</b>  <b>Application Deadline: September 4, 2009</b>  Board Action: Sept. 28, 2009  Earliest project start date October 1, 2009</p> <p><b>Round II</b>  <b>Application Deadline: January 4, 2010</b>  Board Action: Jan. 25, 2010  Earliest project start date February 2, 2010</p> <p><b>*Round III</b>  <b>Application Deadline: April 1, 2010</b>  Board Action: April 26, 2010  Earliest project start date May 1, 2010</p> <p>* Round III to be added if funds remain after Round II. Please contact the <b>SMAHC</b> office before applying.</p>	<p><b><u>ARTS &amp; LEARNING GRANTS</u></b></p> <p>Matching grants to schools, organizations, and communities for artist residencies or arts-related field trips that include educator training and community involvement. Up to <b>\$600</b> (field trips), <b>\$750</b> (pre-packaged theatre residencies) or <b>\$2,500</b> (residencies).</p> <p><b>DEADLINES FOR ARTS &amp; LEARNING GRANTS</b></p> <p><b>Round I</b>  <b>Application Deadline: October 1, 2009</b>  Grant writing workshop: Aug. 28, 2009  Panel Meeting: Nov. 14, 2009  Board Action: Nov. 23, 2009  Earliest project start date: December 1, 2009</p> <p><b>Round II</b>  <b>Application Deadline: April 1, 2010</b>  Grant writing workshop: Feb. 26, 2010  Panel Meeting: May 1, 2010  Board Action: May 24, 2010  Earliest project start date June 1, 2010</p>
<p><b><u>TECHNICAL ASSISTANCE:</u></b></p> <p>Free to all area schools, arts organizations and artists. Call the SMAHC Office</p>	<p><b><u>ARTS ORGANIZATION NETWORKING and TRAINING GRANTS</u></b></p> <p>Provides up to \$500 in mileage reimbursement and workshop fees for members of local arts organizations to network with members of other arts organizations and/or attend arts workshops.</p> <p>Applications due one (1) week prior to the planned trip.</p>	<p><b><u>CULTURAL BANK</u></b></p> <p>Up to <b>\$400</b> in insurance support for projects which face possible loss of expected revenue</p> <p><b>Ongoing deadline:</b> 28 days before project performance date.</p>

# Southwest Minnesota Arts & Humanities Council

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## SMAHC Programs for Individual Artists July 1, 2009 - June 30, 2010

Contact SMAHC office for deadlines and forms for period from July 1, 2010 through June 30, 2011 – Available Spring 2010

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

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

**IMPORTANT - NEW POLICY:** It is your responsibility to make sure your application is complete and does not include errors. The SMAHC staff will no longer notify an applicant to offer an opportunity to make additions or adjustments to an application unless a draft application is received in the SMAHC office well in advance of the deadline. Incomplete or inaccurate materials may result in your application being deemed ineligible or reduce your request.

<u>INDIVIDUAL ARTIST STUDY OPPORTUNITY GRANT PROGRAM</u>	<u>INDIVIDUAL ARTIST DEVELOPMENT GRANT PROGRAM</u>	<u>PRAIRIE DISCIPLE &amp; PRAIRIE STAR AWARD</u>
<p>Up to \$500 for specific study opportunities - all ages &amp; disciplines</p> <p><b>DEADLINES FOR INDIVIDUAL ARTIST STUDY OPPORTUNITY GRANTS</b></p> <p><b>Round I</b> <b>Application Deadline: October 1, 2009</b> Grant writing workshop: Aug. 28, 2009 Panel Meeting: Nov. 14, 2009 Board Action: Nov. 23, 2009 Earliest project start date: December 1, 2009</p> <p><b>Round II</b> <b>Application Deadline: April 1, 2010</b> Grant writing workshop: Feb. 26, 2010 Panel Meeting: May 1, 2010 Board Action: May 24, 2010 Earliest project start date June 1, 2010</p>	<p>\$1,000 to aid emerging artists at the early stage of their career development</p> <p><b>DEADLINES FOR INDIVIDUAL ARTIST DEVELOPMENT GRANTS</b></p> <p><b>Application Deadline: December 1, 2009</b> Grant writing workshop: October 21, 2009 Panel Meeting January 9, 2010 Board Action: January 25, 2010 Earliest project start date: February 1, 2010</p> <p><b>INDIVIDUAL ARTIST CAREER GRANT PROGRAM</b></p> <p>\$2,000 to aid established career artists in the advanced stage of their career development</p> <p><b>DEADLINES FOR INDIVIDUAL ARTIST CAREER GRANTS</b></p> <p><b>Application Deadline: December 1, 2009</b> Grant writing workshop: October 21, 2009 Panel Meeting January 9, 2010 Board Action: January 25, 2010 Earliest project start date: February 1, 2010</p>	<p><b>Prairie Disciple</b> This award acknowledges one person who has been instrumental in promoting the arts in the 18-county area of southwestern Minnesota. This award is made possible with funds provided by the McKnight Foundation. (\$500)</p> <p><b>Prairie Star</b> This award was established to honor a distinguished artist whose work and activities have best exemplified standing leadership and vision to the southwestern Minnesota artistic community. This award is made possible with funds provided by the McKnight Foundation. (\$1000)</p> <p>These awards made by nomination only.</p> <p><b>DEADLINES FOR PRAIRIE DISCIPLE AND PRAIRIE STAR AWARD</b></p> <p><b>Application Deadline: December 1, 2009</b> Panel meeting: January 9, 2010 Board Action: January 25, 2010</p>
<p><b>TECHNICAL ASSISTANCE:</b> Free to all area schools, arts organizations and artists. Call the SMAHC Office</p>		

**Southwest Minnesota Arts & Humanities Council**  
**Grant Appeal Process**

**Appeal Process:**

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

The appeals process is as follows:

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

approved by SMAHC Board of Directors, 9/27/04

## SMAHC Conflict of Interest Policy & Procedure

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

We have set up procedures to ensure that all grant applicants have the same opportunities to present information about their grant requests.

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

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

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

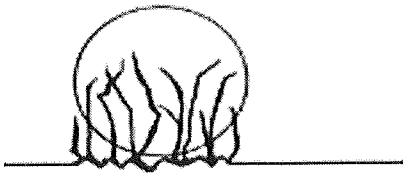
The only time an applicant is allowed to submit additional information prior to the board meeting would be if the panel had requested that additional information be submitted to the board for clarification or if the project had changed in a substantial way that would impact the grant application. This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

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

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

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

**Panelist or Board Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_



*Promoting the arts since 1974*

**Southwest Minnesota Arts and  
Humanities Council**

**Effective July 1, 2009 to June 30, 2010**

## **Arts & Learning Grants Program Overview Application & Instructions**

### **Application Deadlines**

**Postmarked by**

**Round 1: October 1, 2009**

**Earliest Project Start Date: December 1, 2009**

**Round 2: April 1, 2010**

**Earliest Project Start Date: June 1, 2010**

### **New This Year:**

- It is your responsibility to make sure your application is complete and does not include errors. The SMAHC staff will no longer notify an applicant to offer an opportunity to make additions or adjustments to an application. Incomplete or inaccurate materials may result in your application being deemed ineligible or reduce your request.

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**SMAHC Arts and Learning Grant Program Guidelines**  
**[Artist in Education and Communities Program Guidelines]**  
**Artist Residencies, Field Trips & Pre-packaged Theatre Residencies**  
July 1, 2009 to June 30, 2010

**Introduction:**

The SMAHC Arts & Learning [Arts in Education and Communities Program] is made possible by funds provided by the Minnesota State Legislature and the McKnight Foundation. Arts & Learning is designed to:

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

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

**Applications to the Arts & Learning program must incorporate a residency or arts-related field trip and a community event. We strongly include a workshop or in-service training for teachers.**

**Grant Amounts:**

Grants are available for up to **\$2,500 for Artist Residencies**, or 75% of the total project cash costs, whichever is less. When funds are available the program may also support up to \$750 for Pre-packaged Theatre Residencies and \$600 for Field Trips or 75% of the total project cash costs, whichever is less. Annual maximum Arts & Learning award---including all residencies and field trips---will not exceed \$2,500 per organization or school building per year (July 1, 2009 to June 30, 2010). A school district may submit one application for residencies in more than one building; not to exceed the maximum award amount per building for each building included in the application. *(For example, ISD #ABC may submit an application for artist residencies in all of the elementary school buildings, the middle school building, and the high school building on one application form requesting a maximum of \$2,500/building not to exceed 75% of the project costs/building. Please call the SMAHC office for clarification).*

**Important Dates:**

**Round I** Grant Deadline: October 1, 2009

Grant Writing workshop: August 28, 2009, 4-6 p.m. at the SMAHC Office (Tentative)

Panel Meeting: November 14, 2009; Board Action: November 23, 2009

**Round II** Grant Deadline: April 1, 2010

Grant Writing workshop: February 26, 2010, 4-6 p.m. at the SMAHC Office (Tentative)

Panel Meeting: May 1, 2010 Board Action: May 24, 2010

**Application Forms:**

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

**Application Assistance:**

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

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

### **Who is Eligible?**

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

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

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

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

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

### **Review Process:**

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

### **Review Criteria**

The Arts & Learning Grant Review panel makes a recommendation to the SMAHC Board of Directors based on the established criteria for:

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

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

The panelists score each application based on the criteria using the rubric printed at the end of these guidelines. This is a competitive process. Grants will be awarded to the extent of funds available to applications meeting the criteria. The SMAHC board will consider the geographic distribution of available funds and first time applicants. Contact the SMAHC office to receive more information on the rating process.

### **The Appeals Procedure:**

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

### **Grant Contract and Distribution of Funds:**

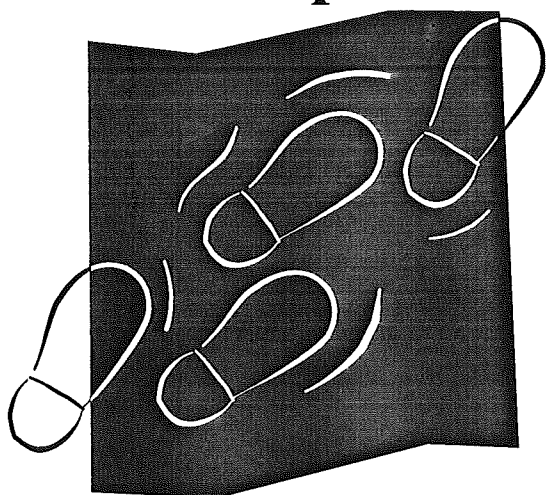
Awarded grantees must sign and return a contractual agreement within 30 days of notification. Failure to provide any required documents within the prescribed time can result in the cancellation of a grant commitment. Occasionally, additional but clearly outlined conditions will be added to the contract.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

### **The Final Report:**

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



# A Few Steps to



# a Successful Artist Residency

**Southwest Minnesota Arts & Humanities Council**

1210 East College Drive, Suite 600, Marshall, MN 56258

507 537 1471 or 800 622 5284

e-mail: [smahcinfo@iw.net](mailto:smahcinfo@iw.net) web site: [www.smahc.org](http://www.smahc.org)

But first, a couple of definitions...

An **artist residency** is a unique learning partnership between a professional artist and an organizational sponsor. The artist is a special resource willing to share expertise with students and instructors. The Arts & Learning Residency program grants are intended to help schools and community organizations involve professional artists to strengthen educational arts programs. The artist residency serves to demonstrate the vitality of an arts discipline. The artist acts as a professional role model, assists teachers and students in using the creative process in their work and lives and draws attention to the necessity for arts in the classroom and in the community. Although the artist may teach during the residency, the artist should not function as the primary teacher or be expected to perform as a curriculum specialist.

A sponsoring school or organization may work with any professional artist (or arts-producing organization) who suits the particular needs of the school and community. Artists may be contracted to teach and/or work side by side with students, conduct in-service or special teacher's training, and conduct performances, demonstrations, exhibitions, or special classes for the community at large. Artists are available to work in all arts disciplines including theatre, music, dance, opera, literary arts, film, video, and the visual arts.

SMAHC can assist sponsors in identifying individual artists or arts organizations that provide residencies in the SMAHC area. The Minnesota State Arts Board (MSAB) also annually publishes a Roster of Artists approved for residency programs. Their website is [www.arts.state.mn.us](http://www.arts.state.mn.us) or phone 800-866-2787. In addition, COMPAS is a state supported, nonprofit organization specializing in writers and artists in residence. COMPAS may be reached at 800-826-6012 or their website is [www.compas.org](http://www.compas.org). And Young Audiences of Minnesota is a nonprofit organization providing arts programs that promote art for art's sake through residencies, workshops, performances, professional development for teachers, and exhibitions. Young Audiences of Minnesota's website is [www.youngaudiencesofmn.org](http://www.youngaudiencesofmn.org) or phone 651-292-3399.

## **Residency Requirements**

- 1. Professional artist.** Artists selected must be independent, professional artists. A professional artist considers the arts as a primary profession or career. Art-related background and quality of work will be heavily considered in the application review process. Selected arts-producing organizations must be qualified professional organizations. Artists' fees should follow MSAB guidelines (presently \$250.00/four-hour artist/student contact day excluding mileage, lodging, subsistence, etc.) Exceptions to this will be considered where reasonable justification is included with application.
- 2. One or more core groups.** Must allow at least one core group or class of students to work with the artist daily throughout the residency. At least one core or target group of students must receive extended in-depth contact with the artist for the length of the residency. A core group is defined as a specific group of students who work with the artist during the residency. *A residency must allow for a minimum of four hours of artist/core group contact time beyond the community event.*

### **Residency Requirements (cont.):**

3. **Teacher must be present during all artist-student contact time.** A qualified instructor must be present at all times during a school residency. In the case of non-K-12 projects, a qualified member of the applicant organization must be present at all times. To ensure a successful school residency, the teacher and artist work cooperatively to maintain a productive working environment in the classroom.
4. **Teacher-artist contact time.** Residencies of five days or less must include *at least one hour of training* for school instructors and/or organizational staff. Residencies longer than five days must provide for a minimum of two hours of training. Training provided by the visiting artist is preferred although not required. We suggest that substitute teachers be hired to cover training period(s). Include an outline of the in-service/training component in the project narrative. A pre-residency planning day with the artist and involved faculty and planning committee is strongly encouraged. It is recommended the artist be paid for the planning day.
5. **Community component.** To broaden the total impact of the residency, the general community must be involved in some aspect. Each residency must involve the *general* community in some significant aspect of the residency. The project must be extended to include the general community. Examples: invite the community to an exhibit of students' residency work, host a *Meet the Artist* night, or sponsor a community education class.

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## **Creating a Successful Residency**

*Reprinted from the Minnesota State Arts Board: Arts in Education School Support  
grant program guidelines*

*While the following steps are not required in planning an SMAHC-supported residency, many schools and organizations have found these steps useful in planning a successful residency that meets the needs of their teachers, students and community members. The following is.*

### **Step 1. Early Planning**

- A. Select a residency coordinator and a planning committee.
  - ♦ Members of the committee may include administrators, teachers, parents, community members and possibly students.
  - ♦ Three or four months before the grant deadline, appoint a member of the planning committee as coordinator/primary contact person who will oversee assessment of arts needs, artist selection, outlining residency details and preparing the grant application.
  - ♦ Review material; ask questions of SMAHC; request technical assistance.
- B. Examine your school's artistic goals and arts curriculum objectives.
  - ♦ List at least 5 strengths and 5 weaknesses of your current arts program or curriculum.
  - ♦ List the general artistic goals of your school or organization.
  - ♦ List all the experiences with artists in your school/community in the last three years.
  - ♦ Based on the responses to the previous three items, list at least five things (not just with artists) you would like to see happen in your arts program over the next three years.
  - ♦ Finally, list at least five ways you would like to work with artists in your program over the next five years.

## **Step 2. Find your Artist**

- A. Determine appropriate residency activities; select an arts discipline, or a number of disciplines, and the types of artists you would like to work with.
- B. Interview several artists and view their work to select artists who will partner well with your teachers and help you accomplish your goals.
- C. **References and background checks:** Contact the artist's references. You may request alternative references in order to discuss the artist's strengths in regard to a particular age group or residency type. SMAHC does not run background checks on artists listed in the *AiE Roster of Artists*. Schools should follow Minnesota law and district hiring procedures regarding criminal background checks for all personnel working with youth.
- D. Ask the artist you select to become part of the planning team to work with you on goals, objectives, evaluations, schedule, core group composition, teacher involvement, community events, publicity, and budget.

## **Step 3. Application Process**

- A. Matching Funds
  - ♦ Cash sources may include school budgets, parent groups, fundraising events, local service groups or businesses, other granting agencies, community education and others.
  - ♦ In-kind contributions may include donated materials, labor, space or services for which you do not pay cash. Sources may be local arts supply stores, printing businesses, restaurants and motels for artist meals and lodging, among others. The items must be necessary for and specifically committed to the residency, and listed at a fair market dollar value.
- B. Confirm the SMAHC deadline date and mail or drop off your application well before the deadline. Application must postmarked no later than the deadline date (see pg. 1 of Arts & Learning program guidelines for deadlines). Late applications are ineligible. Take advantage of technical assistance from the SMAHC staff by submitting a draft application (see pg. 1 of Arts & Learning program guidelines for deadlines).

## **Step 4. If You are Approved for a Artist Residency Grant**

- A. When grant contracts arrive, have your authorizing official and project director read and sign all copies of the contracts. Return one copy of the contract to SMAHC as soon as possible. Payments are made within 45 days after SMAHC receives signed documents. **Checks are sent directly to the authorizing official's office.**
- B. When the grant award letter and contract packet arrive, contact the artist you selected to solidify your plans.
- C. Reactivate the planning committee. Review goals and objectives. Fine-tune your plans. If major changes need to be made, contact the SMAHC office in writing in advance of the residency to seek approval.

# Conducting a Successful Residency

## Step 1. Get Ready for the Residency

- A. Prepare a written contract with the artist. This allows you both to understand and confirm details, including exact residency dates, the overall plan and schedule, supplies and equipment needed, space, travel, lodging and meal arrangements, and payment schedule. Let the artist know if an invoice is needed to trigger your payment process. **Arrange to pay the artist on the last day of a short residency and periodically during a longer residency.**
- B. Inform the entire faculty and/or staff of the residency and discuss how it will affect schedules. Arrange as soon as possible for any in-service or after school time teachers will spend with the artist.
- C. Request that teachers provide curriculum materials and ideas several weeks before the residency to the artist if they wish these materials incorporated into the artist's plans, and vice versa. Inform the artist about the school/community climate: school policy and events, community background, themes or issues of interest or concern to students or staff, etc.
- D. Locate space for the artist to use to relax, eat, change clothes or set up studio projects. Also discuss with the artist the type of space arrangements available for working with students so activity can be appropriately planned.
- E. Order necessary supplies and equipment.
- F. Plan publicity for students, school staff, parents and the public. Include the SMAHC logo and the following credit line on all material:

***This activity is made possible in part by a grant from the Southwest Minnesota Arts & Humanities Council (SMAHC) with funds appropriated by the McKnight Foundation and/or Minnesota State Arts Board with funds appropriated by the State Legislature.***

- G. Arrange for custodial help.
- H. Arrange for as much release time as possible for the contact person during the residency to accommodate all the responsibilities of the role and to have the residency run smoothly. Also confirm that a teacher will be present for all artist activity with students.
- I. Check the final report form to review what information you need to record and collect along the way during your residency.

## Step 2. During the Residency

- A. Introduce the artist to school and community people.
- B. Keep communicating. Establish regular check-in times to evaluate as you go. Continual communication will help you anticipate any trouble spots as well as enjoy the progress of a residency.
- C. Ask for help with difficult problems. Contact the SMAHC staff if you and the artist cannot solve something through discussion. Sometimes an outsider's perspective provides the needed insight.
- D. Remember yourself. Know what you would like to get out of the residency. Enjoy this new partnership
- E. Notify the SMAHC staff of residency highlights or send a complete schedule of activity. Site visits are made when possible.

### **Step 3. Following the Residency**

- A. Remember to pay the artist on the last day of the residency (or whatever date has been agreed upon in advance). Give the artist her/his artists' residency report form, and request a copy of the completed artists' report for your files.
- B. Evaluate your experience. Save some energy and time for this important task. Invite the artist to join staff for debriefing after the residency. A thorough evaluation is the best tool to improve your next project. It also allows you to bask in your accomplishments and gauge the impact on participants.
- C. Tie up loose ends. Send thank you notes, fill out any school reports, and complete all things necessary to a satisfying culmination of the project.
- D. Complete the school's final report soon after finishing the residency. The final report form is included as part of the contract package sent from SMAHC. It is a required part of the residency and due to the SMAHC office 60 days after the end of your residency project dates. Late reporting affects future grants to your school.

### **Step 4. Final Notes**

- A. Please keep the SMAHC office informed of your residency project.
- B. **Request *in writing* any major changes to the original proposal**, including change of dates, artist, core group or community participation. The request should be made well in advance of the residency and must be approved by SMAHC prior to the residency.
- C. Call anytime with questions or requests for assistance, especially if a situation arises during the course of a residency with an artist or staff that could affect work with students.
- D. Notify SMAHC *immediately* if the contact person changes, so that correspondence can continue uninterrupted.
- E. If you have good, clear photographs of residency activity, please send them to SMAHC. We are always looking to feature arts education projects in our newsletter.
- F. Make sure you get a copy of the artists' completed report for your files

## Rubric for Arts and Learning Grant Review Panelists

### ARTISTIC MERIT

Needs Improvement 0-3	Satisfactory 4-7	Exemplary 8-10
Undocumented or poorly documented <b>artist(s)</b> . Not enough information provided to determine artistic quality or teaching ability of artist.	Roster <b>artist</b> or qualified <b>artist</b> with complete resume and work samples showing high degree of artistic quality and teaching experience. Feedback from previous engagements.	Roster <b>artist</b> or highly accomplished and respected <b>artist</b> with up to date resume, complete information, quality work samples. Documentation of positive feedback from similar previous projects.
Project shows limited <b>depth</b> in engaged student learning and is questionable <b>age appropriateness</b> of event or trip.	Project shows <b>depth</b> in engaged student learning and the scope is <b>age appropriate</b> .	Project shows high degree of <b>depth</b> in engaged student learning and the scope is <b>age appropriate</b> .
Absence of documentation showing this project is <b>building on</b> rather than duplicating previous arts programming.	Documentation that shows project is <b>building on</b> previous arts programming.	Documentation that shows how this project is <b>successfully builds on</b> previous arts programming and is enhancing another community effort.
The <b>artistic goals</b> of the school or organization are not clearly articulated. The value of the project is not clear.	The <b>artistic goals</b> of the school or organization are articulated and the project is related to achieving those goals.	The <b>artistic goals</b> of the school or organization are clearly articulated and the project will help them to achieve those goals.
This project is inappropriate <b>culturally</b> , pedagogically, or theologically.	This project fills an identifiable <b>cultural</b> void in this community.	This project successfully fills an identifiable <b>cultural</b> void in this community and demonstrates sensitivity to the needs of the entire population, diverse or not.
This project suggests that it is merely a substitution for lack of <b>staff</b> .	This project is not a substitution for lack of <b>staff</b> .	This project is not a substitution for lack of <b>staff</b> . In-service or training component is well planned.
It is not clear how the <b>community at large</b> will be involved in the project. The community component is weak.	The <b>community at large</b> will be involved in the project.	There is substantial involvement of the <b>community at large</b> in this project.
<b>Field trip:</b> a visit to art institution or event without including how this trip fulfills the goals of the organization or meets curricular objectives. Artistic quality of experience is not clear.	<b>Field trip:</b> visit to a respected art institution or event that fulfills the goals or mission of the organization, with age appropriate activities, and a complete and reasonable time line (schedule).	<b>Field trip:</b> visit to a respected art institution or event with program plan that shows evidence that students will be involved in an engaging, active learning environment. (& detailed schedule)

Rubric continued on next page

## ABILITY TO ACCOMPLISH PROJECT

Needs Improvement 0-3	Satisfactory 4-7	Exemplary 8-10
Absence or incomplete <b>team</b> structure or named team showing each member's responsibilities.	Planning <b>team</b> with named members listing each of their responsibilities. Evidence of appropriate team structure.	Planning <b>team</b> with named members listing each with their responsibilities, a timeline, and partnership plan. Evidence of appropriate team structure built from a wide cross-section of the community.
Limited or non-existent <b>pre-residency</b> contact materials included.	<b>Pre-residency</b> contact materials are adequate.	<b>Pre-residency</b> contact materials that show how the students will be prepared for and involved with this project. Project encourages deep teacher and staff engagement as well as community involvement.
Inadequate <b>publicity</b> and promotional plan. Not enough lead-time for publicity.	Adequate <b>publicity</b> and promotional plan.	Well thought out, fully funded, <b>publicity</b> and promotional plan that insures the broader community is aware of and invited to participate in the project.
Incomplete (or no) <b>schedule</b> . Absence of complete and reasonable timetable or schedule of events.	Complete <b>schedule</b> included.	Detailed, thoughtful <b>schedule</b> included.
Lacks an <b>evaluation</b> tool. (Little evidence this project will be evaluated by students, audience or staff.)	Example of the <b>evaluation</b> tool to be used to get feed back from students and staff or audience.	Sample <b>evaluation</b> tool that relates to the objectives of the project is included.
<b>Budget</b> is not very realistic or includes frivolous elements (i.e. a party). Not fiscally responsible. Itemization is not clear and incomplete.	Overall <b>budget</b> is itemized, realistic with all areas addressed.	Overall <b>budget</b> is itemized; realistic with all areas addressed. It is not only feasible but fiscally responsible.

## COLLABORATION OR SUPPORT FOR THE PROJECT

Needs Improvement 0-3	Satisfactory 4-7	Exemplary 8-10
<b>Support</b> is lacking from a wide range of community organizations, businesses and community members.	There is substantial <b>support</b> from more than one community organization, business or community member.	There is substantial <b>support</b> from a wide range of community organizations, businesses and community members.
There is no clear <b>relationship</b> between educators, organization and artists.	The <b>relationship</b> between educators, organization and artists is clearly a collaborative one.	The <b>relationship</b> between educators, organization and artists is clearly a collaborative one and the benefits to all are defined.
There is no <b>financial commitment</b> by the school or organization to support this project.	There is an adequate <b>financial commitment</b> by the school or organization to support this project.	There is a serious <b>financial commitment</b> by the school or organization to support this project.
Ineffective use of artist-teacher or artist-community <b>contact time</b> during in-service or workshop time	Effective use of artist-teacher or artist-community <b>contact time</b> during in-service or workshop time	Very effective use of artist-teacher or artist-community <b>contact time</b> during in-service or workshop time
This project has little to do with helping the school be one step closer to a <b>comprehensive education in the arts for all students</b> .	This project will provide a positive step towards helping the school come closer to a <b>comprehensive education in the arts for all students</b> .	This project will be instrumental in helping the school be one or more steps closer to a <b>comprehensive education in the arts for all students</b> .
No <b>scholarship</b> plan available when one is clearly indicated.	Adequate <b>scholarship</b> plan available.	<b>Scholarships</b> available to all those in need.



**Southwest Minnesota Arts & Humanities Council**

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

Phone: 507.537.1471 or 800.622.5284

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

For office use only

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

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

Postmarked: \_\_\_\_\_

Board Reviewed: \_\_\_\_\_

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

July 01, 2009 – June 30, 2010

**Directions for Applicant:** Submit a typed and signed original. Keep a copy for your records.**PART I****Name of Organization** \_\_\_\_\_**Organization's Website** \_\_\_\_\_**Authorizing Official's Name** \_\_\_\_\_ **Title** \_\_\_\_\_**Address** \_\_\_\_\_ **Phone (daytime)** \_\_\_\_\_**City** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Email** \_\_\_\_\_**Project Director's Name** \_\_\_\_\_ **Title** \_\_\_\_\_**Address** \_\_\_\_\_ **Phone (daytime)** \_\_\_\_\_**City** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Email** \_\_\_\_\_*\*If your organization is not yet officially recognized as tax exempt and you are applying through a fiscal agent, complete the following:***Fiscal Agent Organization:** \_\_\_\_\_**FA Authorizing Official's Name** \_\_\_\_\_ **Title** \_\_\_\_\_**Address** \_\_\_\_\_ **Phone (daytime)** \_\_\_\_\_**City** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Email** \_\_\_\_\_**Important:** A copy of the IRS letter that verifies status of the applicant or its fiscal agent must be enclosed. Groups using a fiscal agent must submit a copy of an agreement that outlines the responsibilities of each organization. *NOTE: The Authorizing Official, Project Director, and Fiscal Agent Authorizing Official are responsible for all pertinent paperwork for this project and compliance with all program requirements.***Project Start Date:** \_\_\_\_\_ **Project End Date:** \_\_\_\_\_*Start Date is defined as no later than the actual date of a performance. Applicants may begin planning, auditions, and/or rehearsals prior to the start date, knowing that if they do not receive a grant, they will still be responsible for any financial commitments made.***Names of Artist(s)** (Attach additional page if necessary)**Artistic Discipline(s)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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

Number of students participating in residency: \_\_\_\_\_

Number of full-time teachers/art instructors: \_\_\_\_\_

Estimated student audience for community events: \_\_\_\_\_

Estimated adult audience/participants for community events: \_\_\_\_\_

Total participants in project : \_\_\_\_\_

**Amount of Request from SMAHC:** \_\_\_\_\_ **Total Project Cash Cost:** \_\_\_\_\_

## PART II

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

### A. Cash Cost of Project

### Totals

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

2. Transportation & Subsistence: *Itemize:*

3. Expendable Supplies & Materials: *Itemize:*

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

5. Rental: *Itemize:*

6. Other: *Itemize:*

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

### B. Cash Match for Project

8. Organization Funds Budgeted for Project:

9. Other Grants and Cash Contributions

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

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

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

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

**Please double-check your math.**

## PART III PROJECT ACTIVITY INFORMATION

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

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

## **PART IV**

### **1. Required Support Material:**

**A. Project Narrative:** Attach a maximum four-page narrative detailing the points outlined below: When responding to the questions, use boldface description to head each segment and double space between each of the sections. Review the criteria on pages 3 & 4 of the guidelines (*Review Criteria., a-c*) and be sure the narrative addresses the criteria evaluated. Keep your answers clear and concise. This is a competitive process. Refer to the Rubric at the end of the grant guidelines. Your application will be scored using the rubric.

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

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

#### **ii. Project plan – What is this project?**

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

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

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

#### **iv. Long term effect**

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

### Long term effect (cont.)

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

- v. **Americans with Disabilities Act (ADA) requirement** ADA refers to the 1990 Americans with Disabilities Act. This federal law made access to cultural programs and services for persons with disabilities a civil right. In the spirit of that law, SMAHC believes that the receipt of public money obligates its grant recipients to ensure that people with disabilities can fully participate in and enjoy arts activities. One approach to understanding the many ways a group can become more accessible is to develop an ADA access plan. Such a plan serves to assess the accessibility of an organization's programs, services, and facilities and define strategies for improvement. For assistance, contact **VSA Minnesota** (website: <http://mn.vsarts.org>) at 800.801.3883, e-mail: [craig.mn@vsarts.org](mailto:craig.mn@vsarts.org) or the **MN State Council on Disability** (website: [www.disability.state.mn.us](http://www.disability.state.mn.us)) at 800.945.8913, e-mail: [margot.indiecke@state.mn.us](mailto:margot.indiecke@state.mn.us).
- ♦ What plans have been made to address the Americans with Disabilities Act (ADA) requirements in making this project accessible to all persons?
  - ♦ What challenges have you met in trying to meet ADA requirements? Successes?

### B. Resumes of artists involved in work

Artists' resumes should be up to date and document training and accomplishments in the art discipline being used in the project; including any teaching or residency experience (please include a sample lesson plan). Provide websites for artists if available. Submit resumes for all professional artists who are budgeted for payment. Note: Resumes for current Young Audiences of Minnesota, COMPAS, and Minnesota State Arts Board roster artists are **not** required. Resumes for pre-packaged theatre artists (i.e.: Prairie Fire Theater, Missoula Theatre) are recommended but not required. The artistic merit criterion is the most heavily weighted of the three criteria. It is the responsibility of the applicant to provide the grant panel with sufficient information with which to judge the artistic quality of the artists.

## Certification Page

### Project Requirements:

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

<input type="checkbox"/>	1. Grant Application forms must be typed. <i>Hand written copies will not be accepted.</i>
<input type="checkbox"/>	2. Artists selected must be independent, professional artists. A professional artist considers the arts as a primary profession or career.
<input type="checkbox"/>	3. A residency must allow for a minimum of four hours of artist/core group contact time beyond the community event. Definitions can be found in "A Few Steps to a Successful Artist Residency" available from the SMAHC office or website (www.smahc.org).
<input type="checkbox"/>	4. Each project must involve the <b>general</b> community in some significant aspect of the residency.
<input type="checkbox"/>	5. A qualified instructor must be present at all times during a school residency. In the case of non-K-12 projects, a qualified member of the applicant organization must be present at all times.
<input type="checkbox"/>	6. Project requests may not exceed 75% of the cash cost of the project or \$2,500 (for residencies), \$750 (for pre-packaged theatre residencies) or \$600 (for field trips) per school building, whatever is less.
<input type="checkbox"/>	7. The project will be carried out as described in the grant application and budget within twelve months of award notification.
<input type="checkbox"/>	8. If the actual project cost is less than the total budgeted cost, the Arts & Learning grant will provide only up to 75% of the actual project cost.
<input type="checkbox"/>	9. The school or organization will provide <i>broad-based</i> publicity to the community at large prior to the project. SMAHC's financial assistance be acknowledged on all publicity and promotional material through the following credit line: <b><i>"This activity is made possible by a grant from the Southwest Minnesota Arts and Humanities Council (SMAHC) with funds appropriated by the McKnight Foundation and/or Minnesota State Arts Board with funds appropriated by the State Legislature."</i></b>
<input type="checkbox"/>	10. Grant funds may not be used for capital investments or construction, for purchase of real estate or endowment funds, for the purchase or commission of a work of art, or <u>solely</u> for the production costs associated with the creation of an arts event, such as costumes, sets, matting, framing costs, etc.
<input type="checkbox"/>	11. Activities must not be essentially for the religious socialization of the participants.
<input type="checkbox"/>	12. SMAHC Arts & Learning grant funds may not be used with funds from other SMAHC grant programs.
<input type="checkbox"/>	13. Projects must be inclusive and accessible in their process and/or final product, considering economic, geographic and physical accessibility, as well as the cultural, racial, ethnic, age, and gender make-up of their community. School field trips must be open to all students within a grade or subject discipline, rather than exclusive to a student organization.
<input type="checkbox"/>	14. I agree to file a Final Report within sixty (60) days of the residency's completion. <i>Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a forfeit of the remaining 20% of grant funds and may result in applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.</i>
<input type="checkbox"/>	15. The applicant must not have any outstanding final reports to SMAHC, and is in full compliance with any active contract with SMAHC.
<input type="checkbox"/>	16. Any changes to the project must be cleared in advance with the SMAHC executive director.

## Application Checklist:

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

### Complete this checklist before submitting your application.

The original copy of the following:

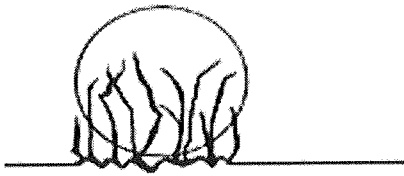
<input type="checkbox"/>	Pages 1 & 2 of application---signed by Authorizing Official & Project Director	
<input type="checkbox"/>	Project Narrative (maximum of 4 pages)	
<input type="checkbox"/>	Schedule: include dates, times, locations of residency, in-service & community event	
<input type="checkbox"/>	Resumes for all paid artists in the project (unless a Young Audiences of Minnesota, COMPAS, or Minnesota State Arts Board Roster Artist)	
<input type="checkbox"/>	If applicable, a signed copy of fiscal agent agreement outlining responsibilities of all participating parties.	
<input type="checkbox"/>	Non-roster artist lesson plans and work samples (not required, but encouraged)	
<b>Enclosed</b>	<b>On File with SMAHC</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Applicant organization's IRS 501(c)(3) status letter ( <i>Public schools &amp; official government units, exempt.</i> ) <b>OR</b>
<input type="checkbox"/>	<input type="checkbox"/>	A copy of your fiscal agent's IRS 501(c)(3), unless the fiscal agent is a public school or official governmental unit. <b>AND</b>
	<input type="checkbox"/>	A signed copy of fiscal agent agreement outlining responsibilities of all <b>participating parties. (Must submit a new agreement for each application.)</b>
<b>RETURN OF WORK SAMPLES (check one):</b>		
<input type="checkbox"/> I want my work samples returned. I am enclosing the required stamped self-addressed envelope.		
<input type="checkbox"/> I will pick up my work samples from the SMAHC office within 30 days after the Board Meeting date.		
<input type="checkbox"/> I do not wish to have my work samples returned.		
<i>NOTE: Unclaimed work samples and work samples sent without return postage will be discarded 30 days after the SMAHC Board of Directors meets.</i>		

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

### Certifying Signatures:

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

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



*Promoting the arts since 1974*

**Southwest Minnesota Arts and  
Humanities Council**

Effective July 1, 2009 to June 30, 2010

## **Art Project and Linkage Grants Program Overview Application & Instructions**

### **Application Deadlines**

Postmarked by

**Round 1: August 3, 2009**

**Earliest Project Start Date: October 15, 2009**

**Round 2: February 1, 2010**

**Earliest Project Start Date: April 15, 2010**

### **New This Year:**

- It is your responsibility to make sure your application is complete and does not include errors. The SMAHC staff will no longer notify an applicant to offer an opportunity to make additions or adjustments to an application. Incomplete or inaccurate materials may result in your application being deemed ineligible or reduce your request.

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

[smahcinfo@iw.net](mailto:smahcinfo@iw.net)  
[www.smahc.org](http://www.smahc.org)

*Proposals that are primarily educational projects for students should be submitted to the Arts & Learning Grant program.*

# SMAHC Art Project & Linkage Grants

## Program Guidelines

July 1, 2009 to June 30, 2010

### **Program Intent:**

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

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

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

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

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

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

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

### **Grant Amounts:**

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

### **Important Dates:**

**Round I**      Grant Deadline: August 3, 2009

Grant Writing workshop: July 1, 2009, 4-6 p.m. at the SMAHC Office

Panel Meeting: September 12, 2009;

Board Action: September 28, 2009

**Round II**      Grant Deadline: February 1, 2010

Grant Writing workshop: December 30, 2009, 4-6 p.m. at the SMAHC Office (tentative date)

Panel Meeting: March 6, 2010;

Board Action: March 22, 2010



## **Application Forms:**

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

## **Application Assistance:**

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

## **Who is Eligible?**

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

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

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

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

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

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

## **Review Process:**

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

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

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

### **Review Criteria:**

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

- a. **Artistic Quality and Merit** – Quality art, whether traditional or experimental, is challenging and original. Rooted in basic human values, it illuminates the human condition, serves the vital interests of communities, and moves the imagination and heart. Such work is well crafted and well performed. Special consideration will be given to projects that incorporate the humanities to give context to the arts activities proposed. Examples include program notes, speakers or panels, or “informances” that provide background information for the artistic experience, such as a description of the historical period in which a composer wrote a musical piece being performed, the politics of the time, influences that may have affected the creation of the piece. The humanities include, but are not limited to, history; literature; philosophy and ethics; foreign languages and cultures; linguistics; jurisprudence or philosophy of law; archaeology; comparative religion; the history, theory, and criticism of the arts; and those aspects of the social sciences (anthropology, sociology, psychology, political science, government, and economics) that use historical and interpretive rather than quantitative methods. The panel considers such factors as:
  - ♦ contributions to the artistic growth of the artists and audience
  - ♦ how the activities support the organization’s mission and complement and build upon past projects,
  - ♦ the project’s contribution to the respective art form,
  - ♦ the artists’ qualifications,
  - ♦ how the project advances the stated goals of the organization and the organization’s stated goals of the project,
  - ♦ how the humanities have been incorporated into the project to give context to the arts activity or experience.
- b. **Ability** - The panel considers the ability of the applicant to accomplish this project including:
  - ♦ the quality of the planning process (including evaluation),
  - ♦ the project director’s qualifications,
  - ♦ the feasibility of the budget with income derived from a variety of sources,
  - ♦ the quality of the promotional efforts,
  - ♦ the degree of fiscal accountability,

- and the quality of past projects.
- c. Collaboration and Support** - The panel considers both the demonstrated need for this project by the organization and by the community which it serves, including:
- ♦ the degree of community support and involvement as illustrated, in part, by in-kind contributions,
  - ♦ the degree to which this project broadens awareness of the power of the arts to enrich our lives and ensure the vitality of our communities,
  - ♦ whether or not the project duplicates other programs, complements existing programs or shows growth from applicant's past projects,
  - ♦ and evidence of growth and/or diversity from past SMAHC funded projects.
- d. Applicability to Linkage Goals (Linkage Grants only)** – The panel considers the extent to which the project:
- ♦ includes the advancement of the stated goals of both school and arts organization,
  - ♦ provides and encourages new levels of arts activities in the school system,
  - ♦ explores new ways of providing participatory artistic activities,
  - ♦ and develops new or expanded alliances between schools and local art organizations for long term partnerships.

### **Appeals Policy and Procedures:**

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

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

### **Grant Contract and Distribution of Funds:**

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

### **The Final Report:**

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

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

Grant writing workshops are tentatively scheduled for July 1, 2009 and December 30, 2009 from 4-6 p.m. in the SMAHC office, Suite 600, 1210 East College Drive, Marshall. If you aren't able to attend a grant workshop you are welcome to make an appointment to stop by our office for assistance. Check the web site to verify the dates of the workshops. Workshops are free but **pre-registration is required**. Call or email to register for a grant writing workshop.



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

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

## Art Project Grant & Linkage Grant Programs

### Application Form

July 01, 2009 – June 30, 2010

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

### PART I

**Name of Organization** \_\_\_\_\_

**Address** \_\_\_\_\_ **Email** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Organization Website** | \_\_\_\_\_

**Authorizing Official's Name** \_\_\_\_\_ **Title** \_\_\_\_\_

*(Not the Project Director)*

**Address** \_\_\_\_\_ **Phone (daytime)** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Project Director's Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone (daytime)** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email Address** \_\_\_\_\_

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

**Fiscal Agent Organization:** \_\_\_\_\_

**FA Authorizing Official's Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone (daytime)** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email Address** \_\_\_\_\_

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

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

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

**Project Start Date:** \_\_\_\_\_ **Project End Date:** \_\_\_\_\_

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

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

*Maximum: \$4500*

## PART II

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

### A. Cash Cost of Project

### Totals

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

\$

2. Expendable Supplies & Materials:

\$

3. Transportation & Subsistence:

\$

4. Publicity (Ads, Printing, etc.)

\$

5. Rental:

\$

6. Other - describe:

\$

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

\$

### Cash Match for Project

### Totals

8. Organization Cash budgeted for this project

\$

9. \*Earned Income (Ticket sales, Fundraisers, Concessions, etc.)

\$

10. Other Income – itemize. Indicate source and if funds are anticipated or received.

\$

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

\$

12. Amount Requested from SMAHC (Line 7 minus line 11)

\$

*Grant request may not exceed 50% of line 7. Maximum request: \$4,500*

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

Category	Estimated # of tickets sold	Ticket Price	Estimated Income

**Totals all categories (add each column):**

<b>TOTALS →</b>		<b>TOTALS →</b>	
-----------------	--	-----------------	--

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

Year	Project	Ticket Price(s)

## PART III

### A. Schedule of project

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

Event	Date & Time	Venue	Street Address	City

### B. Estimated cost per person

#### 1. Population of Local Community

#### 2. Population of Region served (if project extends beyond a local community)

#### 3. House Capacity

#### Number of Performances

#### 4. Expected Audience High: Low: Average:

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

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

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

#### 8. Total People Served

**9. Subsidy Per Person** Grant amount requested divided by #8 (Total People Served)


### C. Grant History

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

Date	Project	Amount of Grant

#### To be completed by Arts Organizations Only

Total Organization Expenses for your most recently completed Fiscal Year (FY):	FY	\$
--	----	----



## D. Budget Narrative

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

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

## E. Project Narrative

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

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

List the specific artistic goals of this project. How will this particular project achieve your goals? How will you evaluate whether your goals have been achieved? Consider ways of determining audience response and critical response.

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

How does this project show growth from previous projects?

How have you incorporated the humanities into your project to give context to the arts activity?
    - ♦ **Collaboration and Support**

Why this activity is important to the community?

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

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

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

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

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

Detail the planning process and describe the promotion plan.

## Project Narrative (cont.)

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

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

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

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

## F. Required Support Material

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

## PART IV

### ADA Access Plan Checklist:

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

**Name of Organization:** \_\_\_\_\_

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

Contact the following organizations for assistance:

VSA Minnesota, Hennepin Center for the Arts

528 Hennepin Avenue, Suite 305

Minneapolis, MN 55403

1-800-801-3883 TTD/TTY

Email Address: [vsarts@bcmn.com](mailto:vsarts@bcmn.com) Web Site: [www.mn.vsarts.org](http://www.mn.vsarts.org)

MN State Council on Disability

121 East 7<sup>th</sup> Place, Suite 107

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

Email Address: [council.disability@state.mn.us](mailto:council.disability@state.mn.us)

Web Site: [www.state.mn.us/portal/mn/jsp/home.do?agency=MSCOD](http://www.state.mn.us/portal/mn/jsp/home.do?agency=MSCOD)

## Certification Page

### **Project Requirements:**

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

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

## **Certification Page - Continued**

### **Application Checklist:**

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

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

**The original copy of the following:**

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

### **RETURN OF WORK SAMPLES (check one):**

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

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

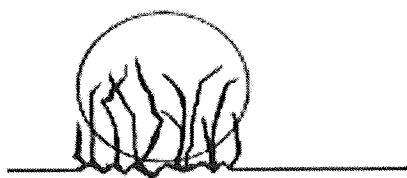
**Certifying Signatures:** The signatures below certify that we meet all of the eligibility requirements of this grant program, that all information contained in this application and its attachments is true and correct to the best of our knowledge and that we have submitted a complete application fulfilling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

Project Director: \_\_\_\_\_  
 Signature Date

Authorizing Official: \_\_\_\_\_  
 Signature Date

Fiscal Agent: \_\_\_\_\_  
 Signature Date





*Promoting the arts since 1974*

**Southwest Minnesota Arts and  
Humanities Council**

Effective July 1, 2009 to June 30, 2010

## **Local Arts Organization Development Grants Program Overview Application & Instructions**

### **Application Deadlines**

Postmarked by

**Round 1: August 3, 2009**

**Earliest Project Start Date: Oct. 15, 2009**

**Round 2: February 2, 2010**

**Earliest Project Start Date: April 15, 2010**

### **New This Year:**

- It is your responsibility to make sure your application is complete and does not include errors. The SMAHC staff will no longer notify an applicant to offer an opportunity to make additions or adjustments to an application. Incomplete or inaccurate materials may result in your application being deemed ineligible or reduce your request.

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

[smahcinfo@iw.net](mailto:smahcinfo@iw.net)  
[www.smahc.org](http://www.smahc.org)

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

Free grant writings are tentatively scheduled for July 1, 2009 and December 30, 2009 from 4-6 p.m. in the SMAHC office, Suite 600, 1210 E. College Drive, Marshall. Pre-registration is required. If you aren't able to attend a grant workshop you are welcome to make an appointment to stop by our office for assistance. Check the web site to verify the dates of the workshops.



# **SMAHC Local Arts Organization Development Program Guidelines**

**July 1, 2009 to June 30, 2010**

## **Program Intent:**

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

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

## **Grant Amounts:**

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

## **Important Dates:**

### **Round I      Grant Deadline: **August 3, 2009****

Grant Writing workshop: July 1, 2009, 4-6 p.m. at the SMAHC Office

Panel Meeting: September 12, 2009;

Board Action: September 28, 2009

### **Round II      Grant Deadline: **February 2, 2010****

Grant Writing workshop: Dec. 30, 2009, 4-6 p.m. at the SMAHC Office

Panel Meeting: March 6, 2010;

Board Action: March 22, 2010

## **Application Forms:**

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

## **Who is Eligible?**

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

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

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

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

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

### **Application Assistance:**

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

### **Review Process:**

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

## **Review Criteria**

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

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

## **Appeals Policy and Procedure:**

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

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

## **Grant Contract and Distribution of Funds:**

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

## **Final Report:**

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

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

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

**Local Arts Development Grant Program**  
**Application Form**  
**July 01, 2009 – June 30, 2010**

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

**PART I**

**1. Name of Organization** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Email** \_\_\_\_\_  
**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

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

**2. Authorizing Official's Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
(*Not the Project Director*) \_\_\_\_\_  
**Address** \_\_\_\_\_ **Phone (daytime)** \_\_\_\_\_  
**City** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

**3. Project Director's Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Phone (daytime)** \_\_\_\_\_  
**City** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

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

**4. Fiscal Agent Organization:** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Phone (daytime)** \_\_\_\_\_  
**City** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

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

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

**6. Project Start Date:** \_\_\_\_\_ **Project End Date:** \_\_\_\_\_

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

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

**8. Total Cash Cost of Project:** \_\_\_\_\_ **\$** \_\_\_\_\_

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

**10. Grant Amount Requested (Total Cash Cost (8) minus Total Cash Match (9)):** \_\_\_\_\_ **\$** \_\_\_\_\_  
*Grant request may not exceed 50% of Total Cash Cost. Maximum request: \$4,000*

## PART II

**Attach the information requested below.**

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

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

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

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

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

### C. Project Personnel

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

## PART III

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

**Name of Organization:** \_\_\_\_\_

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

Contact the following organizations for assistance:

VSA Minnesota, Hennepin Center for the Arts  
528 Hennepin Avenue, Suite 305  
Minneapolis, MN 55403  
1-800-801-3883 TTD/TTY

Email Address: [info@vsaartsmn.org](mailto:info@vsaartsmn.org). Web Site: <http://www.vsaartsmn.org/>

MN State Council on Disability  
121 East 7<sup>th</sup> Place, Suite 107, St. Paul, MN 55101  
1-800-945-8913 V/TTY, Email Address: [council.disability@state.mn.us](mailto:council.disability@state.mn.us)  
Web Site: [www.state.mn.us/portal/mn/jsp/home.do?agency=MSCOD](http://www.state.mn.us/portal/mn/jsp/home.do?agency=MSCOD)



## Part IV

### PROJECT ACTIVITY INFORMATION

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

## Certification

### **Project Requirements:**

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

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

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

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

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

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

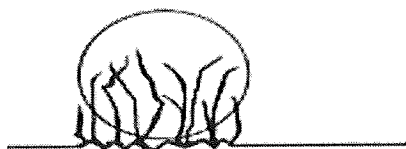
**Certifying Signatures:** The signatures below certify that we meet all of the eligibility requirements of this grant program, that all information contained in this application and its attachments is true and correct to the best of our knowledge and that we have submitted a complete application fulfilling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

Project Director: \_\_\_\_\_  
SignatureDate

Authorizing Official: \_\_\_\_\_  
SignatureDate

Fiscal Agent: \_\_\_\_\_  
SignatureDate

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



*Promoting the arts since 1974*

**Southwest Minnesota Arts and  
Humanities Council**

Effective July 1, 2009 to June 30, 2010

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

**Application Deadlines**

Postmarked by

**Career and Development Programs**

**Deadline: December 1, 2009**

**Earliest Project Start Date: Feb. 1, 2010**

**Art Study Opportunity Program**

**Round 1: October 1, 2009**

**Earliest Project Start Date: Dec. 1, 2009**

**Round 2: April 1, 2010**

**Earliest Project Start Date: June 1, 2010**

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

<p style="text-align: center;"><b>SMAHC/McKnight Individual Artist Program Guidelines Career, Development and Art Study Opportunity July 1, 2009 to June 30, 2010</b></p>
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**Program Intent:**

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

**Grant Amounts:**

The Individual Artist program is separated into three categories (see page 3 for category definitions).

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

**Important Dates:**

**Career and Development programs**

Grant Deadline: December 1, 2009

Grant writing workshop: October 21, 2009, 4-6 p.m., SMAHC office

Panel Meeting: January 9, 2010

Board Action: January 25, 2010

**Art Study Opportunity program**

**Round I**

Grant Deadline: October 1, 2009

Grant writing workshop: August 28, 2009, 2-4 p.m., SMAHC office

Panel Meeting: November 14, 2009

Board Action: November 23, 2009

**Round II**

Grant Deadline: April 1, 2010

Grant writing workshop: February 17, 2010, 2-4 p.m., SMAHC office

Panel Meeting: May 1, 2010

Board Action: May 24, 2010

## **Application Forms:**

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

## **Application Assistance:**

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

## **Who is Eligible?**

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

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

## **Proof of Residency:**

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

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

## **Program Category Definitions:**

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

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

The **Art Study Opportunity Grant category** awards up to \$500 to aid area artists at all stages of development to take advantage of professional development opportunities (2 deadlines). Use of funds for this category may be used for training purposes, i.e., workshops, conferences, transportation to professional training sites, development of mentorship/apprentice relationships with professional artists.

### **Review Process:**

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

### **Review Criteria:**

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

### **The Appeals Procedure:**

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

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

### **Grant Contract and Distribution of Funds:**

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

### **The Final Report:**

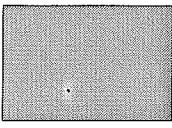
A final report form will be sent to the grantee with the letter containing the initial 80% grant award check. The final report is an extremely important document. SMAHC realizes that as projects develop, some minor differences may arise, but applicants should take every precaution to insure implementation,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

### **Work Samples:**

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

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

List your name  
and daytime  
phone number

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

Number slides  
in the order you  
want them presented

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

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

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

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

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

Grant writing are tentatively scheduled for August 28, 2009 and February 17, 2010 from 2-4 p.m. for the Individual Artist Study Opportunity Grants, and October 21, 2009, from 4-6 p.m. for the Individual Artist Career and Development Grants in the SMAHC office, Suite 600, 1210 East College Drive, Marshall. If you aren't able to attend a grant workshop you are welcome to make an appointment to stop by our office for assistance.



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

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

**Individual Artist Grant Program**  
**Career, Development, and Art Study Opportunity Application**  
**July 1, 2009 – June 30, 2010**

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

**1. Applicant Information**

Legal Name:    First                      MI                      Last  
Address: \_\_\_\_\_  
City: \_\_\_\_\_                      Zip: \_\_\_\_\_                      County  
Day Phone: \_\_\_\_\_                      Other Phone: \_\_\_\_\_  
Email: \_\_\_\_\_                      Art Discipline: \_\_\_\_\_

**2. Category applying under (Check one)**

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

**3. Project Start Date:** \_\_\_\_\_

*(must be after award date)*

**Project End Date:** \_\_\_\_\_

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

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

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

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**Total Expenses    :    \$** \_\_\_\_\_

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

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

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

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

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**9. What are your career goals as an artist:**

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

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

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**IMPORTANT:**

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

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

## Certification Pages

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

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

## PROJECT ACTIVITY INFORMATION

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

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

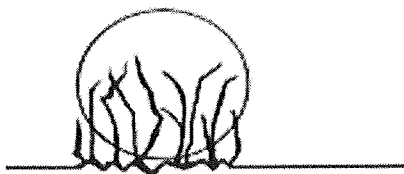
Enclosed	The original or copy of the following:
<input type="checkbox"/>	The completed, typed and signed application.
<input type="checkbox"/>	Application Pages 1 through 4
<input type="checkbox"/>	Art-related resume.
<input type="checkbox"/>	Applicant work sample according to field of study: a. 5-10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

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

Applicant's Signature \_\_\_\_\_ Applicant name printed or typed \_\_\_\_\_ Date \_\_\_\_\_

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

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



*Promoting the arts since 1974*

**Southwest Minnesota Arts and  
Humanities Council**

Effective July 1, 2009 to June 30, 2010

# **SMAHC/McKnight Challenge Grants Program Overview Application & Instructions**

## **Application Deadlines**

Postmarked by

**Round I: September 4, 2009**

**Earliest Project Start Date: October 1, 2009**

**Round II: January 4, 2010**

**Earliest Project Start Date: February 2, 2010**

**\*Round III: April 1, 2010**

**Earliest Project Start Date: May 1, 2010**

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

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

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

**Southwest Minnesota Arts & Humanities Council**  
1210 E. College Dr., Ste. 600, Marshall, MN 56258, 507-537-1471, 800-622-5284  
email: [smahcinfo@iw.net](mailto:smahcinfo@iw.net), Website: [www.smahc.org](http://www.smahc.org)

**SMAHC/McKnight Challenge**  
**Program Guidelines**  
**July 1, 2009 to June 30, 2010**

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

**Program Intent:**

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

**Grant Amounts:**

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

**Deadlines:**

- |            |   |
|------------|---|
| Round I    | Grant Deadline: September 4, 2009<br>Board Action: September 28, 2009<br>Earliest Project Start Date: October 1, 2009   |
| Round II   | Grant Deadline: January 4, 2010<br>Board Action: January 25, 2010<br>Earliest Project Start Date: February 2, 2010  |
| *Round III | Grant Deadline: April 1, 2010<br>Board Action: April 26, 2010<br>Earliest Project Start Date: May 1, 2010<br><i>*Round III to be added if funds remain after Round 2. Please contact the SMAHC office before applying</i> |

**Application Forms:**

The application must be postmarked or received by 4:30 p.m. of the application deadline. Late or incomplete applications will not be considered. The application may be typed or reproduced on computer. Application forms are also available by contacting SMAHC at [smahcinfo@iw.net](mailto:smahcinfo@iw.net). Grant materials can be sent to you via e-mail. Applications submitted by electronic transmission will not be accepted. Please read the grant guidelines and application form carefully. Submit the signed original with necessary support materials. Keep a copy for your records. Applicants are encouraged to apply early in the year.

### **Application Assistance:**

Applicants are strongly encouraged to submit a draft of the application to SMAHC well in advance of the application deadline. A staff member will review your application, as time permits, and may offer suggestions for improvement. Staff will try to help all applicants who submit prior to the grant deadline but cannot guarantee assistance. Staff assistance does not imply that a grant request will be funded. Project quality, content, budget, and accuracy of an application are solely the responsibility of the applicant. Free technical assistance workshops are available for interested organizations. To sponsor a workshop in your area, please contact the SMAHC office to make arrangements for a workshop.

### **Who is Eligible?**

The Arts Challenge program is open to nonprofit arts organizations in the following eighteen counties of southwest Minnesota:

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

### **General Restrictions:**

1. SMAHC/McKnight Arts Challenge requests may not exceed \$500.
2. Applicant organizations must not have any outstanding final reports to SMAHC, and be in full compliance with any active contract with SMAHC.
3. Arts Challenge project must be completed within 12 months of the start date of the project.
4. Existing members and advance ticket sales as well as fund drive results must be verified.
5. The project will be carried out as described in the grant application and budget. Any changes must be requested and cleared, in writing, in advance with SMAHC.
6. SMAHC's financial assistance will be acknowledged on all publicity and promotional material through the following credit line: ***This activity is made possible by a grant from the Southwest Minnesota Arts and Humanities Council with funds appropriated by the McKnight Foundation.***
7. Access to participation in the project will not be limited on the basis of economic, geographic, physical accessibility, culture, race, ethnicity, age, or gender.
8. A final report form will be submitted, along with verifiable supporting material and documentation of expenses required in the final report form, within 60 days of the project's completion. *Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a loss of 20% of grant funds and may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.*

### **The Grant Process:**

After the application is received, there is a two-month process period, during which SMAHC staff will determine eligibility. Eligible applications will be considered for funding by the SMAHC Board of Directors. Successful grantees will be asked to keep a list of member names (or season ticket holder names) and amounts during the fund drive period. At the end of the fund drive, a final report must be filed with the SMAHC office for payment. Grant applicants may not discuss their application with SMAHC board members following the grant deadline until after the board has acted on the application. Communication regarding an application with SMAHC board members during this time will result in the application being ineligible for funding consideration.

## **Review Criteria:**

SMAHC Board decisions will be based on:

1. **Ability of the applicant to accomplish the membership fund drive**, demonstrated by:
  - a. realistic target numbers/fiscal responsibility.
  - b. how the drive will be publicized, documented, and evaluated.
  - c. feasibility of the timetable (plan/schedule).
2. **Organizational relationship to arts production/sponsorship**, demonstrated by:
  - a. mission statement and goals of organization.
  - b. previous three years' activity.
  - c. organization by-laws
3. **Availability of funds.** Priority will be given to applicants who have not received a SMAHC Challenge Grant in the previous fiscal year.

## **Appeals Policy and Procedures:**

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

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

## **Grant Contract and Revised Budget:**

Once the application has been approved for funding, the applicant must sign and return the contractual agreement within 30 days of notification. Failure to provide the required documents within the prescribed time can result in the cancellation of a grant commitment. Occasionally, additional clearly outlined conditions will be added to the contract.

## **The Final Report:**

After the Final Report has been signed and returned to the SMAHC office and approved by the Executive Director, a check for 100% of the approved matching award (dollar for dollar up to a maximum of \$500) will be sent to the applicant within thirty days.

Applicants who fail to provide a final report within 60 days of the end of the project without a prior request for an extension will result in a loss of 20% of grant funds and may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.

## **Frequently Asked Questions:**

*"If we gain new members but lose old members, can we count new membership dollars?"* **Yes.**

*"If we have members who now give \$20 but are raising to \$30, how much can we count?"* **\$10.00.**

*"Does this drive have to begin after we are approved?"* **Yes.**

*"Can it be for just one or two months, not three?"* **Yes. Six months or a year?"** **Yes.**

*"If we asked for \$500 but only got \$300 in new members, how much will we receive?"* **\$300.**

*"If we asked for \$300 but got \$500 in new members, how much will we receive?"* **\$300.**

*"We don't keep a name list of our season ticket holders. Can we just count the increase in sales?"* **No.**

*"What do you mean by 'the previous 12 month period?'"* **If your fund drive is scheduled from October 1, 2009 through September 30, 2010, show the memberships received from October 1, 2009 through September 30, 2010.**



# Southwest Minnesota Arts & Humanities Council

1210 E. College Dr., Ste. 600, Marshall, MN 56258

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

E-mail: [smahcinfo@iw.net](mailto:smahcinfo@iw.net) Website: [www.smahc.org](http://www.smahc.org)

For office use only

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

Date received: \_\_\_\_\_

Postmarked: \_\_\_\_\_

Board Review: \_\_\_\_\_

## Arts Challenge Grant Program

### Application Form

July 01, 2009 – June 30, 2010

**The SMAHC/McKNIGHT Arts Challenge Grant is made possible by the McKnight Foundation.**

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

**Name of Applicant Organization** \_\_\_\_\_

**Authorizing Official** \_\_\_\_\_ **Position** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Project Director's Name** \_\_\_\_\_ **Position** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Amount of Challenge Grant requested (\$500 maximum).** \_\_\_\_\_ \$ \_\_\_\_\_

*Answer the questions below. You may respond on a separate sheet of paper (1 page maximum) if you prefer.*

1. Provide a brief description of your organization. What is your mission? What are your activities?

2. Describe the need for your organization, both by community at large and local artists.

3. What purposes do membership or season ticket sales provide for your organization (what do you use the funds for)?

4. Describe how memberships or pre-sold season tickets were marketed last year (was there a fund drive, did individual members sell tickets, was there a marketing manager, etc).

5. Describe the groups of people you are targeting this year. How you are going to locate and reach them?

6. List any funding received in the previous 12 month period from SMAHC and/or the Minnesota State Arts Board

7. List the memberships or pre-sold season tickets were sold in the previous 12 month period:

<u>Type of Member</u>	<u>Price</u>	<u>Number</u>	<u>Income (price x number)</u>
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
		<b>TOTAL</b>	<b>TOTAL</b>   \$

8. List the projected sales of memberships or pre-sold season tickets in the next 12 month period:

<u>Type of Member</u>	<u>Price</u>	<u>Number</u>	<u>Income (price x number)</u>
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
		<b>TOTAL</b>	<b>TOTAL</b>   \$

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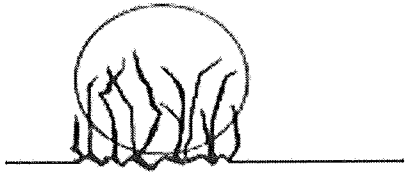
11. Fund Drive Dates: Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Income Past Year (Actual)	\$	Expenses Past Year (Actual)	\$
Income This Year (Estimated)	\$	Expenses This Year (Estimated)	\$
Income Next Year (Estimated)	\$	Expenses Next Year (Estimated)	\$

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

**Mail or deliver your application including all required support material to:**  
SMAHC, 1210 E. College Drive, Suite 600, Marshall, MN 56258.





*Promoting the arts since 1974*

**Southwest Minnesota Arts and  
Humanities Council**

Effective July 1, 2009 to June 30, 2010

**SMAHC/McKnight  
Arts Organization  
Networking/Training  
Opportunity Grant  
Program Overview  
Application & Instructions**

**Application Deadlines**

**Application due one (1) week prior to planned trip**

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

**SMAHC/McKnight Arts Organization  
Networking/Training Opportunity Grant  
Program Guidelines  
July 1, 2009 to June 30, 2010**

**Purpose:**

This program is designed to encourage networking and the exchange of ideas and resources among local arts organizations in the SMAHC region. Local arts organization may apply for up to \$500 for mileage reimbursement as well as reimbursement for registration fees (and meals & lodging when appropriate) for representatives of their organization to attend workshops and seminars and to attend meetings with representatives from other arts organizations in the region for the purpose of networking and sharing of information. SMAHC staff can provide names of arts organizations and contact people. Applications will be considered to allow for networking with organizations or attending workshop or training opportunities outside the SMAHC region when appropriate. Maximum award: \$500 per organization per SMAHC fiscal year.

**Eligibility:**

Local arts organizations within the 18 county area of SMAHC are eligible to apply. Applicant organizations must be located in one of the following counties:

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

**Criteria:**

Grants will be awarded based on the applicant organization's needs and the ability of the organization being visited or training opportunity to meet those needs.

**Application Process:**

Applicants must submit an application at least one week prior to the planned trip. Note: Due to the short time-line, in order to be eligible the application must be received (not postmarked or emailed) by the SMAHC office no later than 4:30 p.m. one week prior to the planned trip. Staff will review applications and forward a copy of a final report form to eligible applicants. Note: this program has a limited budget and grants are awarded on a first come, first served basis.

**The Final Report:**

You will be asked to submit a final report within 30 days of the visit showing the actual number of miles driven and receipts for meals, lodging and registration fees (if applicable) or proof of payment for which you are requesting reimbursement and a brief description of what you gained from your visit. On receipt and approval of the completed final report form, a check will be issued to reimburse the applicant organization for actual expenses, not to exceed the grant award or **\$500**, whichever is less. Note: checks will be issued to the arts organization applying for this grant, not to the individual organization representatives.

**Application Directions:** Please provide us with the following information. You may use this sheet or attach a separate sheet of paper.

**Applicant Information**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ County \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of Organization** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Zip** \_\_\_\_\_

1. Brief description of your organization's purpose and structure.  
Address the following questions:

What is your organization's mission?
How old is your organization?
What types of programs does your organization offer?
Who are the primary constituents that your organization serves?
Do you have a board of directors or an advisory committee?
How were they chosen, and by whom?
Are you incorporated as a 501(c)(3) non-profit corporation or are you in the process of applying for non-profit status?

2. Name, location and brief description of the organization, workshop or seminar you wish to visit. Please include promotional materials from the workshop or seminar, if available. If your request is for networking with another arts organization, answer the questions listed in #3 above for the organization you plan to visit.

--

3. What do you hope to gain from the visit?

--

4. Who will be going with you and what is their connection with your organization?

--

5. Who will you be meeting with (full board, committee, staff)? Is this a regularly scheduled meeting of the organization or a meeting set up specifically for the purpose of networking? If you are attending a workshop or seminar attach a copy of brochure and schedule of the meeting.

--

6. When will you be making the trip?

--

7. Total request from SMAHC:		\$
a. For how many miles are you requesting reimbursement?		\$
b. List any fees and other expenses that you are requesting reimbursement for.		
		\$
		\$
		\$

## PROJECT ACTIVITY INFORMATION

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

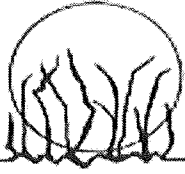
Total Org. Expenses - most recently completed Fiscal Year (FY):	\$	FY
---	----	----

**Applicant's signature and date certifying the information provided is accurate.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





*Promoting the arts since 1974*

**Southwest Minnesota Arts and  
Humanities Council**

Effective July 1, 2009 to June 30, 2010

**SMAHC  
Cultural Bank Insurance  
Program Overview  
Application & Instructions**

**Application Deadlines**  
Postmarked by

**Applications due 28 days prior to  
performance/event date**

SMAHC  
1210 E. College Drive  
Suite 600  
Marshall, MN 56258  
(507) 537-1471  
(800) 622-5284  
[smahcinfo@iw.net](mailto:smahcinfo@iw.net)

# Southwest Minnesota Arts & Humanities Council

1210 E. College Dr., Suite 600, Marshall, MN 56258, 507-537-1471, 800-622-5284

email: [smahcinfo@iw.net](mailto:smahcinfo@iw.net), Web Site: [www.smahc.org](http://www.smahc.org)

## SMAHC Cultural Bank

### Program Guidelines

July 01, 2009 to June 30, 2010

*The Cultural Bank, functioning as an underwriting service, exists to remove the fear of financial loss in sponsoring arts and humanities programs without removing the responsible community effort required to support the program.*

**Purpose:** To encourage the sponsorship of arts and humanities events in the SMAHC region, using local, regional, state, national or international resources.

**Who is Eligible?** Any organization, including schools, which support the arts and/or humanities, is eligible. Applicant organizations must be SMAHC organizational members (\$50 annual dues). Individuals cannot apply.

**What Types of Programs are Eligible?** Arts and humanities programs as described by the National Endowment for the Arts and the National Endowment for the Humanities are acceptable. These areas include architecture, environmental arts, original crafts, dance and choreography, visual arts, film, photography, literature, music, composition, public discussion, historical research, theatre and creative writing, etc. SMAHC's main concern is that the program applied for be a quality community event open to the public and involving more than just a small group.

**What to Do:** Organizations planning a program that carries some financial risk should apply to the Cultural Bank at least 28 days in advance of the program. Forms are available from the SMAHC office. One copy of the form should be completed and sent to the SMAHC office. The other copy should be retained for the applicant's records.

**What Happens:** The organization must promise to try energetically to raise the amount needed to break even on the project. If successful, the Cultural Bank money is not required, if the project income does not meet expenses, the Cultural Bank money is available up to the amount applied for in advance (not to exceed \$400). The money may be obtained in advance, if necessary, but any profit---up to the insurance amount requested---must be repaid within 30 days of the completed program.

**Application Deadline:** 28 days in advance of the project start date.

**Limits:** There is no limit on how often an organization may apply, but an organization cannot receive more than \$400 within any July 1 - June 30 fiscal year. No request can exceed more than 1/3 of the project costs.

In order to more equitably distribute SMAHC's funds, we request that organizations receiving money from SMAHC or other grant-in-aid programs for a particular event, not apply for Cultural Bank funds for that event, and vice versa. However, one organization could receive grant funds and Cultural Bank funds for different projects. Regular school events such as school plays, school concerts, etc. are not eligible.

#### **Terms of the Agreement:**

- 1) The organization will do its best to follow the approved budget and meet the costs of the program.
- 2) All printed matter and verbal announcements pertaining to the program will acknowledge SMAHC's support with the following credit line: *This program is made possible, in part, with financial support and backing provided by the Southwest Minnesota Arts and Humanities Council's Cultural Bank.*
- 3) A final report, containing a financial statement showing an accurate report of the project and a brief narrative summary, will be submitted to SMAHC within 60 days of the completion of the program whether or not a claim is made for Cultural Bank funds.
- 4) In the event funds are advanced to the organization, all unused funds shall be returned to SMAHC with the final project report.

**General Concerns:** SMAHC relies on the applicant's understanding of the *spirit* of Cultural Bank Insurance, i.e., to view it not as a grant, but as financial security, if needed. The available funds will hopefully encourage more ambitious projects than would normally be possible.

**Southwest Minnesota Arts & Humanities Council**  
**1210 E. College Drive, Suite 600, Marshall, MN 56258**

FOR OFFICE USE ONLY	
Received _____	Amount \$ _____
Approved _____	Check Sent _____
Membership Date _____	Not Needed _____

**Cultural Bank Application Form**

July 01, 2009 – June 30, 2010

Submit a **typed** and signed original. Keep a copy for your records. Double-check your math.

**APPLICANT INFORMATION**

Name of Member or Organization \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Person Completing Application \_\_\_\_\_ Telephone Number \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Email \_\_\_\_\_

**PROJECT INFORMATION**

Name of Program \_\_\_\_\_  
 Date(s) of Program \_\_\_\_\_  
 Time & Place of Program \_\_\_\_\_  
 Anticipate Audience Size \_\_\_\_\_ Anticipated Number of Participants \_\_\_\_\_  
 Describe the Program \_\_\_\_\_

What action is your organization taking to ensure the financial success of this project? \_\_\_\_\_

**Program Budget:** Clearly identify each item. Anticipated income must equal or exceed anticipated expense.

Anticipated Expense		Anticipated Income	
1. Salaries/Artists Fees	\$ _____	1. Cash in treasury or budgeted for the Project	\$ _____
	\$ _____		\$ _____
2. Expendable Supplies & Materials	\$ _____	2. Ticket Sales	\$ _____
	\$ _____	Ticket Prices _____	
	\$ _____	# Tickets to be sold _____	
3. Publicity (printing, ads)	\$ _____	3. Participation Fees (if applicable)	\$ _____
	\$ _____	Amount of Fee _____	
	\$ _____	# of Participants _____	
4. Transportation & Subsistence	\$ _____	4. Other Earned Income	\$ _____
	\$ _____	(ad sales, concessions, etc)	
5. Communications (phone, postage)	\$ _____	Other (describe)	\$ _____
	\$ _____	_____	\$ _____
6. Rental & Other	\$ _____	_____	\$ _____
	\$ _____		
7. TOTAL	\$ _____	6. TOTAL	\$ _____
	\$ _____	(must equal or exceed total expenses)	
8. Cultural Bank Support Request	\$ _____	7. Advance for Pre-Program	
(may not exceed 1/3 of cost or \$400)		Expenses (if necessary)	\$ _____

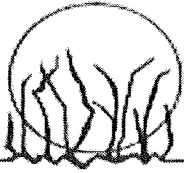
**Agreement:** I certify that the above information is true to the best of my knowledge and I pledge our organization to meet the terms of the Cultural Bank program.

Signature of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

## PROJECT ACTIVITY INFORMATION

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

Total Org. Expenses - most recently completed Fiscal Year (FY):	\$	FY
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*Promoting the arts since 1974*

**Southwest Minnesota Arts and  
Humanities Council**

Effective July 1, 2009 to June 30, 2010

**SMAHC  
Cultural Bank Insurance  
Program Overview  
Application & Instructions**

**Application Deadlines**  
Postmarked by

**Applications due 28 days prior to  
performance/event date**

SMAHC  
1210 E. College Drive  
Suite 600  
Marshall, MN 56258  
(507) 537-1471  
(800) 622-5284  
[smahcinfo@iw.net](mailto:smahcinfo@iw.net)

# Southwest Minnesota Arts & Humanities Council

1210 E. College Dr., Suite 600, Marshall, MN 56258, 507-537-1471, 800-622-5284

email: [smahcinfo@iw.net](mailto:smahcinfo@iw.net), Web Site: [www.smahc.org](http://www.smahc.org)

## SMAHC Cultural Bank

### Program Guidelines

July 01, 2009 to June 30, 2010

*The Cultural Bank, functioning as an underwriting service, exists to remove the fear of financial loss in sponsoring arts and humanities programs without removing the responsible community effort required to support the program.*

**Purpose:** To encourage the sponsorship of arts and humanities events in the SMAHC region, using local, regional, state, national or international resources.

**Who is Eligible?** Any organization, including schools, which support the arts and/or humanities, is eligible. Applicant organizations must be SMAHC organizational members (\$50 annual dues). Individuals cannot apply.

**What Types of Programs are Eligible?** Arts and humanities programs as described by the National Endowment for the Arts and the National Endowment for the Humanities are acceptable. These areas include architecture, environmental arts, original crafts, dance and choreography, visual arts, film, photography, literature, music, composition, public discussion, historical research, theatre and creative writing, etc. SMAHC's main concern is that the program applied for be a quality community event open to the public and involving more than just a small group.

**What to Do:** Organizations planning a program that carries some financial risk should apply to the Cultural Bank at least 28 days in advance of the program. Forms are available from the SMAHC office. One copy of the form should be completed and sent to the SMAHC office. The other copy should be retained for the applicant's records.

**What Happens:** The organization must promise to try energetically to raise the amount needed to break even on the project. If successful, the Cultural Bank money is not required, if the project income does not meet expenses, the Cultural Bank money is available up to the amount applied for in advance (not to exceed \$400). The money may be obtained in advance, if necessary, but any profit---up to the insurance amount requested---must be repaid within 30 days of the completed program.

**Application Deadline:** 28 days in advance of the project start date.

**Limits:** There is no limit on how often an organization may apply, but an organization cannot receive more than \$400 within any July 1 - June 30 fiscal year. No request can exceed more than 1/3 of the project costs.

In order to more equitably distribute SMAHC's funds, we request that organizations receiving money from SMAHC or other grant-in-aid programs for a particular event, not apply for Cultural Bank funds for that event, and vice versa. However, one organization could receive grant funds and Cultural Bank funds for different projects. Regular school events such as school plays, school concerts, etc. are not eligible.

#### **Terms of the Agreement:**

- 1) The organization will do its best to follow the approved budget and meet the costs of the program.
- 2) All printed matter and verbal announcements pertaining to the program will acknowledge SMAHC's support with the following credit line: *This program is made possible, in part, with financial support and backing provided by the Southwest Minnesota Arts and Humanities Council's Cultural Bank.*
- 3) A final report, containing a financial statement showing an accurate report of the project and a brief narrative summary, will be submitted to SMAHC within 60 days of the completion of the program whether or not a claim is made for Cultural Bank funds.
- 4) In the event funds are advanced to the organization, all unused funds shall be returned to SMAHC with the final project report.

**General Concerns:** SMAHC relies on the applicant's understanding of the *spirit* of Cultural Bank Insurance, i.e., to view it not as a grant, but as financial security, if needed. The available funds will hopefully encourage more ambitious projects than would normally be possible.

# Southwest Minnesota Arts & Humanities Council

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

## Cultural Bank Application Form

July 01, 2009 – June 30, 2010

Submit a **typed** and signed original. Keep a copy for your records. Double-check your math.

FOR OFFICE USE ONLY	
Received _____	Amount \$ _____
Approved _____	Check Sent _____
Membership Date _____	Not Needed _____

### APPLICANT INFORMATION

Name of Member or Organization \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Person Completing Application \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_

### PROJECT INFORMATION

Name of Program \_\_\_\_\_  
Date(s) of Program \_\_\_\_\_  
Time & Place of Program \_\_\_\_\_  
Anticipate Audience Size \_\_\_\_\_ Anticipated Number of Participants \_\_\_\_\_  
Describe the Program \_\_\_\_\_

What action is your organization taking to ensure the financial success of this project? \_\_\_\_\_

**Program Budget:** Clearly identify each item. Anticipated income must equal or exceed anticipated expense.

#### Anticipated Expense

- Salaries/Artists Fees  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_
- Expendable Supplies & Materials  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_
- Publicity (printing, ads)  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_
- Transportation & Subsistence  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_
- Communications (phone, postage)  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_
- Rental & Other  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_
- TOTAL**  
\$ \_\_\_\_\_
- Cultural Bank Support Request**  
(may not exceed 1/3 of cost or \$400)  
\$ \_\_\_\_\_

#### Anticipated Income

- Cash in treasury or budgeted  
for the Project  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_
- Ticket Sales  
Ticket Prices \_\_\_\_\_  
# Tickets to be sold \_\_\_\_\_  
\$ \_\_\_\_\_
- Participation Fees (if applicable)  
Amount of Fee \_\_\_\_\_  
# of Participants \_\_\_\_\_  
\$ \_\_\_\_\_
- Other Earned Income  
(ad sales, concessions, etc)  
\$ \_\_\_\_\_
- Other (describe)  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_
- TOTAL**  
(must equal or exceed total expenses)  
\$ \_\_\_\_\_
- Advance for Pre-Program  
Expenses (if necessary)  
\$ \_\_\_\_\_

**Agreement:** I certify that the above information is true to the best of my knowledge and I pledge our organization to meet the terms of the Cultural Bank program.

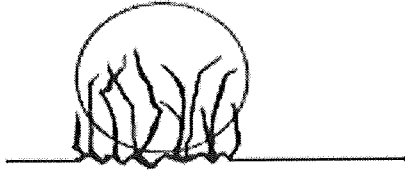
Signature of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

## PROJECT ACTIVITY INFORMATION

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

Total Org. Expenses - most recently completed Fiscal Year (FY):	\$	FY
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*Promoting the arts since 1974*

**Southwest Minnesota Arts and  
Humanities Council**

**Effective July 1, 2009 to June 30, 2010**

**SMAHC/McKnight  
Prairie Star/Disciple Award  
Nomination Form & Instructions**

**Application Deadline**  
Postmarked by

**December 1, 2009**

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

# Southwest Minnesota Arts & Humanities Council

1210 E. College Dr., Ste. 600, Marshall, MN 56258, 507-537-1471, 800-622-5284

email: [smahcinfo@iw.net](mailto:smahcinfo@iw.net), WebSite: [www.smahc.org](http://www.smahc.org)

## SMAHC/McKnight Prairie Star Award

July 01, 2009 to June 30, 2010

### Purpose:

To provide awareness and recognition of one artist per year, from southwest Minnesota, whose work and activities have best exemplified the highest quality of work in the SMAHC region. The work involved may have taken place within the past few years or be an accumulation of life-work.

**Award:** \$1,000

## SMAHC/McKnight Prairie Disciple Award

July 01, 2009 to June 30, 2010

### Purpose:

To provide awareness and recognition of one individual per year from southwest Minnesota, whose activities have best aided in the development of the arts in the SMAHC region. The activities involved may have taken place within the past few years or be a lifetime of contribution.

**Award:** A plaque and a \$500 certificate toward the purchase of artwork by a southwestern MN artist.

**Deadline:** Application Deadline: December 1, 2009

Panel Meeting: January 9, 2010

Board Action: January 25, 2010

### Nominations:

May be made by any individual (other than the nominee).

### Restrictions:

1. This award can be received only once in a lifetime.
2. Nominations will not be carried over from year to year. Previous Nominees must be re-nominated each year.

**Note:** It is the policy of SMAHC that nominees will not be notified of their nomination unless they are chosen to receive the Prairie Star Award or Prairie Disciple Award.

### Special Requirements:

1. Nominations must be made on the PRAIRIE STAR/PRAIRIE DISCIPLE AWARD Nomination Form.
2. Nominees for the Prairie Star Award cannot be applicants to other categories under this program in the same year as nomination occurs.
3. Nominators are responsible for providing SMAHC with supporting materials (letters of recommendation, work samples, resume or background information).

Office use only

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

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

Date Postmarked: \_\_\_\_\_

Prairie Star/Prairie Disciple Award  
Nomination Form  
July 01, 2009 to June 30, 2010

**Directions for Applicant Nominators:** Submit a TYPED and signed original. This form may be replicated on a computer if you wish. Keep a copy for your own reference.

Name of Nominee   First Name: \_\_\_\_\_   MI: \_\_\_\_\_   Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_   Zip: \_\_\_\_\_   County \_\_\_\_\_

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

Art Discipline (if Prairie Star Nomination): \_\_\_\_\_

\*\*\*\*\*

Name of Nominator   First Name \_\_\_\_\_   MI \_\_\_\_\_   Last Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_   Zip: \_\_\_\_\_   County \_\_\_\_\_

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

\*\*\*\*\*

1. The nomination is for (please check one):
- ☐ Prairie Star (artist)
- ☐ Prairie Disciple (art supporter)
2. Type in the spaces below or attach a narrative addressing the following questions:

**Prairie Disciple**

On what merit are you nominating this art supporter?

Describe the impact this arts supporter has had on his/her peers and the SMAHC region.

## Prairie Star

a. On what merit are you nominating this artist?

b. How does this artist's work enhance and impact the arts community in the SMAHC region?

*Attach support materials—work samples, letters of support, resume  
or background information on person you are nominating.*

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

School:  
Authorizing Official:  
Project Director:

Project:

Date: Application #: Grant Award: \$

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

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

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

**SMAHC Executive Director**

Date \_\_\_\_\_

## Project Director

Date \_\_\_\_\_

School Superintendent or Organization Authorizing Official

Date \_\_\_\_\_

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

**ART PROJECT GRANT AWARD CONTRACT**

Date: \_\_\_\_\_ APPLICATION: \_\_\_\_\_  
AWARD: \$ \_\_\_\_\_  
ORGANIZATION: \_\_\_\_\_  
FISCAL AGENT: \_\_\_\_\_  
AUTHORIZING OFFICIAL: \_\_\_\_\_  
PROJECT DIRECTOR: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Signature of SMAHC Executive Director      Date

\_\_\_\_\_  
Signature of Authorizing Official      Date

\_\_\_\_\_  
Signature of Project Director      Date

\_\_\_\_\_  
Signature of Fiscal Agent      Date

## CULTURAL BANK AGREEMENT

**APPLICATION NUMBER:**

**ORGANIZATION:**

**PROGRAM NAME:**

**DATE OF PROGRAM:**

**MAXIMUM LOSS COVERAGE:**

The program described above is hereby covered against losses by the Southwest Minnesota Arts and Humanities Council's (SMAHC) Cultural Bank. The organization listed above must agree to the following conditions:

1. The organization will do its best to follow the approved budget and meet the costs of the program. Any organization funds budgeted for the project and other donations listed in the application will be provided as shown in the application form.
2. All printed matter and verbal announcements pertaining to the program will acknowledge SMAHC's support with the following credit line: "This program is made possible, in part, with financial support and backing provided by the Southwest Minnesota Arts and Humanities Council's Cultural Bank."
3. A Final Report (enclosed), containing a financial statement showing an accurate report of the project and a brief narrative summary, will be submitted to SMAHC within sixty (60) days of the completion of the program, no later than **(WITHIN 60 DAYS OF THE END OF THE PROJECT)**, whether or not a claim is made for Cultural Bank funds.

I understand that the Cultural Bank is a guarantee and not a grant, and pledge our organization to these terms.

Organization Official:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
SMAHC Executive Director

\_\_\_\_\_  
Date

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

**Date:**

**Award:**   \$

**Application Number:**

**Grantee:**

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

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

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

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

\_\_\_\_\_  
Signature of SMAHC Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Grantee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number – needed to issue the check

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

\_\_\_\_\_  
Date



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

Date:

APPLICATION:

AWARD: \$

ORGANIZATION:

FISCAL AGENT:

AUTHORIZING OFFICIAL:

PROJECT DIRECTOR:

PROJECT NAME:

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

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

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

\_\_\_\_\_  
Signature of SMAHC Executive Director      Date

\_\_\_\_\_  
Signature of Authorizing Official      Date

\_\_\_\_\_  
Signature of Project Director      Date

\_\_\_\_\_  
Signature of Fiscal Agent  
Authorizing Official      Date



E-mail: [smahcinfo@iw.net](mailto:smahcinfo@iw.net) Website: [www.smahc.org](http://www.smahc.org)

Date pstmrkd

## Artist Residency, Field Trip, and Pre-packaged Theatre Residency Final Report

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

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

### **Part B Budget Information:**

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

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

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

## **Part C Evaluation:**

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

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

\_\_\_\_\_ A. Professional development for classroom teachers. Comments:

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

\_\_\_\_\_ C. Community involvement in residency. Comments:

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

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

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

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

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

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

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

## **Part D Artist Critique:**

Artist Name \_\_\_\_\_ Artistic Discipline \_\_\_\_\_

\_\_\_\_\_ Number of residency days with students

\_\_\_\_\_ Year Artist was introduced to School Community

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

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

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

\_\_\_\_\_ Artist was helpful and accessible during the planning process for the residency

\_\_\_\_\_ Artist came to the residency well prepared

\_\_\_\_\_ The activities were suitable for the classes involved and age appropriate

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

\_\_\_\_\_ Artist communicated well with staff

\_\_\_\_\_ Artist worked well with students

\_\_\_\_\_ Artist participated in the Community events (if applicable)

\_\_\_\_\_ Artist was on time, available for all scheduled events

\_\_\_\_\_ Teacher in-service was effective

\_\_\_\_\_ Overall Rating

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

**Part E Check list and Certification Statement:**

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

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

**Return the completed final report and attachments to:**

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

**Retain a copy for your records.**

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

Authorizing Official: \_\_\_\_\_  
Typed Name Title Signature Date

Project Director: \_\_\_\_\_  
Typed Name Title Signature Date

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





8. How did you promote this project? How did you acknowledge receipt of the SMAHC grant? **Send us a copy of 2 examples** - i.e.: a copy of the program, a poster, a newspaper article or an advertisement in which the grant was acknowledged.
9. What means were used to evaluate this program?
10. In order to better serve you, we need your suggestions. Please feel free to discuss areas that SMAHC can improve our services. (For example, is there adequate communication between SMAHC staff and the grantee? Is the program information, application form, and the final report forms clear and understandable?):
11. Number of people directly involved in the development and/or production of the project (size of the cast, etc.): \_\_\_\_\_
12. Number of artists directly involved in the project: \_\_\_\_\_
13. Provide total number of people in audience: \_\_\_\_\_
15. In order for us to let our legislators know how important state arts funding is to the citizens of our region, please give us a brief statement describing the impact this grant had on your community. Without these funds, what would not have happened?

**\*\*\* PLEASE COMPLETE THE ATTACHED PART B PROJECT BUDGET**

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

Authorizing Official:

Typed Name	Title	Signature
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Project Director:

Typed Name	Title	Signature
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Fiscal Agent (if applicable):

Typed Name	Title	Signature
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**NOTE: Please submit digital images of your project so that we can include them on our website or other promotional materials.** Images can be emailed as .jpg attachments to [smahcinfo@iw.net](mailto:smahcinfo@iw.net) or submitted on a CD or DVD.

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

**Explain any budget variances.** Attach separate sheet if necessary.

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

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

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

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

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

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

_____
_____
_____



**SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL**

1210 East College Drive, Suite 600

Marshall, Minnesota 56258

[smahcinfo@iw.net](mailto:smahcinfo@iw.net) / [www.smahc.org](http://www.smahc.org)

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

For Office Use Only

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

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

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

**LOCAL ARTS DEVELOPMENT GRANT ~ PROJECT REPORT FORM**

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

**Please Type or Write Legibly!**

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

**Check One:** Final: \_\_\_\_\_ Progress: \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Project Name, Date and Location:** \_\_\_\_\_

**Project Director Name, Address, Phone Number, and Email Address:** \_\_\_\_\_

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

7. What were the strengths of the project?

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

9. What means were used to evaluate this program?

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

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

12. Indicate the number of special populations served:

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

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

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

_____ <b>Authorizing Person</b> (print)	_____ Signature	_____ Date	_____ Telephone #
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_____ <b>Project Director</b> (print)	_____ Signature	_____ Date	_____ Telephone #
--	--------------------	---------------	----------------------

_____ <b>Fiscal Agent</b> (print)	_____ Signature	_____ Date	_____ Telephone #
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**MCKNIGHT/SMAHC  
INDIVIDUAL ARTISTS PROGRAM**

**FINAL REPORT (ALL CATEGORIES)**

**FOR OFFICE USE ONLY**

Application # \_\_\_\_\_  
Date Received \_\_\_\_\_  
Postmarked \_\_\_\_\_

***Project Completion Date:*** \_\_\_\_\_

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

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

## ACTUAL PROJECT BUDGET

Project # IA \_\_\_\_\_

Attach copies of invoices verifying expenses.

## 1. Production

<b>Materials</b>	\$ _____
<b>Tools</b>	\$ _____
<b>Contracted Labor</b>	\$ _____

## 2. Workshop Expenses

**Tuition/Fees** \$ \_\_\_\_\_  
*Describe:* \_\_\_\_\_

**Other** \$ \_\_\_\_\_  
*Explain:*

### 3. Transportation

**Mileage** \_\_\_\_\_ miles x \_\_\_\_\_ cents/mile =    \$ \_\_\_\_\_  
*Describe: (how many trips, from where to where)*

**Lodging** \$ \_\_\_\_\_  
*Detail: (number of nights, etc.)*

<b>Food</b>	<b>\$</b>
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#### 4. Fees to Artist Mentor

*Detail (\$\_\_\_\_/hour x \_\_\_\_ hours,  
Name of Artist, number of meetings, etc.):*

**5. Other (Specify) \$**

**TOTAL COST OF PROJECT: \$** \_\_\_\_\_

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

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

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



**SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL**  
1210 East College Drive, Suite 600  
Marshall, Minnesota 56258  
[smahcinfo@iw.net](mailto:smahcinfo@iw.net) / [www.smahc.org](http://www.smahc.org)  
(507) 537-1471 or 1-800-622-5284

**FOR OFFICE USE ONLY**  
Project Number: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Date Received: \_\_\_\_\_

**SMAHC/McKNIGHT ARTS CHALLENGE GRANT**  
**FINAL REPORT FORM**

1. Name of Applicant Organization: \_\_\_\_\_  
Authorizing Official: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
2. Project director: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
3. What were the dates of your fund drive?  
Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
month/day/year month/day/year
4. Please describe the memberships or any presold ticket sales during the 12 months prior to this project (as shown in your application):  

<u>TYPE OF MEMBERSHIP/TICKET</u>	<u>PRICE</u>	<u>NUMBER</u>	<u>INCOME (price x number)</u>
----------------------------------	--------------	---------------	--------------------------------

Total Income from presold ticket or membership sales during previous fund drive: \$ \_\_\_\_\_  
Total Number of memberships/tickets sold during previous fund drive: # \_\_\_\_\_
5. Please describe the actual sales of all memberships or presold tickets during the time period covered by this grant:  

<u>TYPE OF MEMBERSHIP/TICKET</u>	<u>PRICE</u>	<u>NUMBER</u>	<u>INCOME (price x number)</u>
----------------------------------	--------------	---------------	--------------------------------

Total Actual Income from presold ticket or membership sales during fund drive: \$ \_\_\_\_\_  
Total Actual Number of memberships/tickets sold during fund drive: # \_\_\_\_\_
6. TOTAL AMOUNT OF **NEW OR INCREASED** MEMBERSHIPS RECEIVED DURING CURRENT FUND DRIVE: \$ \_\_\_\_\_

7. Attach a list showing old and “new” members and increased memberships (a “new” member is one who has not been a member for the past 2 fiscal years).
8. Attach examples of publicity for your fund drive showing inclusion of the SMAHC grant credit line.
9. Has the SMAHC/McKnight Challenge Grant helped to increase membership? \_\_\_\_\_ If so, how?
10. If the SMAHC Challenge Grant program continues, should it be changed? \_\_\_\_\_ If so, how?
10. What did you learn from your recent fund drive? Were the results what you expected?

CERTIFICATION: We certify that the information in this report is true and correct to the best of our knowledge:

Signature of Authorizing Official: \_\_\_\_\_ Date

Signature of Project Director: \_\_\_\_\_ Date

**FOR OFFICE USE ONLY**

Project Number: \_\_\_\_\_

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

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

**SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL**

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

**CULTURAL BANK  
FINAL REPORT**

1. Describe why you believe the program was (or was not) successful.
2. Please submit at least two different examples of publicity that you acknowledged support by the Southwest Minnesota Arts and Humanities Council's Cultural Bank.
3. FINANCIAL REPORT: Clearly identify each item

<u>Actual Expenses</u>		<u>Actual Income</u>	
1. Salaries/Artists Fees	\$ _____	1. Cash on hand in treasury or budgeted for the Program	\$ _____
	\$ _____		
2. Expendable Supplies & Materials	\$ _____	2. Ticket Sales	\$ _____
	\$ _____	Ticket Price(s) _____	
	\$ _____	# tickets sold _____	
3. Publicity (printing, ads)	\$ _____		
	\$ _____	3. Other Earned Income	\$ _____
4. Transportation & Subsistence	\$ _____	(ad sales, concessions, etc.)	
	\$ _____		
5. Communications (phone, postage)	\$ _____	4. Other (describe)	\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____
6. Rental & Other	\$ _____		
	\$ _____		
	\$ _____		
TOTAL	\$ _____	TOTAL	\$ _____

4. Amount of Cultural Bank funds claimed: \$ \_\_\_\_\_

5. I certify that the above information is true to the best of my knowledge.

Authorizing Official: \_\_\_\_\_

Signature

Date

\_\_\_\_\_  
Typed Name



Project Number: \_\_\_\_\_

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

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

## **SMAHC Arts Organization Networking Grant Final Report Form**

**This form must be returned to SMAHC no later than 30 days from  
the event for which you have requested funding.**

Your name, organization name and address:

Networking activity funded:

Date of activity:

Amount awarded by SMAHC (cannot exceed \$500): \$

**Submit receipts for expenses up to the total grant award with this form.** Calculate mileage  
at \$.375/mile.

Total amount spent on activity (including organization, personal funds or other match): \$

Describe the purpose of this event or activity:

What were your expectations? Did the event fulfill your expectations? Describe.

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

Make check payable to (must be an organization): \_\_\_\_\_

Please submit completed form to: **SMAHC, 1210 E College Drive, Suite 600, Marshall,  
MN 56258 or via e-mail (smahcinfo@iw.net).**



# SW MN Arts & Humanities Council Plan for Arts & Cultural Legacy Funds

Should the Minnesota Legislature decide to distribute Amendment Legacy funds through the current system of Regional Arts Councils and Minnesota State Arts Board, the **Southwest Minnesota Arts & Humanities Council, Regions 6E, 6W & 8**, as one of eleven regional arts councils has developed a number of methods to increase access to the arts, outreach, and innovation by utilizing the current process that measures:

- artistic merit
- community need
- organizational ability to carry out the proposed objective
- accountability for the use of funds

The following are examples of some of the new and existing initiatives aimed at serving our region through the arts. In addition, because our programs have historically not had adequate resources we propose to supplement some of our existing programs with legacy funds. These initiatives were developed based on extensive needs assessment efforts.

## Arts in Education

### Goal

Increase interaction between students, community members and professional artists and increase student exposure to the arts.

### Purpose

- Enhancing school arts curriculum.
- Conveying to students, teachers and communities the way in which the arts are essential to education and daily life.
- Enriching the communities of the SMAHC region through the arts.
- Enhance programs and curriculum design through visits to professional artists' studios, performances by professional theatre, dance or musical groups, readings by writers, visits to art galleries, exhibitions and other locations pertinent to the creation and exhibition of art.

The three essential components of the Arts in Education residency program are the residency with students, the community event and involvement, and the in-service training with teachers/staff.

## Public Art Projects

### Goal

To support community efforts to install public art that will become a part of their identity

- Public Art often involves a process that builds relationships, solves problems, interacts with the public, and builds consensus. It is a special type of engagement, often affecting a very broad and diverse spectrum of people.
- Public Art can include "place-specific" installations responding to elements or characteristics found in a particular location.

### Purpose

- Encourage communities to bring permanent artwork to their public places.
- To provide local artists with substantial projects for their growth as artists.

- Encourage creative collaboration between artists and broad community to create permanent visual artworks.
- Increase citizen participation in artistic processes and activities.
- Increase public appreciation of the value of art in cultural, social, educational and economic life in the community.
- It has the potential to reach new audiences and engage the public in ways that traditional art forms simply cannot.
- Increasing the value of civic and private development & infrastructure projects to the public and the community.

## **Local Arts Organization Development**

### **Goal**

Increase the capacity of local arts organizations to meet the needs of their community.

### **Purpose**

- Provide access to arts activities to all the citizens of our region
- Provide quality arts activities in all communities in our region
- Provide venues for arts activities in communities.
- Help qualified artists in the area by employing them as presenters and producers.
- Increase public appreciation of the value of art in cultural, social, educational and economic life in the community.

## **Region Wide Artist Studio Crawls**

### **Goal**

Increase interaction between artists and the public

### **Purpose**

- Provide an opportunity for citizens to experience and purchase art by local artists
- Provide exposure and economic development opportunities for local artists
- Increase public appreciation of the value of art in cultural, social, educational and economic life in the community.

## **Touring Performers with School Workshops**

### **Goal**

Increase exposure to high quality arts experiences

### **Purpose**

- Provide access to world class arts experiences for students and community members
- Provide opportunity for communities to utilize performance venues in public schools and appreciate the public investment in these venues
- Increase public appreciation of the value of art in cultural, social, educational and economic life in the community.