



Application

63332 - FY 2020-2021 Regional Arts Council Documents

87991 - Prairie Lakes Regional Arts Council FY 2020-2021 Final Biennial Plan

Regional Arts Councils

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Primary Contact

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Alternate Name		
	First Name	Last Name
City	Waseca	

Organization Information

Legal Name:	Prairie Lakes Regional Arts Council, Inc.
Alternate Name	
City	Waseca

Narrative

Title

Your council's name or acronym followed by FY 2020-2021 Preliminary Biennial Plan (e.g., Prairie Lakes Regional Arts Council FY 2020-2021 Preliminary Biennial Plan)

(100 characters max)

Prairie Lakes Regional Arts Council FY 2020-2021 Preliminary Biennial Plan

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Mission statement

The biennial plan must include the regional arts council's mission statement which must describe the overall philosophy and aims of the organization concerning local and regional arts development.

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

(1,000 characters max)

Core Values of PLRAC. We value: open mindedness, equality of all art disciplines, promotion of artistic excellence, and accessibility to our constituents.

Vision Statement: Through the leadership of PLRAC: all people in the 9-county area of southcentral MN will have access to the arts; the arts will be integrated into the fabric of the community; and art will become an essential part of community building.

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Region - Background, demographics, other context for the plan

(3,000 characters max)

Provide any necessary context about your region (i.e., economic, demographic, geographic, cultural, etc.) or about your organization that has a meaningful impact on your planning or your programs and services.

The Prairie Lakes Regional Arts Council serves the nine counties of: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca and Watonwan. This region covers 5,133 square miles and has a total population of 231,852 people. Blue Earth County is the most populated county in the region with 67,087 residents. No other county has more than 34,000 people, with Nicollet County being the second largest at 33,603. The least populated county is Watonwan County with 10,922 people.

Mankato is the largest central city in the region with a population of 40,641. There are five cities with populations over 10,000 and they include: Fairmont, Mankato, New Ulm, North Mankato and St. Peter. Next is Waseca with about 8,978 residents and New Prague at 7,813; four mid-size towns having populations ranging from 3,300–4,600 are: Blue Earth, LeSueur, St. James, and Sleepy Eye. The majority of other small towns range in size from 87 to 2,900 on average.

In general, we have low racial diversity in our region, the White Population is about 91% or higher in 8 counties in the region and our 9th county Watonwan has 80% White, and 18% Latino, 1% Black, 0.5% Asian, and 0.5% two or more ethnicities; and this includes the cities of Madelia and St. James (population 4,605). Even though Blue Earth County is the largest in size, with the City of Mankato, their ethnicity is also about 91% White, 2.5% Hispanic, 2.5% Asian, 2% Black, 0.5% American Indian, and 2% two or more ethnicities. The City of Mankato is more diverse than the rest of Blue Earth County.

Watonwan County has the largest Latino population at 23.3% using the American Community Survey data to identify the Latino/Hispanic percentage that is higher. We are currently working with the City of St. James on a couple PLRAC Arts Project grants and I was told by their city staff that many folks are multi-racial White and Latino and may select Caucasian/White on the regular Census. Therefore, the regular census information doesn't always provide the full details of ethnicity.

Current state of the arts and cultural community in the PLRAC region, from 2019 Creative MN Report.

Although sixth in population size among the state's eleven regions, South Central Minnesota ranks 2nd in youth attendance, 3rd in economic impact from audiences, 3rd in average hourly wages for creative workers and 4th in overall audience attendance. The region also ranks 5th in economic impact per capita and in overall economic impact generated from the arts sector.

Participating Organizations by Discipline: 139 TOTAL. Served 879,364 attendees; and number of students served was 289,800.

50 Performing arts, 17 Arts multipurpose, 6 Visual arts and architecture, 3 Media and communications, 1 Literary arts, 1 Humanities, 25 History and historical preservation, 36 Other.

Artists & Creative Workers: 3,161 TOTAL

Full-time artists and creative workers 1,032 and Part-time artists and creative Workers 2,129.

Attachment (optional)

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Needs assessment

(10,000 characters max)

The biennial plan must be based on a needs assessment carried out in a manner which ensured 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, e-mail, online, or telephone surveys, individual interviews, or other evaluative tools. The assessment shall be conducted to assess and prioritize constituent needs, to evaluate appropriate community and regional resources to meet those needs, and to determine the practicality of continuing existing programming activities, service and grants assistance programs, or the feasibility of developing new programs, services, or grants by the regional arts council. The needs assessment shall be updated at intervals determined and announced by the regional arts council, but no less frequently than once every four years. The results shall be included in the biennial plan.

In this section, describe:

- 1. When the needs assessment was completed.*
- 2. The process used to generate input from the arts community and the arts involved public.*
- 3. The methods and/or tools used to gather input.*
- 4. The key findings identified through the needs assessment.*

The Prairie Lakes Regional Arts Council continuously assesses and responds to the needs of the region through a variety of channels including day-to-day contact with constituents, feedback from applicants and grantees on their Final Reports, public workshops, meetings, etc. In addition to our ongoing evaluation of programs and services, the Council conducts a formal needs assessment every four years to provide an accurate and comprehensive understanding of the characteristics of the region, as they relate to the arts, and to identify needs and problems that may be addressed by our regional arts council. This survey was conducted online through Survey Monkey in February 2019 and three different surveys were created. We disseminated the surveys using our internal email database of constituents and through our Facebook page. We also had an article in our PLRAC Newsletter and sent News Releases to all media in our 9-counties asking for input and directing folks to the "Survey Monkey link". The survey results were reviewed by the board at their planning meeting on March 14 and regular board meeting March 28, 2019.

1. The organizational survey was emailed to 478 area arts organizations and community groups, 283 schools, and 12 PLRAC board members = 773 people.

2. The second survey was sent to 634 artists.

3. A new third survey was created for the Arts Interested Public, which we identified as cities and chambers of commerce in our 9-county area. A new database was created for this survey: 73 City contacts and 41 Chambers of Commerce = 114. The MN State Auditor's office suggested a broader survey be conducted in 2019 and be part of our Needs Assessment for the FY 2020-2021 Plan to the MN State Arts Board. The results from these surveys were used for our FY 2020-2021 planning. A summary of all three surveys and the responses is included as an attachment.

We received 84 Organizational surveys in 2019 and 69 in 2016; which is a 22% increase.

We received 111 Artist surveys in 2019 and 105 in 2016; which is a 5% increase, so overall we are pleased with the increase.

This is the first year that we have created an **Arts Interested Public Survey**. A new database was created for this survey: City contacts 73 and Chambers 41 = 114. A total of 15 surveys were received. We received responses from six of the nine counties in the region.

The survey style and questions were similar to our past survey in 2016. The questions asked were different for each survey. A formal 31 question survey was distributed to Artists; the Arts organizations/community groups/schools survey had 25 questions, and the Arts Interested Public answered 21 questions.

However, there were NEW questions regarding an Artist's Race and the percentage of organization's board, staff, or audience that are ethnically diverse, or are people with disabilities.

Artist Racial/Ethnic Characteristics: White 96.4% and Asian 3.6%. Artist with a Disability? 5.5% Yes and 94.5% No

Organizations: What percentage of your organization's board and staff identify as People of Color? 90% of Respondents said their board/staff is 2% or Less, People of Color

However, the percentage of their audience was more diverse, with a majority stating they were 10% persons of color and about 6% people with disabilities.

New Broader questions like do you agree or disagree with the following questions: "I can trust PLRAC's stewardship of public arts funding; PLRAC Programs and services and resources ensure that the arts are interwoven into every facet of community life; PLRAC programs, services and resources ensure that people of all ages, ethnicities, and abilities participate in the arts; PLRAC programs, services and resources play a significant role in the arts thriving in Minnesota; etc."

*In all three survey's respondents were asked about PLRAC's Public Stewardship of funding. All respondents overwhelmingly said they could trust PLRAC's stewardship of public arts funding. Also ranking high were PLRAC programs and services, and resources ensure that people of all ages, ethnicities, and abilities participate in the arts.

1. Organizational Needs Assessment Survey (Arts and Community Groups, Schools, etc.).

The survey asked questions in regard to the types of programs offered, referencing current funding and grant maximums in each category, needs for services, trends in the community, etc. Highlighted results of the survey are listed below. According to the survey results the Council is currently on track with their allocation of State resources for Arts and Cultural Heritage, Small Arts Projects, Arts-In-Education Grants, and McKnight funds for the Artist grants.

Organization Survey: We received 84 Surveys which represented all nine counties. Also, at least 3 people completed the survey in every county.

Respondents were asked about their Satisfaction with the following Application Process Components. This is the first time we've asked specifically about the online application form, contract and final report; staff assistance, transparency and communication. The satisfaction for the online processes was positive. Respondents answered Very Satisfied and Somewhat Satisfied to these questions; therefore, we are on track.

Arts Organizations and Community Groups Identified these specific needs: Financial support, Opportunities to connect with other arts organizations, Workshops: grant writing, marketing, fundraising, etc.

Identifying features of respondents: 46% Identified themselves as a Non-Profit Arts Organization; 28% Non-profit Community Group (Chamber, Historical Society, Library, etc.); 23% School, Community Education, College; and 3% Unit of Government.

How many years the organization has been in existence? 76% Have been in existence for over 20 years; 11% are 11-20 years; and 13% are under 10 years old.

What activities is the organization involved in? 39% Do both Producing and Sponsoring; 39% Produce their own events; 17% Sponsor other artists and groups to perform; and 5% Not applicable.

What is the Primary Discipline you serve? 37% Music, 36% Multi-Discipline (2 or more art forms), 13% Theater, 8% Visual Art, 4% Literature, 2% Dance.

2. Artist Survey:

The Artist Survey provides valuable background information regarding artists' discipline, years of experience and training, exhibition and sales in the area. The level of participation in the Councils sponsored programs and services were very good. It showed that 49% of the artists said they have participated in the Artist Career Development Grant Program, 35% in the Professional Mid-Career Artist Grant Program, 41% participated in the Prairie Lakes Regional Juried Art Exhibition, 41% in a grant writing workshop and 22% participated in the Artist Workshops on specific topics.

Artists Identified These Specific Needs: Financial support, Opportunities to connect with other artists, Workshops: grant writing, business skills for artists, etc.

Identifying Features of Artists: 35% Identified themselves as an Emerging Artist; 34% Established Professional Artist; 19% Arts Educator; 11% Hobbyist; and 1% Crafts person.

How many years have you been an artist? 67% Have been an Artist for over 20 years; 29% Have been an Artist for 6-19 years; and 4% Have been an Artist Under 5 years.

What arts discipline do you primarily work in? 48% Visual Art, 19% Instrumental Music, 14% Literature, 7% Vocal Music, 6% Theater, 4% Dance, 2% Media Arts.

3. Arts Interested Public Survey. We received 15 surveys. The responses were from six of the nine counties in the region.

The Arts Interested Public identified as 53% City, Unit of Government and 47% Chamber of Commerce.

Only 33% of organizations have applied for a grant, 33% did not apply and 34% did not know.

The overall impression of PLRAC was 47% Good, 33% excellent, 13% average, 7% Fair and 0% Poor.

*The most important needs to help them as they work to support Art in their community were: Information on opportunities available. Guidance and direction to assist those working in our area to keep the Arts alive, but who have little time and few funds to do so; An outdoor art show possibly in conjunction with a beer and wine festival can be fun and bring good attention to the arts including music and theater.

*The greatest strength in their community/county is: The number of people interested in the arts and keeping them alive in our community.

*Lacking in the Arts in their community were: The passion for the arts; Adequate venues for the performing arts, both indoors and out; Our community has a barn quilt trail that is under-utilized. I would love to be able to elaborate on the existing barn quilt trail; We have a talented art base but lack space and/or location to both display and work on various mediums.

Do you or your organization have an interest in receiving a grant from the Prairie Lake Regional Arts Council?

80% Yes, 20% No

Attachment (optional)

1554921772906_2019 PLRAC 3 Survey Summaries.pdf

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Description of the planning process

(3,000 characters max)

The biennial plan must include a description of the biennial planning process used by the council including a list of the steps included in the development of the biennial plan and the participants involved in the biennial planning process.

We began our planning discussion in spring 2018 and concluded on April 25, 2019. In FY 2020-21 we anticipate similar funding from the State general arts appropriation as in FY 2019 and the Arts and Cultural Heritage Fund, through the Legacy Amendment. We will continue the same grant programs in FY 2020-21; and used the FY 2018-19 as a basis for the new plan.

April 2018 Board Meeting. Byron reported to the board that the RAC Director's met and worked with a consultant that will lead them through the discussion about diversity, inclusion, and equity in the Arts for the next year. The board was made aware of this statewide initiative, and that all three PLRAC staff members will need to attend an August training meeting, along with two board members. She also noted that she will attend an Equity and Inclusion workshop in May, to advance this topic into the grant guidelines in FY 2019, which begins July 1st.

June 2018 Executive Committee serves as Equity Task Force. The Executive Director provided additional language about Equity and Inclusion that that should be added to the FY 2019 Grant Guidelines; specifically a goal statement and optional questions about Equity and Inclusion.

The Executive Committee approved the language, for the July 1st guidelines. "The goal of PLRAC as an organization in FY 2019 is to strive for Equity and Inclusion in our policies, programs and the communities we serve." A few new questions are being asked about Equity and Inclusion in our grant applications if an organization's project is to provide Access to the event.

Jan., Feb., March & April 2019 Planning items were discussed at board meetings.

February 2019 Three on-line surveys launched for organizations, artists, and Arts Interested Public.

April 3, 2019 A News Release was sent to local media for the Public Hearing, to review the FY 2020-21 Biennial Plan on 4/25/19. Legal Notice regarding the public hearing was sent to the media in the 9-county area and was also emailed to our constituents. A copy of the plan was available for review at the PLRAC office and was made available on our website one week prior to the meeting for review and comment.

April 25, 2019 A Public Meeting was held at 7:00 p.m. to review the FY 2020-21 Biennial Plan with constituents, in Room 215, Honsey Hall, Bethany Lutheran College, Mankato. The PLRAC staff and board reviewed grant program areas and distribution of grant funds per program. The proposed plan was presented so that the public could offer input. A written record of the public meeting will be kept on file at the PLRAC office for a period of one year. The board had time to discuss any further changes needed. The FY 2020-2021 Biennial Plan and Budget was approved by the board on 4/25/19.

May 15, 2019 Staff will make any further changes needed to the plan, as directed by the board on 4/25/19. Staff will submit online the FY 2020-21 Biennial Plan and Budget to the MN State Arts Board on 5/15/19.

Attachment (optional)

1557877739809_2020 PLRAC Planning Process Attachment
4-10-19.pdf

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Work plan for grants, programs, and services - Overview

(2,000 characters max)

The biennial plan must include a work plan which contains a description of services, programs, and grants available from the council, and the goals and objectives of these activities as related to the needs assessment, and the 25-year arts legacy outcomes.

PLRAC has identified five Biennial Plan Priorities for FY 2020-2021. Only two are listed in this section, refer to attachment to see others.

1. To offer Arts and Cultural Heritage grants that provide financial support to arts organizations, community groups and schools, providing arts activities. **PLRAC anticipates awarding 45 ACH Grants per year.**

Supports 25 Year Goal: #5, The Arts Thrive in Minnesota

Achieving 25 Year Outcome, #5c Regional arts organizations report having access to the resources, information, personnel, audiences they need.

Measurement: In FY 2020-21 of those receiving grants from the PLRAC, 75% will indicate that their project was artistically successful, reached the target constituency and had community impact. This will be measured by the final reports.

2. To offer Arts and Cultural Heritage Youth Scholarships to Students in grades 3-12 to develop their skills in the arts. **PLRAC anticipates awarding 100 Youth Scholarships per year.**

Supports 25 Year Goal: #5, The Arts Thrive in Minnesota

Achieving 25 Year Outcome, #5a, Regional students study/develop skills in the arts.

Measurement: In FY 2020-21 of those receiving Youth Scholarships from the PLRAC, 75% of the students will indicate that they developed skills in the arts or expanded their knowledge about an artistic discipline. This will be measured by the final report submitted by the instructor, who evaluates if the students skill or knowledge improves.

Attachment (optional)

1561060650137_2020 Work Plan OVERVIEW PLRAC Goals
Outcomes 5-15-19..pdf

Are you ready to work on work plan priority 1?

Yes

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Work Plan Priority 1 (2,000 characters max)

To offer Arts & Cultural Heritage (ACH) grants that provide financial support to Arts Organizations, community groups and schools, providing arts activities. **PLRAC anticipates awarding 45 ACH Grants per year.**

State one measurable outcome the council expects to produce through Priority 1 activities.

Measurable Outcome (150 characters max)

The infrastructure of arts organizations is strengthened through access to grant funds and best practices sharing.

Which of the 25-year arts legacy outcomes will this measurable outcome address (select all that apply)?

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota

Yes

Plan for measuring results (1,000 characters max)

In FY 2020-21 of those receiving grants from the PLRAC, 75% will indicate that their project was artistically successful, reached the target constituency and had community impact. This will be measured by the final reports.

Is there a second work plan priority?

Yes

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Work Plan Priority 2 (2,000 characters max)

To offer Arts and Cultural Heritage Youth Scholarships to Students in grades 3-12 to develop their skills in the arts.

State one measurable outcome the council expects to produce through Priority 2 activities.

Measurable Outcome (150 characters max)

The skill level of students is enhanced through their lessons/classes with a professional artist.

Which of the 25-year arts legacy outcomes will this measurable outcome address (select all that apply)?

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota

Yes

Plan for measuring results (1,000 characters max)

In FY 2020-21 of those receiving Youth Scholarships from the PLRAC, 75% of the students will indicate that they developed skills in the arts or expanded their knowledge about an artistic discipline. This will be measured by the final report submitted by the instructor, who evaluates if the students skill or knowledge improves.

Is there a third work plan priority?

Yes

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Work Plan Priority 3 (2,000 characters max)

To provide equitable access to grants and services to Arts Organizations, community groups and schools, providing arts activities. PLRAC anticipates awarding 45 State Small Arts Project/School Grants per year; and providing technical assistance.

State one measurable outcome the council expects to produce through Priority 3 activities.

Measurable Outcome (150 characters max)

This will be measured by staff tracking the number of grants per county, through MSAB Data collection information.

Which of the 25-year arts legacy outcomes will this measurable outcome address (select all that apply)?

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts Yes

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota

Plan for measuring results (1,000 characters max)

The FY 2021 Needs assessment survey will indicate that 75% of those responding will agree that PLRAC awards grants with fairness to all applicants.

Is there a fourth work plan priority?

No

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Program information

(5,000 characters max)

Describe the grants and other forms of assistance the council will provide, the review criteria for evaluating grant requests, and eligibility requirements.

PLRAC Grant Programs are divided into the three funding source areas below. Attached are the Arts and Cultural Heritage Grant Guidelines, which provide further details.

I. Legacy: Arts and Cultural Heritage Fund

A. Arts and Cultural Heritage Grant. There are several categories of project based funding within this program.

1. Arts and Arts Access – Maximum \$7,000.

Proposals are for arts programming by an organization, maintaining on-going arts programs and services, and offering new and different activities. A variety of activities including: community bands and choirs, dance performances, literary readings, instrumental and vocal music concerts, theater productions, visual art classes and exhibitions are eligible. Also, equipment that enhances the artistic capabilities of the organization. Equipment may include office equipment and software, instruments, risers, theater lighting, theater curtains, sound system, display cases, etc. This also includes public art, sculpture, murals, etc; and activities that plan to reach new audiences such as youth, ethnic groups, senior citizen groups, etc. and engage the public in new ways. A 50% cash match is required.

2. ACH Arts Education: There are three categories of support.

A. Schools – Maximum \$4,000. This is available to all public or private non-parochial elementary, middle or secondary schools (K-12) in the nine county area. Grants may fund Artist residencies, live art performances, mini-workshops or arts related field trips. A 10% cash match is required for schools.

B. Non-profit and Community Groups – \$4,000. A 50% cash match is required.

C. Youth Scholarship for Students (7-12) – \$300, and grades (3-6) - \$200. Students have the opportunity to study their chosen art with a practicing professional artist by taking lessons over a period of months. This is for all Art disciplines. Deadline for grades 7-12 is October 1; and grades 3-6 is November 1. No match.

3. ACH Arts & Music Festivals - Maximum \$5,000. For arts and music festivals and activities that represent diverse ethnic and cultural arts traditions. A 50% cash match is required.

II. General State Appropriation.

A. Small Arts Project Grant.

Non-profit arts organizations, community groups, or public organizations producing or sponsoring arts activities for their community are eligible. Matching grants up to \$2,000 are available. Fundable activities include: community bands, choirs, theatre events, dance activities, literary readings, visual arts exhibitions and classes, etc. Cash match is 10%. Deadline: 1st of each month.

B. Arts-In-Education Grant.

Grants are for public and private schools K-12. Matching grants up to \$2,000 are available to fund Artist residencies, live art performances, mini-workshops or arts related field trips. Cash match is 10%. Deadline: 1st of each month.

Grant Review Criteria for all Legacy and State funded programs: (0-10 points per category, for a total of 30 points)

1. Artistic quality and merit of the project.

2. Ability of the organization to carry out the proposed project.

3. Artistic need for the project by the organization and/or community.

III. McKnight Foundation funding.

Artist Grants are for specific projects that contribute directly to an Artists growth and professional development in dance, music, theater or visual art. Funds may be used for matting and framing, equipment, attending a workshop, studio time, or studying with a mentor, etc. Deadlines are: September 15 - Professional Mid-Career Artist Grant, \$3,000 each; and January 15 - Artist Career Development Grant, \$1,000 each.

There are three Artist Grant Review Criteria, with 0-10 points per category, for a total of 30 points.

1. Demonstration of work and exceptional talent.

2. Evidence of serious artistic commitment.

3. Project's contribution to the artist's artistic growth.

Prairie Lakes Services

1. PLRAC Newsletter, published electronically 12 times a year.

2. Grant Writing Workshops, offering several times a year for PLRAC grant programs.

3. Workshops, offering a minimum of three workshops for Artists per year.

4. Grantee Training Sessions: Required for Arts & Cultural Heritage grantees and Artists.

5. Technical Assistance from PLRAC staff is available upon request to learn about PLRAC grants.

6. The PLRAC Website (www.plrac.org) provides online grant forms, expanded information about Prairie Lakes services, and access to our Monthly newsletter.

7. Sponsor McKnight Artist Grantee Exhibit, featuring past grantees in a group exhibit, held at an art center in the region.

Attachment (optional)

1557942289038_2019_ACH_Guidelines 6-19-18.pdf

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Grant making and monitoring process

(5,000 characters max)

Provide a detailed description of the council's grant making 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.

All PLRAC grant applications are reviewed by the PLRAC Board where open meeting laws and conflict of interest policies are observed. For the Arts and Cultural Heritage Grant meeting, the applicant is invited to attend the review session to answer questions that may arise during the council's discussion. Each application is then scored based on the stated criteria for the program and ranked by council members. Staff averages the overall board rankings to create a final ranked list. Based upon the ranking results the council may award full funding, partial funding or no funding. Notices of the PLRAC funding decisions include an automated letter sent by the Foundant system once the PLRAC staff assigns the contract. Second, the group will be sent a note by email to the project director named on the application within five days of the review meeting.

Each grant awarded requires a contract that outlines the responsibilities of the grantee and of PLRAC during the execution of the grant. Grant payment is made of 80% on receipt of the Contract and request for payment and 20% after acceptance of the Final Report. Grants are monitored at the start and end of the grant with the requirement that if the grant is significantly modified, prior approval must be received from the PLRAC Executive Director and Board. Grant review procedures, review criteria, grant recipient responsibilities, grant termination, revocation of funds, are included in the attached document.

Attachment (optional)

1561060966982_PLRAC Grantmaking & Monitoring process 5-15-19.pdf

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Public meeting

(1,000 characters max)

Each council must hold at least one public meeting to solicit reaction to its preliminary biennial plan before it is approved and submitted to the Arts Board.

Provide the date(s) and location(s) of the public meeting(s). How was the public informed? Who participated in the meeting (types and numbers of attendees)?

Notice of the April 25, 2019 meeting was made public through emailing a News Release to all media in the 9-county area (80 contacts) on April 3, 2019. In addition, it was emailed to all constituents in our database on the same day (1,400 constituents). It was posted on the PLRAC Facebook page and a draft copy of the FY 2021 plan was posted on our website one week prior to the meeting, for public review. The meeting was held at 7:00 p.m. to present the draft FY 2020-21 Biennial Plan, in Room 215, Honsey Hall, Bethany Lutheran College, Mankato. No members of the public were present. Ten PLRAC members and three staff were present. The draft FY 2020-2021 Biennial Plan and Budget was approved by the board on 4/25/19. The final plan was submitted to the MN State Arts Board on 5/15/19.

Attachment (optional)

Attach Files Here

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Required attachments

Council's bylaws

1557949143111_BYLAWS PLRAC 5-27-2010.pdf

Board information

Names and affiliations

Arts experience and background requirements for membership

Nomination process - including a statement of the council's commitment and methods used to identify, recruit, and appoint board members to provide representation from all counties

Rotation system - to ensure replacement of members on a regular basis

Board information

1557949143129_PLRAC Board Information 5-15-19..pdf

Staff information

Names and titles

Job descriptions

Staff information

1561061058694_2020 STAFF Information for plan 5-15.pdf

Is council part of a regional development commission?

If yes, attach a memorandum describing 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 which 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 application's artistic merit, the applicant's ability, and the need for the project or program

Is council part of a regional development commission?

No

Is council using a 501(c)(3) fiscal agent?

If yes, attach a letter of agreement between the council and its fiscal agent stating that the fiscal agent has no jurisdiction over the council's review and awarding of arts grants.

Is council using a 501(c)(3) fiscal agent?

No

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Projected budget

Click here to download a blank: Biennial Plan Budget Template.

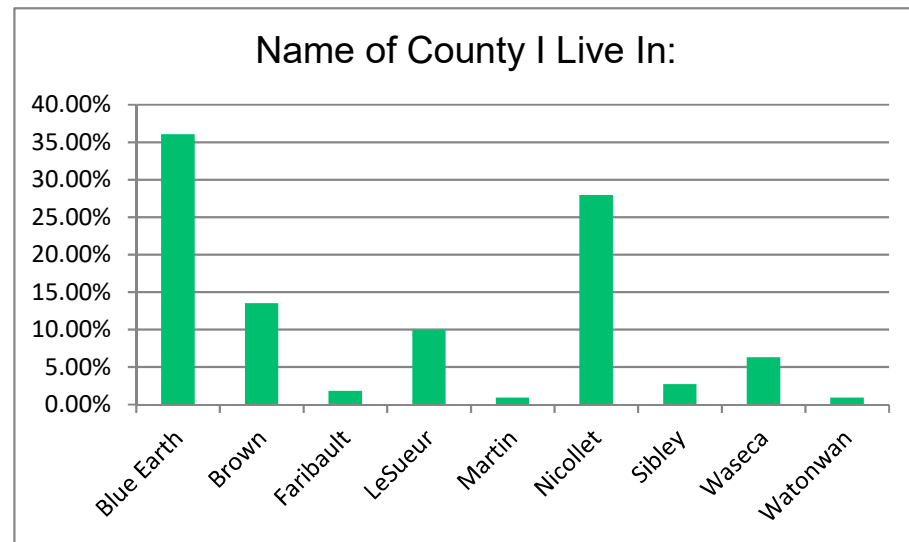
Biennial budget

1561061175158_20-21-biennial-plan-budget PLRAC.xls

Prairie Lakes Regional Arts Council - Needs Assessment Survey for Artists, March 2019

1. Name of County I Live In:

Answer Choices	Responses	
Blue Earth	36.04%	40
Brown	13.51%	15
Faribault	1.80%	2
LeSueur	9.91%	11
Martin	0.90%	1
Nicollet	27.93%	31
Sibley	2.70%	3
Waseca	6.31%	7
Watsonwan	0.90%	1
Answered		111
Skipped		0



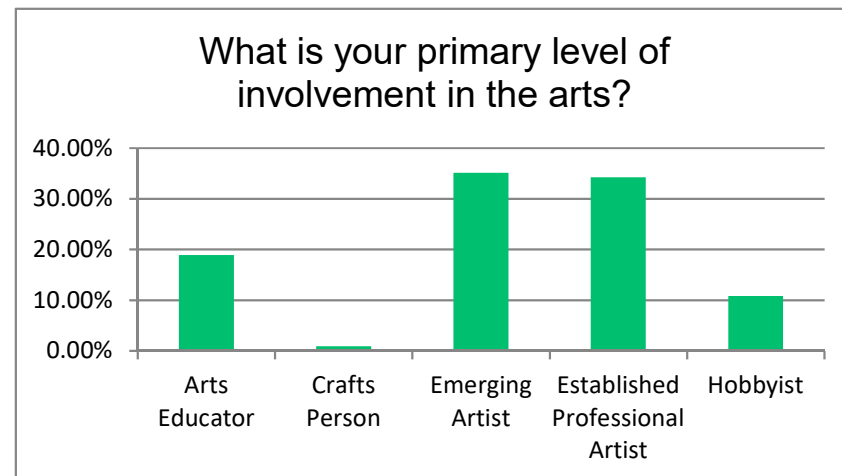
2. Please tell us about yourself. Information provided will be used to update Prairie Lakes' database.

Answer Choices	Responses	
Name:	100.00%	107
Address:	97.20%	104
Address 2:	11.21%	12
City/Town:	99.07%	106
ZIP:	99.07%	106

Answer Choices	Responses	
Email Address:	97.20%	104
Website:	45.79%	49
Phone Number:	89.72%	96
Answered		107
Skipped		4

3. What is your primary level of involvement in the arts?

Answer Choices	Responses	
Arts Educator	18.92%	21
Crafts Person	0.90%	1
Emerging Artist	35.14%	39
Established Professional Artist	34.23%	38
Hobbyist	10.81%	12
Other (please specify):		30
Answered		111
Skipped		0



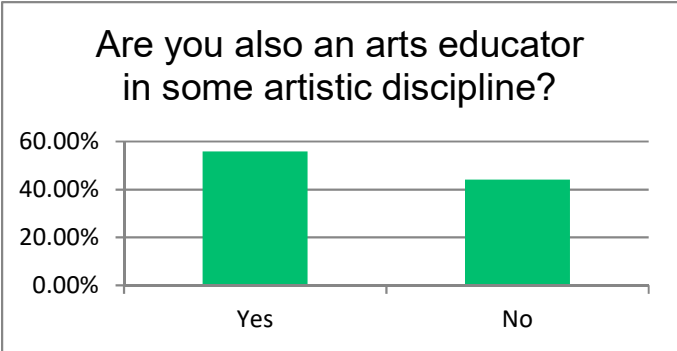
3. Comments

I play guitar and sing in a band called Billy & The Bangers.
I am working on my music as often as I have time to hopefully one day be a full time music producer.
Retired, now involved with printmaking and potting, and also teaching printmaking. Not my primary source of income.
Board member of an arts organization.
PLRAC board.
I am also an established professional artist.
Retired person who spends a lot of time making art.
Professional performing pianists (4hand).
I have been an actress and writer for decades, but am re-emerging after years of focus on family.
Private piano instruction.
Artist, beyond emerging but not quite established:)
Stained glass artist. Creating stained glass pieces is neither simply a "craft" nor do I consider myself a "hobbyist." I'm neither "emerging" nor an "established professional artist," in that I do not make a living at my art. Go figure....
It feels presumptuous to call my self "established, professional," but I guess with several book publications, that's what I have to say. I'm not really "emerging."
I also teach installation art/drawing at Minnesota State University.

Without specific definitions, this is a little vague.
Writer, F, NF, P.
Mid-Career Artist.
Musician.
Lapidary.
Organize folk club.
Entertaining w/music.
Between emerging and established.
Performing Musician.
Retired kindergarten teacher, hobbyist.
Gigging musician, writer.
All of the above. I'm also an educator.
Teacher, play director, and writer.
author, presenter, school visits.
We teach history through art.

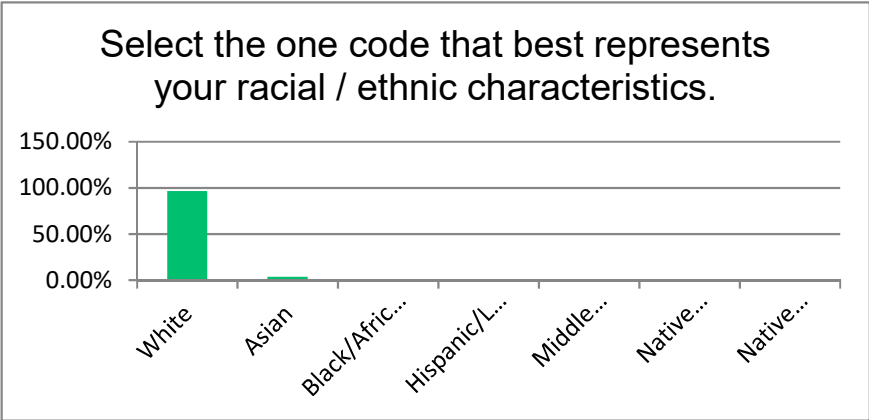
4. Are you also an arts educator in some artistic discipline?

Answer Choices	Responses	
Yes	55.86%	62
No	44.14%	49
Answered		111
Skipped		0



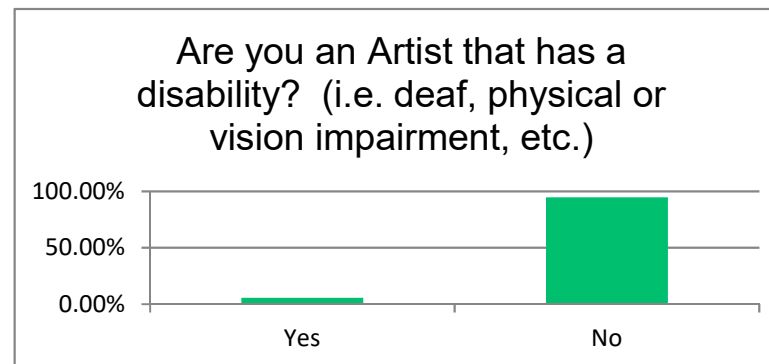
5. Select the one code that best represents your racial / ethnic characteristics.

Answer Choices	Responses	
White	96.40%	107
Asian	3.60%	4
Black/African American	0.00%	0
Hispanic/Latino	0.00%	0
Middle Eastern/North African	0.00%	0
Native American/Alaskan Native	0.00%	0
Native Hawaiian/Pacific Islander	0.00%	0
Other (please specify):		0
Answered		111
Skipped		0



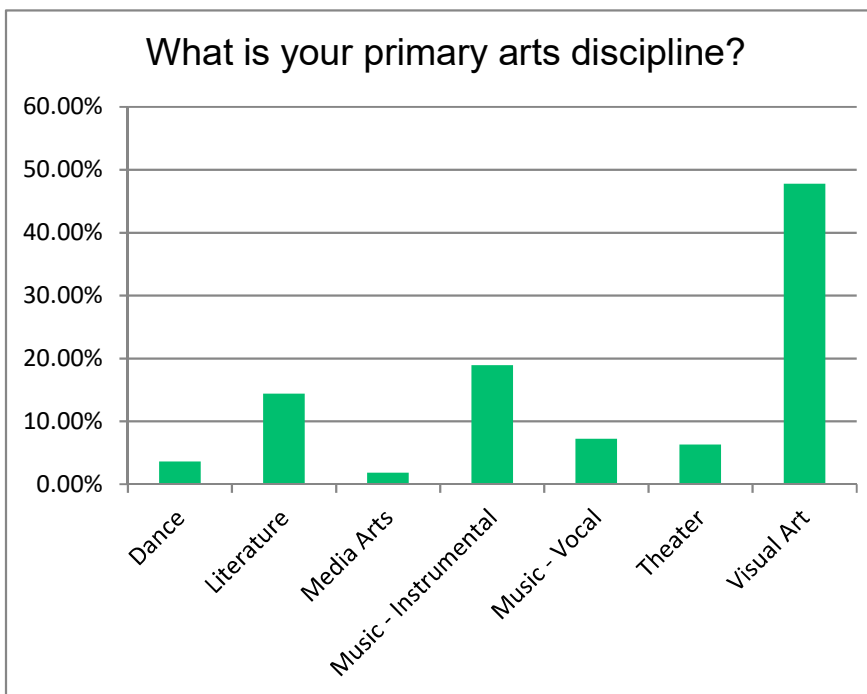
6. Are you an Artist that has a disability? (i.e. deaf, physical or vision impairment, etc.)

Answer Choices	Responses	
Yes	5.41%	6
No	94.59%	105
Answered		111
Skipped		0



7. What is your primary arts discipline?

Answer Choices	Responses	
Dance	3.60%	4
Literature	14.41%	16
Media Arts	1.80%	2
Music - Instrumental	18.92%	21
Music - Vocal	7.21%	8
Theater	6.31%	7
Visual Art	47.75%	53
Other (please specify):		14
Answered		111
Skipped		0



Comments

Music - vocal and instrumental.
Mixed media, fiber arts. Basket weaving.
Drawing, printmaking, ceramics.
I'm a visual artist and a writer.
I'm also a musician and filmmaker!
Also theatre.
Vocal and instrumental.
Cut and polish stones.
I do both vocal and instrumental.
Entertainment coordinator.
Watercolor.
Maybe "industrial art?"
Photography.
Shoe maker historical demonstrator.

8. What is your highest level of Educational background?

Answer Choices	Responses	
High School	7.21%	8
Vocational School	7.21%	8
College Degree	27.03%	30
Graduate School	57.66%	64
Professional Art School	0.90%	1
Other Training (please specify):		14
Answered		111
Skipped		0

Comments

Master of Arts in Nursing, Clinical Nurse Specialist.

I have two Masters degrees.

Suzuki 2 year program.

Workshops: Splitrock (U of M), Frogman's Print workshop, Northern Clay, Wood Engravers' Network.

Private piano lessons and organ lessons.

Rocky Mountain School of Photography.

Some graduate school.

MA and MFA in Ceramics.

2 year degree, junior college. not vocational though.

High School with some college.

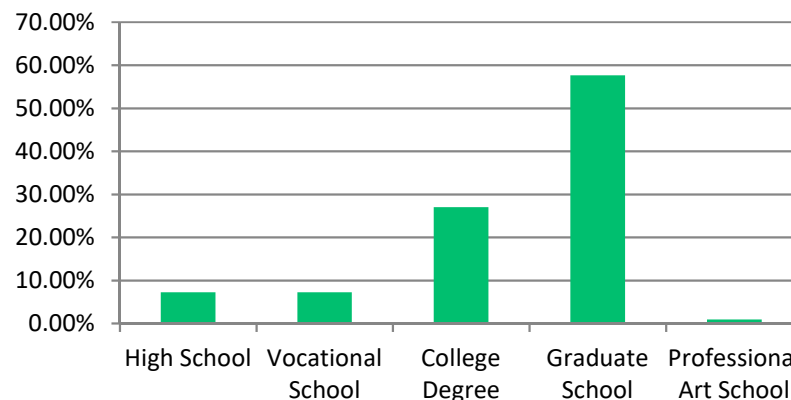
Suzuki Piano School training.

Shoe making courses.

One year of college.

All of the above.

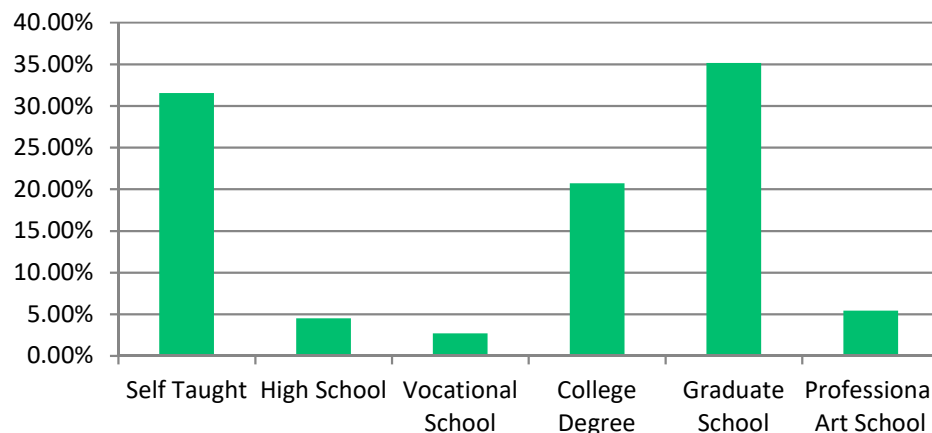
What is your highest level of Educational background?



9. What is your highest level of educational background in an Artistic discipline?

Answer Choices	Responses	
Self Taught	31.53%	35
High School	4.50%	5
Vocational School	2.70%	3
College Degree	20.72%	23
Graduate School	35.14%	39
Professional Art School	5.41%	6
Other Arts Training (please specify):		28
Answered		111
Skipped		0

What is your highest level of educational background in an Artistic discipline?



9. Comments

I took a number of music courses in college including two years of music theory.
I have attended several workshops lead by museum quality artists.
Painting and sculpting since 1989: workshops, books, internet.
Some college, private instruction and self taught.
Artist Diploma, University of Northern Iowa.
MFA Creative Writing (poetry), MA Art (painting).
Lot of research which enters into being self taught.
I have taken many workshops in my area of art.
Shoe making courses/apprenticeship.
Reading - A few workshops - Speakers - Internet - two college classes in photography.
We both hold D.M.A. (Doctor of Musical Arts) degrees in piano performance.
Trained through the Suzuki program on how to teach bass for four years (summer programs).
I do not have a degree in piano performance. My degree is in elementary education, but I took lessons in piano and then organ through my entire college career.

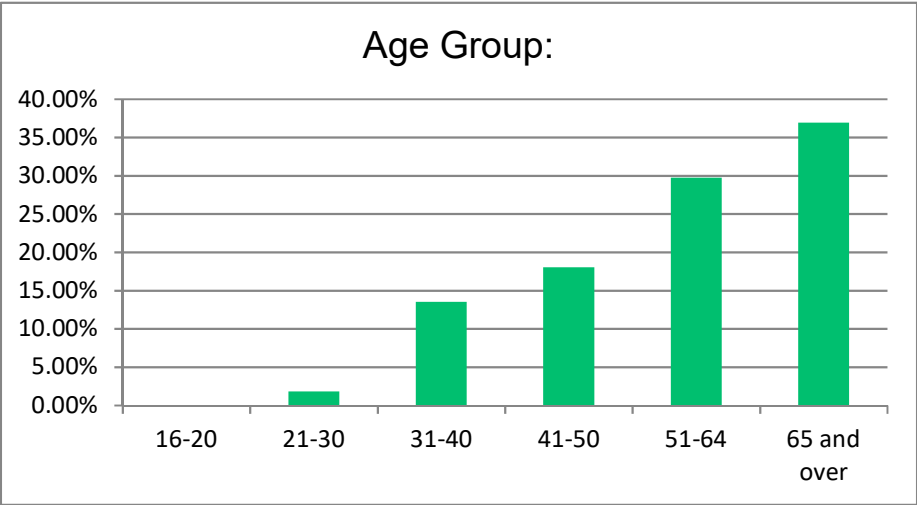
UofM Liberal Arts- didn't finish.
Community Education.
Numerous workshops.
Apprenticeship in sculpture.
I took six weeks of classes with an expert stained glass artist.
College unfinished, many art classes.

Guitar lessons early in life.
No formal arts training.
MFA in Ceramics.
A lifetime.
Some graduate school.
A few carving seminars.
Plus Suzuki training.

All of the above.
Art therapy.

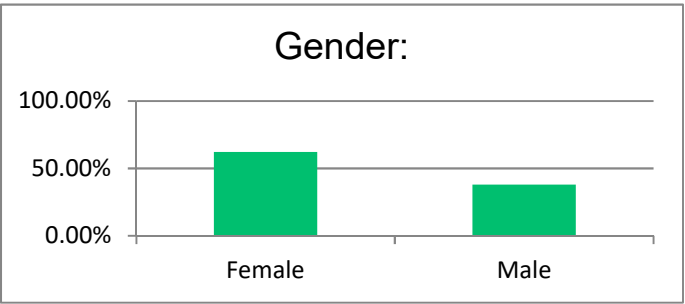
10. Age Group:

Answer Choices	Responses	
16-20	0.00%	0
21-30	1.80%	2
31-40	13.51%	15
41-50	18.02%	20
51-64	29.73%	33
65 and over	36.94%	41
Answered		111
Skipped		0



11. Gender:

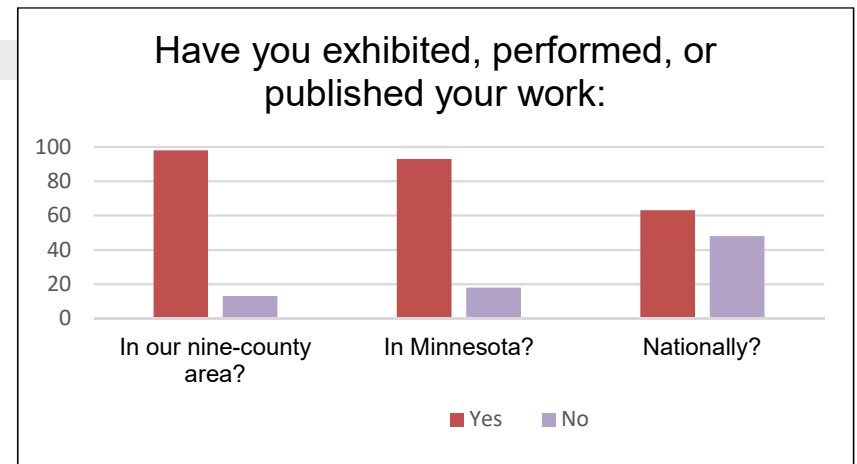
Answer Choices	Responses	
Female	62.16%	69
Male	37.84%	42
Answered		111
Skipped		0



12. Have you exhibited, performed, or published your work:

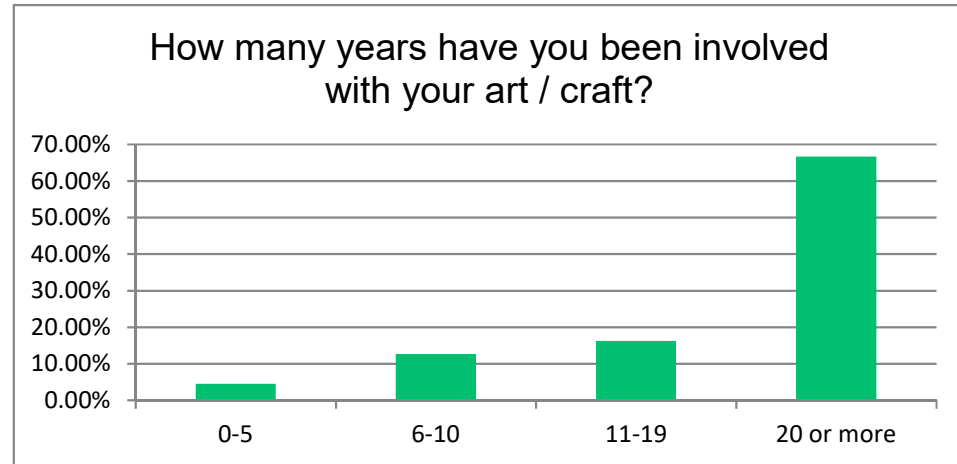
	Yes %	Yes	No %	No
In our nine-county area?	88.29%	98	11.71%	13
In Minnesota?	83.78%	93	16.22%	18
Nationally?	56.76%	63	43.24%	48

	Total	Weighted Average
In our nine-county area?	111	1.12
In Minnesota?	111	1.16
Nationally?	111	1.43
Answered	111	
Skipped	0	



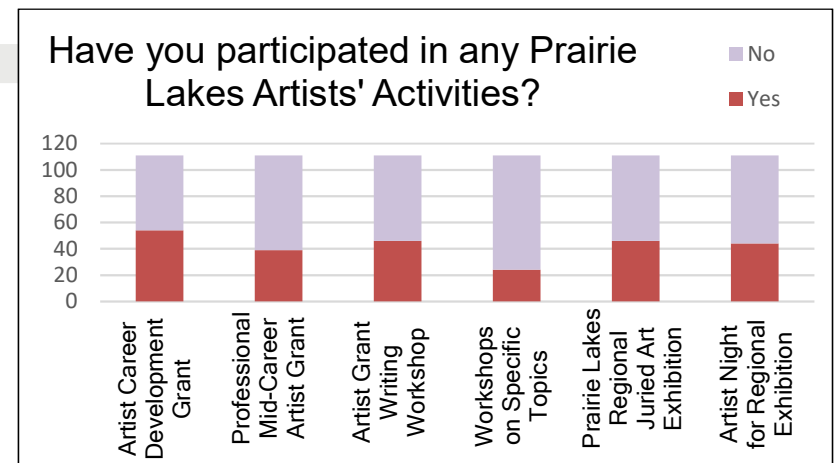
13. How many years have you been involved with your art / craft?

Answer Choices	Responses	
0-5	4.50%	5
6-10	12.61%	14
11-19	16.22%	18
20 or more	66.67%	74
Answered	111	
Skipped	0	



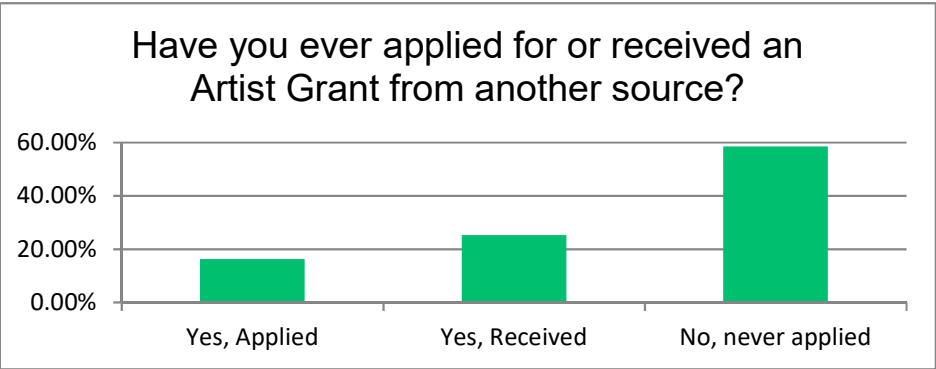
14. Have you participated in any Prairie Lakes Artists' activities?

	Yes %	Yes	No %	No
Artist Career Development Grant	48.65%	54	51.35%	57
Prof. Mid-Career Artist Grant	35.14%	39	64.86%	72
Artist Grant Writing Workshop	41.44%	46	58.56%	65
Artist Workshops on Specific topics in 2017-2018	21.62%	24	78.38%	87
Prairie Lakes Regional Juried Art Exhibition	41.44%	46	58.56%	65
PLRAC/McKnight Artist Grantee Exhibition	39.64%	44	60.36%	67
Answered		111		
Skipped		0		



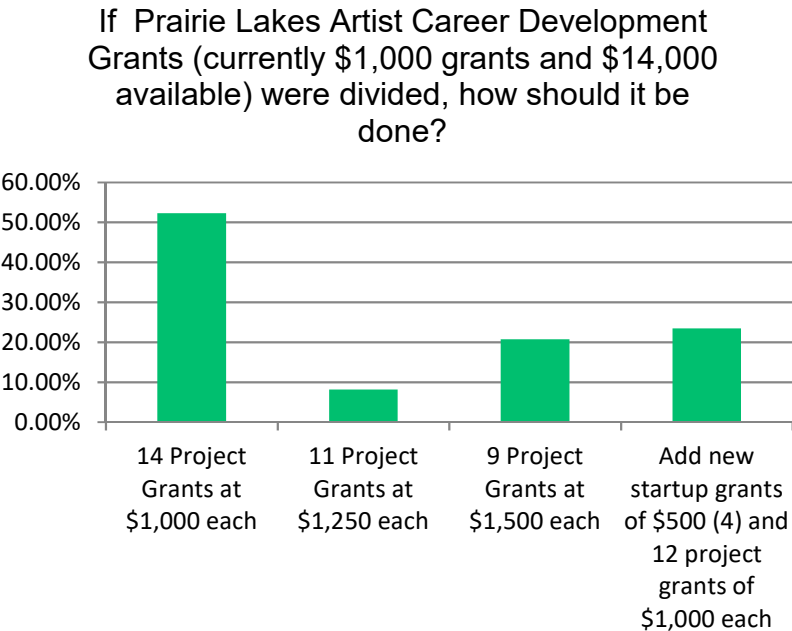
15. Have you ever applied for or received an Artist Grant from another source?

Answer Choices	Responses	
Yes, Applied	16.22%	18
Yes, Received	25.23%	28
No, never applied	58.56%	65
Answered		111
Skipped		0



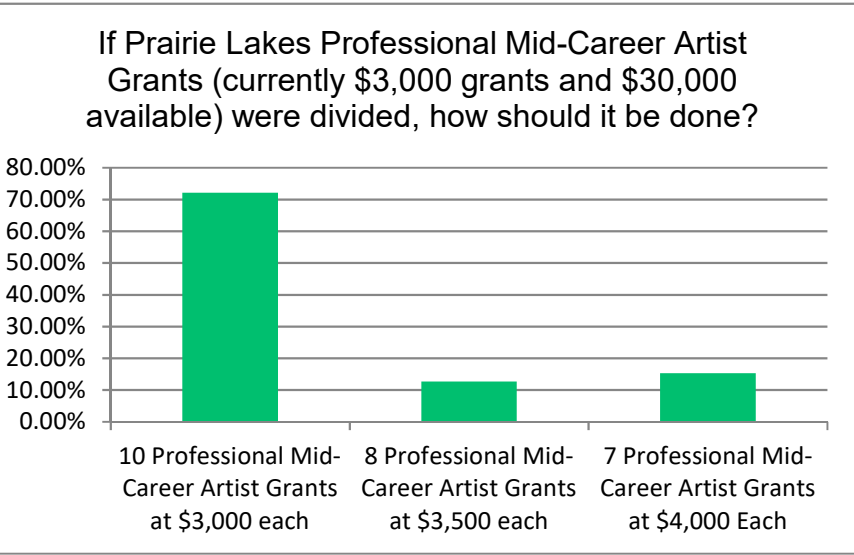
16. If Prairie Lakes Artist Career Development Grants (currently \$1,000 grants and \$14,000 available) were divided, how should it be done?

Answer Choices	Responses	
14 Project Grants at \$1,000 each	52.25%	58
11 Project Grants at \$1,250 each	8.11%	9
9 Project Grants at \$1,500 each	20.72%	23
(4) and 12 project grants of \$1,000 each	23.42%	26
Answered		111
Skipped		0



17. If Prairie Lakes Professional Mid-Career Artist Grants (currently \$3,000 grants and \$30,000 available) were divided, how should it be done?

Answer Choices	Responses	
10 Grants at \$3,000 each	72.07%	80
8 Grants at \$3,500 each	12.61%	14
7 Grants at \$4,000 Each	15.32%	17
Answered		111
Skipped		0



18. What Workshop Topics would you be interested in attending? Select all that apply.

Answer Choices	Responses	
Business Plan Essentials for Artists	23.42%	26
Career Planning for Artists	18.92%	21
Funding Your Work: Grants, Fellowships, etc.	43.24%	48
Legal Considerations for Artists	26.13%	29
Marketing for Artists	45.95%	51
Portfolio Presentation	16.22%	18
Pricing Your Work: Getting Paid for What You Do	36.94%	41
Record Keeping and Financial Management	30.63%	34
Social Media (Facebook, Twitter, etc.)	37.84%	42
Time Management for Creative People	24.32%	27
Other (please specify)		11

Answered 111
Skipped 0

Comments:

Income tax preparation for artists.

We are too old for any workshops to be of use to us.

I would be REALLY interested in workshops related to taxes, business, and all legal issues.

None.

I have other resources that I use for workshops and webinars.

Website development, sales from a website.

Whether to establish as an LLC, for example, advantages, disadvantages....

For emerging artists: something on confidence and something on finding your own style/voice.

Should You Be a Business for Tax Purposes, Insurance for Artists, ABC's to Photographing Your Work, How to write a Press Release.

At this point in my career, I would not attend these workshops (however, I think these are useful workshops for emerging artists!)

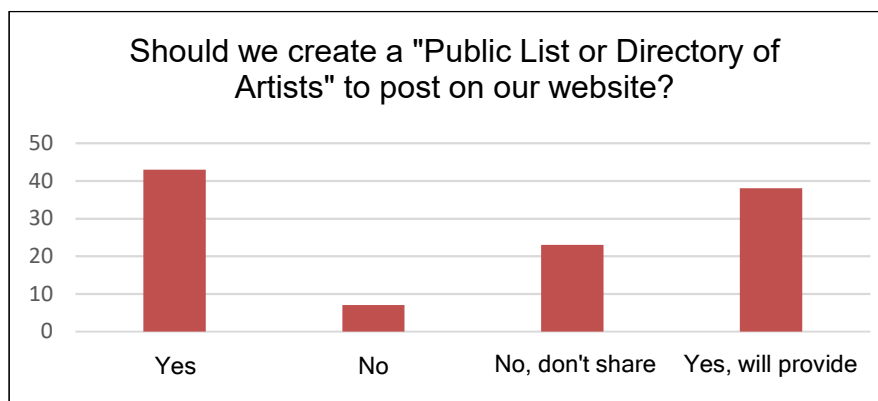
I would be interested in music specific workshops maybe even connecting with recording studios or other music careers. I want to be involved in music for a career but don't even know how to make that happen.



19. Prairie Lakes has an in-house Artist mailing list that is not shared with others. Should we create a "Public List or Directory of Artists" and post it on our website?

Answer Choices	Responses	
Yes	38.74%	43
No	6.31%	7
No, I don't want my personal information shared, without my consent.	20.72%	23
Yes, I understand I would need to provide additional information to be included; and I would participate.	34.23%	38

Answered 111
Skipped 0

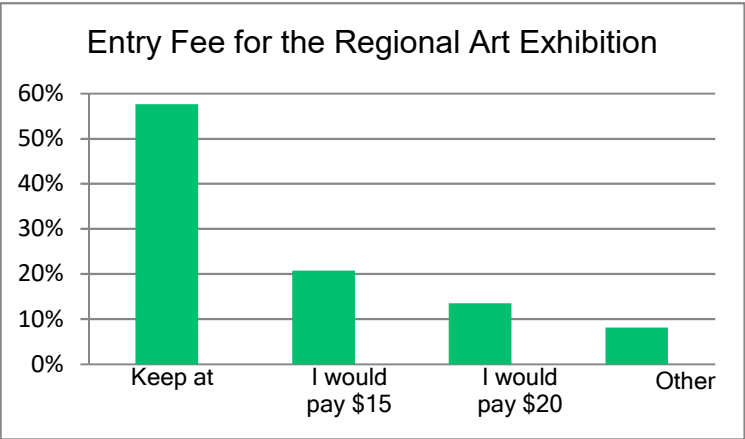


20. Did you participate in the annual Prairie Lakes Regional Juried Art Exhibition recently?

	Yes, Entered		Yes, Attended		Entered & Attended		No		Total	Average
2016	2.7%	3	8.11%	9	19.82%	22	69.37%	77	111	3.56
2017	1.8%	2	12.61%	14	19.82%	22	65.77%	73	111	3.5
Answered 111								Skipped	0	

21. An Entry Fee of \$10 was charged for the Regional Art Exhibition. Would you pay a higher Entry Fee to see the cash awards increase for the Regional Art Exhibition? If so, how much?

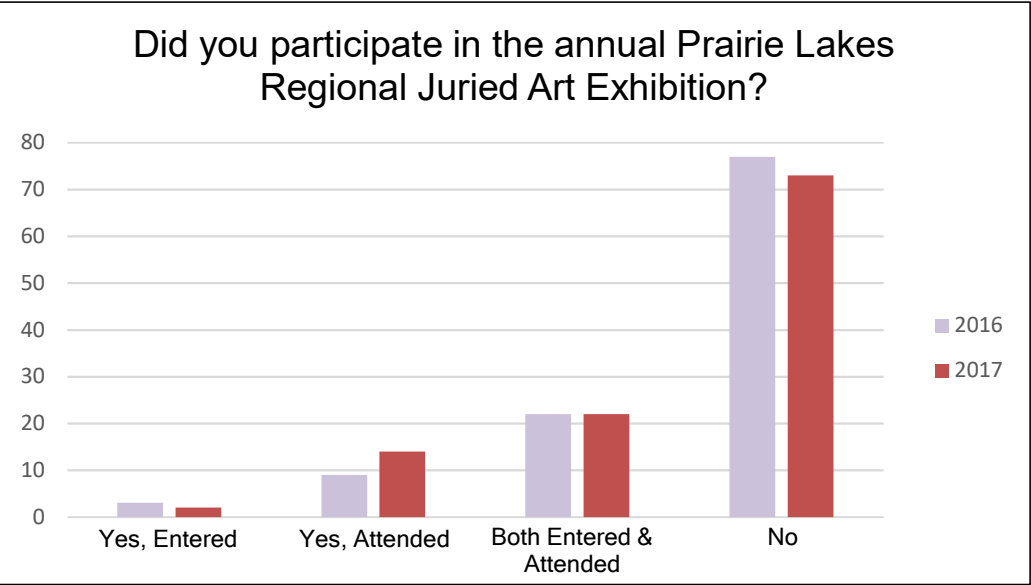
Answer Choices	Responses	
No, keep at \$10.	57.66%	64
Yes, I would pay \$15.	20.72%	23
Yes, I would pay \$20.	13.51%	15
Other comments or suggestions for the Annual Regional Juried Art Exhibition in 2020. (please specify):	8.11%	9
Answered		111
Skipped		0



Don't know what this is. Not applicable.

My feeling is that I do it for exposure not for the monetary reward I want to share my talent with others and develop the world of fiber.

I stopped entering. The other huge irritant: the pricing of art on the walls must incorporate the 30% commission. I have sent letters in the past and spoken in person about ANOTHER way of doing the commission. No one understood or thought it would not work. Ask me if interested.



21. Comments:

Not applicable - unless you plan on adding musical performances to the exhibition.

Find an appropriate venue that can handle larger work and sculpture. The Carnegie was perfect.

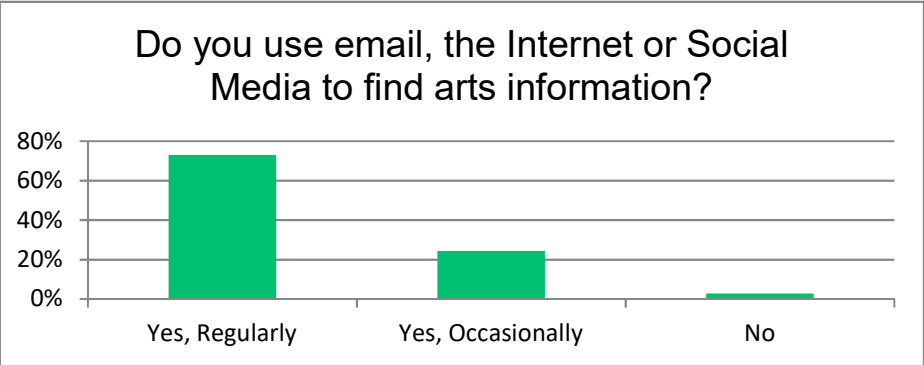
I believe the reason I did not attend was location.

Just a recommendation on being open to new, digital, forms.

I think to keep it highly accessible for the general public, I think it should be kept at \$10. Most of us involved in the arts would pay more, but I think of my students, who would not, but might attend.

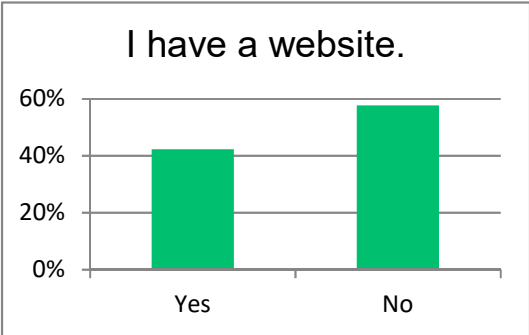
22. Do you use email, the Internet or Social Media to find arts information?

Answer Choices	Responses	
Yes, Regularly	72.97%	81
Yes, Occasionally	24.32%	27
No	2.70%	3
Answered		111
Skipped		0



23. I have a website.

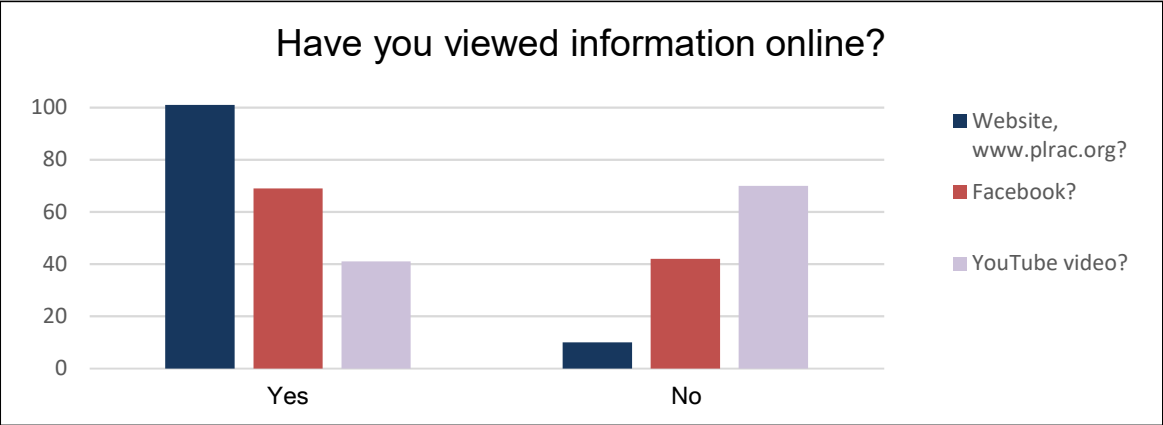
Answer Choices	Responses	
Yes	42.34%	47
No	57.66%	64
Answered		111
Skipped		0



24. Have you viewed Prairie Lakes information online?

	Yes		No		Total	Weighted Average
Website, www.plrac.org?	90.99%	101	9.01%	10	111	1.09
Facebook?	62.16%	69	37.84%	42	111	1.38
YouTube video?	36.94%	41	63.06%	70	111	1.63

Answered 111
Skipped 0



25. The Prairie Lakes' Newsletter, with a Calendar of Events for the nine-county area, is posted to our web site as a link, sent in an email to arts constituents.

	Yes	No	Total	Weighted Average
Have you viewed the Newsletter online?	84.68%94	15.32%17	111	1.15
I review the Calendar of Arts Events included in the newsletter.	79.28%88	20.72%23	111	1.21
The Calendar of Arts Events is useful to me as an Artist.	81.08%90	18.92%1	111	1.19
Suggestions for future Prairie Lakes Programs and Services:			6	
			Answered	111
			Skipped	0

Comments:

I would like to receive the newsletter.

Does the Council have an Instagram? It should if it doesn't.

Some venue/ events that are more art sales oriented (visual artists). Maybe artist's sales quarterly, connected to gifting holidays?

I wish there was an electronic calendar that was not a pdf. It is very cumbersome. Many times I want to see artists or go to workshops and I forget about the pdf newsletter.

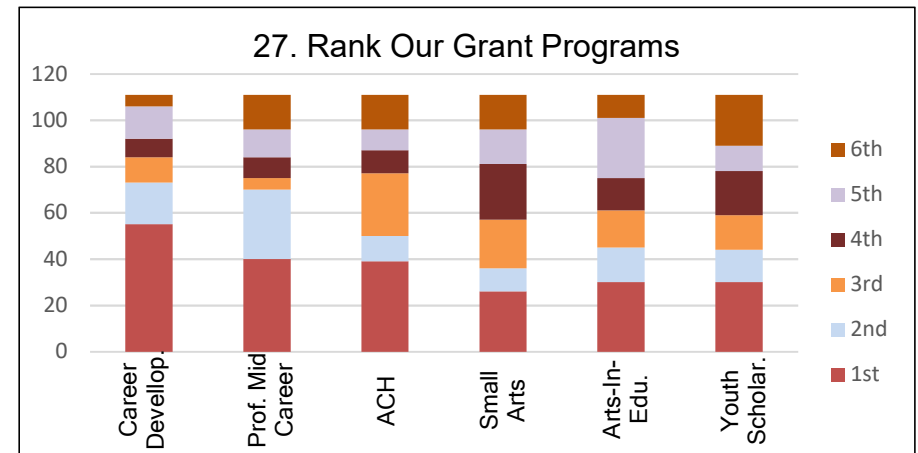
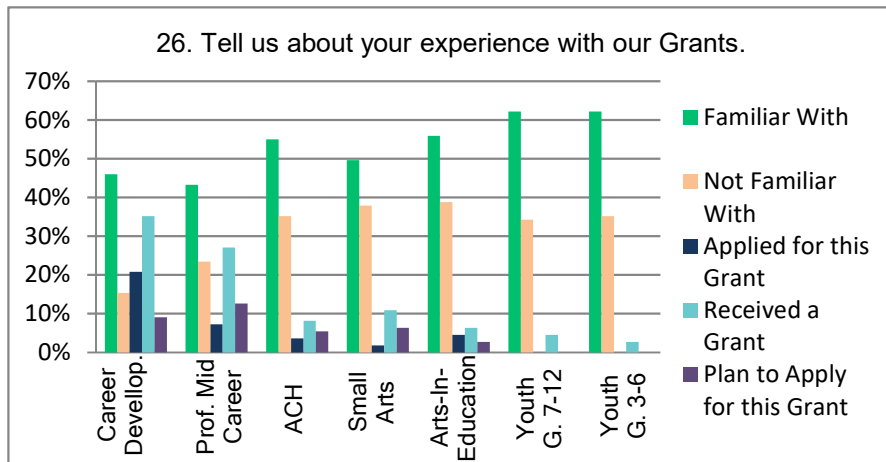
I have had a long helpful relationship with PLRAC and appreciate all that you do.



Emerging Artist - Mentor/Coach Match-Up, Opportunities to get feedback and suggestions for improving my artwork from experienced artists, Workshop series for emerging artists on planning and executing our first solo show, including marketing, hanging artwork, opening reception, navigating emotions, leveraging the exhibit to further develop as an artist and art seller, etc., Workshop on how to safely package and ship artwork, Workshop on matting, mounting, and framing art.

26. The Prairie Lakes Regional Arts Council works under the philosophy that ALL arts grants are important. Tell us about your experience with Prairie Lakes' Grants. Please check all that apply.

	Familiar With		Not Familiar With		Applied for this Grant		Received a Grant		Plan to Apply for this Grant		Total
Artist Career Development (McKnight) \$1,000	45.95%	51	15.32%	17	20.72%	23	35.14%	39	9.01%	10	111
Professional Mid-Career Artist (McKnight) \$3,000	43.24%	48	23.42%	26	7.21%	8	27.03%	30	12.61%	14	111
Arts and Cultural Heritage (State) matching grants of up to \$8,000, \$5,000, or \$4,000 .	54.95%	61	35.14%	39	3.60%	4	8.11%	9	5.41%	6	111
Small Arts Project (State) Maximum of \$2,000.	49.55%	55	37.84%	42	1.80%	2	10.81%	12	6.31%	7	111
Arts-In-Education (State) Maximum of \$2,000.	55.86%	62	38.74%	43	4.50%	5	6.31%	7	2.70%	3	111
Youth Scholarship (State) \$300 for grades 7-12	62.16%	69	34.23%	38	0.00%	0	4.5%	5	0.00%	0	111
Youth Scholarship (State) \$200 for grades 3-6	62.16%	69	35.14%	39	0.00%	0	2.7%	3	0.00%	0	111



27. Rank Prairie Lakes' Grant Programs from 1 to 6, with Highest Priority being number 1 and Lowest Priority number 6.

	1st		2nd		3rd		4th		5th		6th		Total
Artist Career Development	49.55%	55	16.22%	18	9.91%	11	7.21%	8	12.61%	14	4.5%	5	111
Professional Mid-Career Artist	36.04%	40	27.03%	30	4.50%	5	8.11%	9	10.81%	12	13.51%	15	111
Arts and Cultural Heritage	35.14%	39	9.91%	11	24.32%	27	9.01%	10	8.11%	9	13.51%	15	111
Small Arts Project	23.42%	26	9.01%	10	18.92%	21	21.62%	24	13.51%	15	13.51%	15	111
Arts-In-Education	27.03%	30	13.51%	15	14.41%	16	12.61%	14	23.42%	26	9.01%	10	111
Youth Scholarship for Students	27.03%	30	12.61%	14	13.51%	15	17.12%	19	9.91%	11	19.82%	22	111

28. Please give a satisfaction rating to the following Application process components:

	Very Satisfied		Somewhat Satisfied		Not Satisfied		Not Applicable		Total	Average
Ease of Finding Information About Grant Programs	72.07%	80	16.22%	18	3.6%	4	8.11%	9	111	1.48
Clarity of Grant Guidelines and Eligibility	68.47%	76	19.82%	22	3.6%	4	8.11%	9	111	1.51
Ease of Online Application Form	56.76%	63	26.13%	29	7.21%	8	9.91%	11	111	1.7
Staff Assistance Before Applying	71.17%	79	9.91%	11	0.9%	1	18.02%	20	111	1.66
Deadline Dates	77.48%	86	12.61%	14	0.9%	1	9.01%	10	111	1.41
Clarity of Grant Amounts	80.18%	89	10.81%	12	0.9%	1	8.11%	9	111	1.37
Communication About Grants Awarded	79.28%	88	7.21%	8	1.8%	2	11.71%	13	111	1.46
Transparency of Application Process	72.07%	80	14.41%	16	3.6%	4	9.91%	11	111	1.51
Communication About Contract, Requirements and/or Project Changes	66.67%	74	16.22%	18	1.8%	2	15.32%	17	111	1.66
Ease of Filling Out Online Grant Contract	50.45%	56	27.93%	31	3.6%	4	18.02%	20	111	1.89
Ease of Filling Out Online Final Report Form	50.45%	56	23.42%	26	4.5%	5	21.62%	24	111	1.97
Availability and Effectiveness of Staff in the Contract and Final Report Process	66.67%	74	13.51%	15	0.9%	1	18.92%	21	111	1.72

If you are not satisfied with the application process, what changes would you recommend?

13

Comments:

Less cumbersome computer process.

More education on what they are looking for when applying for the grant. And assistance in applying for one.

To simplify the amount of information required. Much larger grants are available with much less information required.

While I have had trouble with some of the on-line forms, I have found Cindy to be extremely helpful in answering my questions and providing help. Thank you!

Finding a fiscal agent is not as simple as it may sound. Blue Earth County needs additional resources versus Twin Rivers Council for the Arts.

Thank you for your work:)

I'm not at all computer savvy. Wish there was a paper copy option

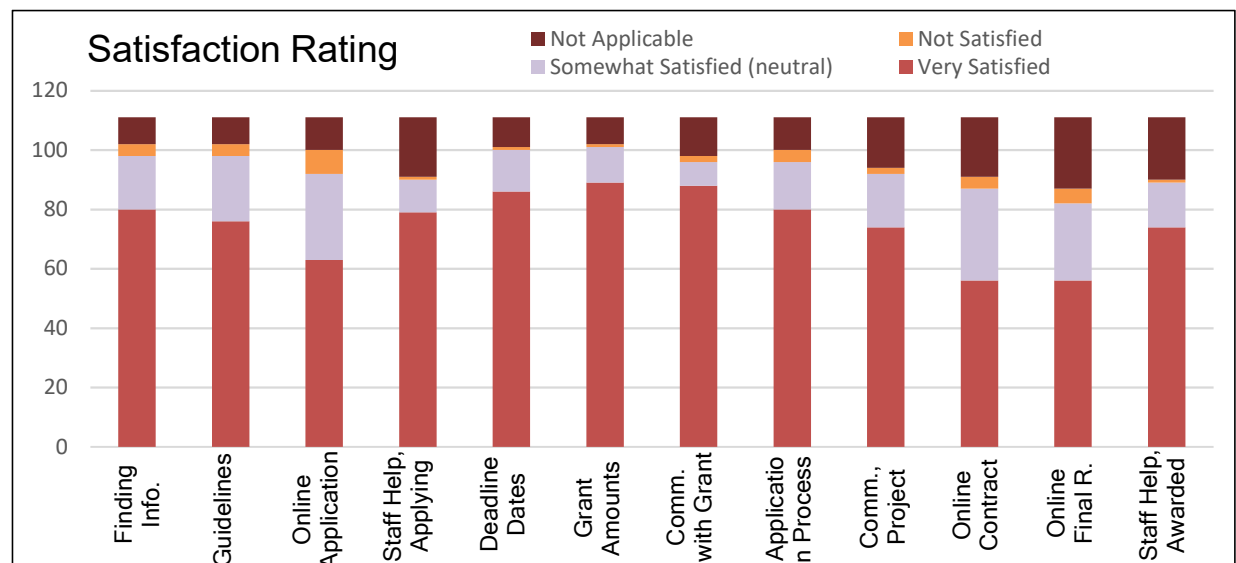
Attending the workshops on writing these grants is essential. Many phone calls for help is also very appreciated. Staff is top notch.

The grant applications are very redundant and cumbersome to fill out. I feel like I end up answering the exact same questions multiple times. The application could be streamlined and still contain the proper information.

Answered

111 Skipped

0



28. Comments Continued:

The requirements could be streamlined. References, 2 year limits before reapplying (if you got another grant) and establishing venues for exhibitions prior to receiving funding are a lot to require for this grant. Other similar grants require only a resumes, artist statement, images, grant description and project proposal, and I think this grant level should be similar.

The comment was made, at the mtg of the Board at which decisions were made about whom to grant, that my application was too long. I would have appreciated a word limit and perhaps some guidance about what was and was not appropriate to include, esp regarding my background, resumé, etc.

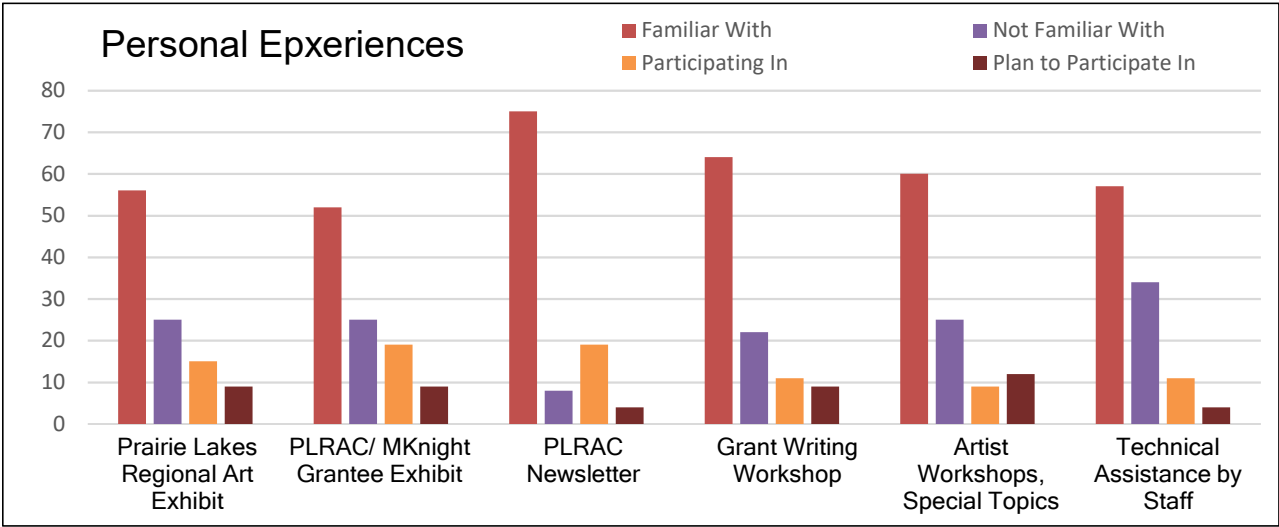
I think the online application might intimidate some artists and choose not to apply.

The online application is really long and detailed. I realize this is necessary to provide final reports to the state. But it may be worth a look to see if anything can be more streamlined or if anything can be taken out. I also have trouble creating a final report. This is probably because I don't do this regularly so it takes me some time to figure out what's required and where to look for the information I need to include.

29. Tell us about your personal experience with Prairie Lakes' Services. Please check all that apply.

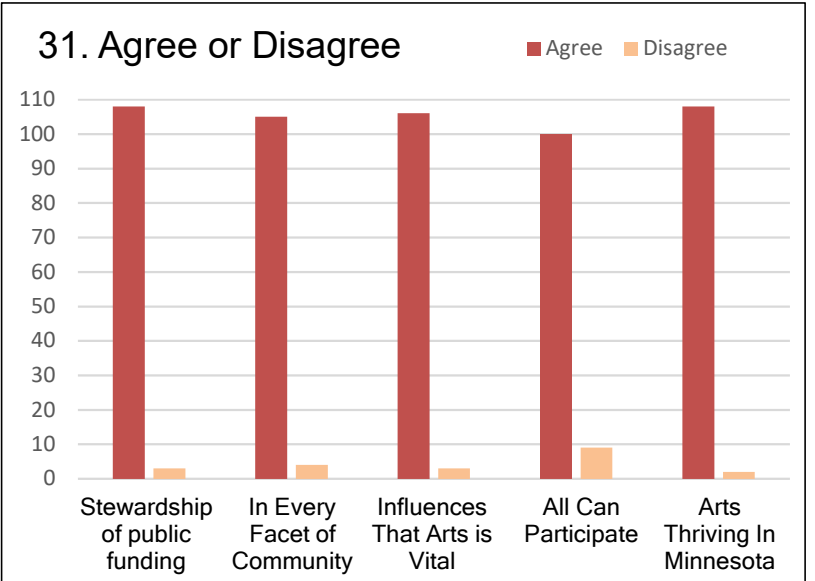
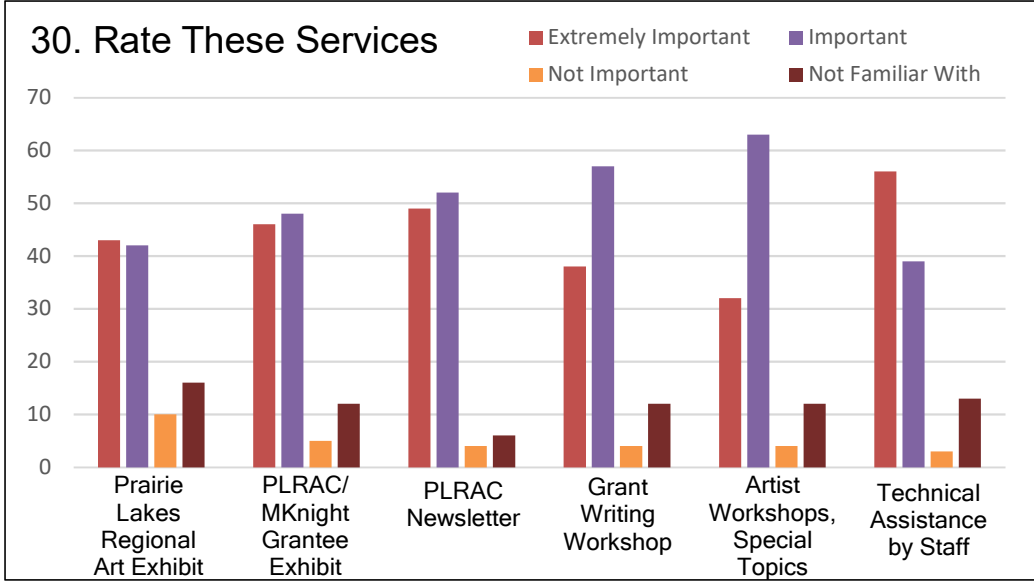
	Familiar With		Not Familiar With		Participating In		Plan to Participate In		Total	Average
Prairie Lakes Regional Juried Art Exhibition	53.33%	56	23.81%	25	14.29%	15	8.57%	9	105	1.78
PLRAC/McKnight Artist Grantee Exhibit	49.52%	52	23.81%	25	18.1%	19	8.57%	9	105	1.86
PLRAC Newsletter (calendar of events)	70.75%	75	7.55%	8	17.92%	19	3.77%	4	106	1.55
Grant Writing Workshop	60.38%	64	20.75%	22	10.38%	11	8.49%	9	106	1.67
Artist Workshops - special topics	56.6%	60	23.58%	25	8.49%	9	11.32%	12	106	1.75
Technical Assistance to Artists by Staff	53.77%	57	32.08%	34	10.38%	11	3.77%	4	106	1.64

Answered 108
Skipped 3



30. Please rate these services on whether or not they are important.

	Extremely Important		Important		Not Important		Not Familiar With		Total	Weighted Average	
PLRAC Regional Juried Art Exhibition	38.74%	43	37.84%	42	9.01%	10	14.41%	16	111	1.99	
PLRAC/McKnight Artist Grantee Exhibit	41.44%	46	43.24%	48	4.5%	5	10.81%	12	111	1.85	
PLRAC Newsletter (calendar of events)	44.14%	49	46.85%	52	3.6%	4	5.41%	6	111	1.7	
Grant Writing Workshop	34.23%	49	51.35%	57	3.6%	4	10.81%	12	111	1.91	
Artist Workshops - special topics	28.83%	38	56.76%	63	3.6%	4	10.81%	12	111	1.96	
Technical Assistance to Artists by Staff	50.45%	32	35.14%	39	2.7%	3	11.71%	13	111	1.76	
Answered							111		Skipped		0



31. Please select Agree or Disagree for the Following Questions about PLRAC.

	Agree		Disagree		Total	Average	
I can trust PLRAC's stewardship of public arts funding.	97.3%	108	2.7%	3	111	1.03	
PLRAC programs, services and resources ensure that the arts are interwoven into every facet of community life.	96.33%	105	3.67%	4	109	1.04	
PLRAC programs, services and resources significantly influences Minnesotans' belief that the arts are vital to who we are.	97.25%	106	2.75%	3	109	1.03	
PLRAC programs, services and resources ensure that people of all ages, ethnicities, and abilities participate in the arts.	91.74%	100	8.26%	9	109	1.08	
PLRAC programs, services and resources play a significant role in the arts thriving in Minnesota.	98.18%	108	1.82%	2	110	1.02	
Answered		111			Skipped		0

32. Do you have any suggestions for improvement of existing grant programs or services? Your comments, concerns, and ideas are important to us.

	Answered	44	Skipped	67
Comments:				
In 2016 or 2017, an application I submitted contained an error in budgeting that disqualified what would have otherwise been a worthwhile project. I would have appreciated a heads up prior to the meeting in which projects were evaluated. Staff nonetheless helped me afterward obtain a lesser grant.				
Keep up the great work! You serve the community well.	Thanks for all you do!	Good work!		no
I think PRLAC is a vital and useful organization. They perform an important role in helping artists develop their talents. In this rural area it gives us something / someone to connect to. Galleries and other support structures for artists can be few and far between here, which makes the role of PRLAC very important.				
I am so proud to be a PLRAC grantee; I look forward to taking greater advantage of the opportunities afforded artists in our region by PLRAC's programs, and I am grateful to the team that makes these programs happen. I have entered a new phase of my work this season, thanks to PLRAC support!				
I am fairly new to the area (Minnesota) ad have been very caught up in 'survival' in my field since I relocated here. It hadn't even occurred to me to look for funding to help my education projects. I am excited about learning more!				
Sometimes the online application process is complicated and repetitious. I feel like I answer the same question 2 or 3 different ways. I miss the juried show, hope you will be having it again.				
I believe there should be outreach to marginalized, minority and low income communities. That the arts are for everyone, and access to arts and art education is important to all segments of society, not just the privileged. I believe family income should be a key factor in determining youth scholarships, along with dedication and talent. Also funds should be available for arts exploration for low income youth, whose parents may never have even considered music, dance etc. lessons as appropriate or accessible. Being on the board of the Mankato Suzuki School of Music, I realize the financial constraints of financial aid. The teacher must be paid, and the budget is too tight. In a group dance class, one student more is not a financial liability, they do not even use materials as in an art class. In my ballet classes I offer significantly reduced tuition to any family on the Free and Reduced Lunch program, but this is not possible with private music lessons.				
Drop the letter of recommendation requirement. Artists working alone don't always have contacts in the art world, but can still be deserving of a grant.				
I am very grateful for all the help I have received from PLRAC when I applied for a grant program (Mid-Career Artist Grant) The feedback and support I got from them was very helpful and I can not thank them enough for their kind and passionate support.				
You do a fabulous job, how wonderful for the recipients of the grants, what a relief for them that they are able to do their art even though they may not be able to afford it. And for all the different situations and grants you are able to cover the entire community and all age groups, I am grateful. Though I at this time don't need a grant, i'm relieved that if I did you are there.				
I'm not aware of what's required to apply for grants or who is eligible to receive grants. I'm interested in learning more about available grants.	Create more opportunities for musicians to "Exhibit " their work.			
Thank you all for the wonderful work you do for the arts and artists in out-state Minnesota!	Thanks, PLRAC!			nope
Only a tiny suggestion to update the PLRAC website...	High School Educators Individual Achievement Visual Art Grant.			
Stay in tune with current trends in the Arts world.	Grants and opportunities for artists over 65.			

32. Comments Continued:

It would be nice to get communities/schools that are not participating/familiar with Prairie Lakes, to start getting involved. There are such wonderful opportunities that are available.

I had a really bad experience when I applied a number of years ago. I had a lady help me with it and she did NOT complete it!!! I paid this person \$100.00 and she assured me that the application would be complete!! When I dropped it off at the office I was told it was not complete!!! I had to try to complete it at the office. We did so and I still never received the grant. I was totally turned off by the whole situation and extremely frustrated!! I know I should apply again but not real confident in doing that now!!!!

My only suggestion is to try to have larger funds available for grants. I think the small funds are useful for emerging artist and any amount helps. To make a significant body of work larger grants are more useful and carry more impact for the artist (\$5,000 or more).

I would participate in the the online artist directory as long as it just has our name and email. Not sure what else you were thinking of including... I would like more information. I just don't want my personal SS number. Please feel free to contact me.

We are fortunate to have Brenda Byron, Cindy Lewer and Pam staffing PLRAC. They are accessible and generous with their time. They are also present at events-showing support for our projects. Brenda has always run a tight ship. The grant applications are thorough in direction and accountable when awarded. They go out of their way to help make sure you are using and reporting the grant funds appropriately. We are lucky to have them.

While I have been asked to complete this survey, I do not live in the counties above. I live in Northfield. I teach at Gustavus in Nicollet county. I have taught a piano student who applied and received a youth scholarship. I hope this survey helps you. I only answered questions from my opinions, not as a participant. Thank you. Esther Wang

As a private piano instructor who is gradually transitioning to a career in social work, I am aware that children who are living in poverty and/or experience disruptions/dysfunctions in their family life generally do not have opportunities for private instruction. Private musical instruction can be very instrumental in a young person's life, not only for the opportunity to study music and gain competency, but also to have a one-on-one relationship with another adult in their life. I would like to suggest that Prairie Lakes consider ways to provide these opportunities for this demographic, outside of the school day, and without the requirement of having had two years of previous study. My opinion is that requirement can serve as a barrier to underprivileged children and families. I am not sure if this matches the mission and goals of PRLAC, but it certainly has the ability to enhance the cultural and economic diversity of the clientele served by PRLAC. I don't have specific implementation ideas at this time, but would be willing to be part of a conversation about this possibility.

Under the leadership of Michelle Kaisersatt at Twin Rivers in Mankato we used to get local artist for any and all fields together once a month to share ideas, bring samples of what we were working on and inspire one another. I miss that! Now you seem to be interested in only one thing - grant writing. There are so many other things you could be doing to bring the viewing public and artist together.

I feel as though most of the projects/artists that are given arts grants are of a rural, conservative nature, and many are not as high quality as they could be. It would be beneficial to see a wide variety of art and artists represented, as many of the same people seem to be receiving grants each year. I would like to see artists workshops presented at more than just the 410 Project; there are other arts organizations in the area and other artists with expertise to share. I think it would be more accessible to include others in the offerings.

I come from Illinois where there is nothing to compare with the arts and environmental services that are provided in Minnesota. I so appreciate the opportunities available here! Thank you!

At age 84, I feel that assistance of PLRAC has help me stay active in music activities for senior citizens. Nursing homes and other senior groups have expressed their appreciation for these services.

#31 above, it would have been helpful to have a third option: Don't know. The items in this question seem aspirational, not empirical.

32. Comments Continued:

I think its a good idea to have some smaller grants for people who are starting out, and increase the amount of individual grants at the professional level, so that there is an opportunity for people starting out to get some seed money, without creating the impression that people with more professional experience are not welcome in the process of granting regionally. Grants in the 4000 dollar range create high incentive for mid-career artists to participate, and also gives local or regional venues and communities the opportunity to work with professional artists who--due to the financial restraints of mounting major projects--must usually focus on national opportunities. If there is room for alterations in the grant requirements, I would suggest eliminating the need for references and the 2-year limit for those who have had a MSAB grant. The MSAB itself only has a one year limit, and I think that is sufficient for this grant too. Neither the MSAB grant, Jerome nor the McKnight require references. I think the main criteria for granting should be artistic merit and the strength of the proposal: this keeps the focus on bringing high quality art to the region (or keeping it there), while at the same time encouraging and assisting emerging regional artists to jump to the next level of achievement. I think focusing on artistic merit and strong proposals has the two-pronged positive affect of increasing local participation by professional artists and establishing a track record of the region fostering professional growth for emerging artists (i.e. the region generates artists that eventually are competitive on the national level).

Because of our ages (86 and 90), the only PLRAC program we use is the Youth Scholarships, which have been extremely valuable to our private piano students. Our duet performances are something we schedule ourselves or through Thursday Musical in the TC.

How about a round table discussion of artists who have received grants. 1. stating how they wrote their application. 2. what were their accomplishments because of the grant. 3. how they evaluated the grant. 4. if they had an art exhibition where and how they went about it. Getting some feedback from the different levels of artists. See how the grants really have progressed their career. My thoughts and sharing. Not at this time, but I truly appreciated the opportunity to create something far outside of my regular portfolio and skill set. Thank you so very much for every moment of help accommodating me as a first time grant applicant and awardee! It was truly something I never imagined I would ever have the opportunity to do and now it is alive in the world!!!

I read with interest the Free Press article and was surprised that there were those who thought the program not as well-run as many think. Or as transparent as it should be.

To add to what I stated above; what seems to be hardest to find is an ongoing, QUALITY artists format/venue for sales to the community. There are many "craft" fairs and places that exhibit "fine" art but no consistent venues for "fine" art's sales.

I think that all of the funding opportunities provided by Prairie Lake are really equally important. I think that each of those opportunities reach different audiences and demographics.

More art project money, how established artists could move on to bigger city and bigger art institutions, showing their art work, for example. Calibration with Walker Art Center. Instead of money give the 1 place winner to show art work in such institution

I believe the same artists, school and groups over and over again should not be receiving grants to work at their art. If the reason for this is happening because not enough people are applying for the grants then you need to look at the reason why more people are not applying otherwise check your records and see how often the same artists, school and groups are receiving the same grants.

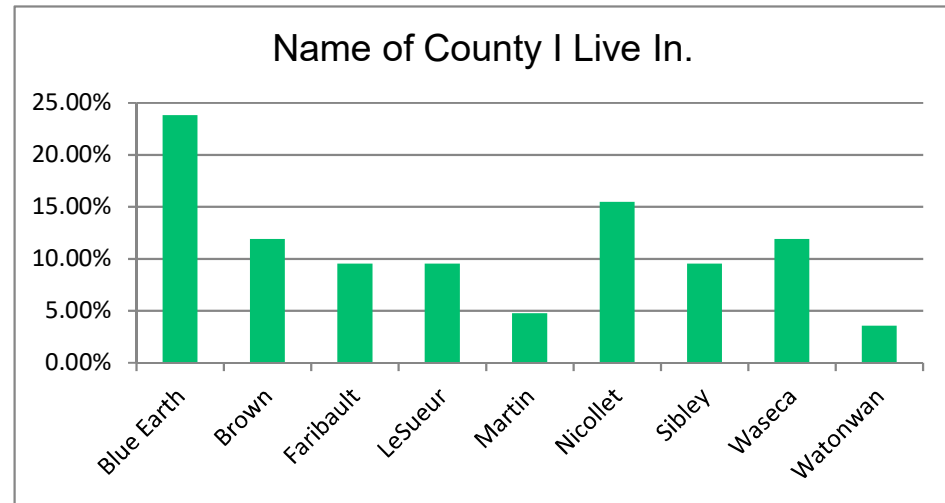
PLRAC should be seen as inclusive not exclusive.

- * PLRAC strategic plan with performance outcomes to develop relationships with under-represented populations
- * Increase participation at events, grants, and programming from under-represented populations
- * List of cultural groups/artists on the PLRAC website so that groups, communities and organizations can find them
- * Resources for groups to utilize for press release distribution-- ex. radio, newspaper, television, social networking

Prairie Lakes Regional Arts Council - Needs Assessment Survey for Organizations, March 2019

1. Name of County I Live In.

Answer Choices	Responses	
Blue Earth	23.81%	20
Brown	11.90%	10
Faribault	9.52%	8
LeSueur	9.52%	8
Martin	4.76%	4
Nicollet	15.48%	13
Sibley	9.52%	8
Waseca	11.90%	10
Watsonwan	3.57%	3
Answered		84
Skipped		0



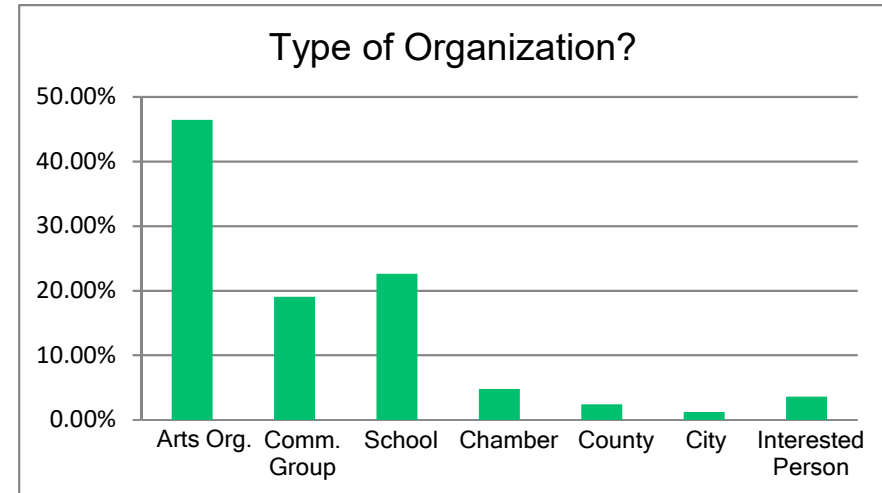
2. Please tell us about yourself and your organization. Information provided will be used to update Prairie Lakes' database.

Answer Choices	Responses	
Name:	100.00%	83
Organization:	97.59%	81
Address:	97.59%	81
Address 2:	19.28%	16
City/Town:	98.80%	82
ZIP:	98.80%	82

Answer Choices	Responses	
Email Address:	97.59%	81
Website:	68.67%	57
Phone Number:	90.36%	75
Answered		83
Skipped		1

3. Type of Organization?

Answer Choices	Responses	
Non-Profit Arts Organization	46.43%	39
Non-Profit Community Group (Historical Society, Library, Comm. Service Organizations, etc.)	19.05%	16
School / Community Education / College	22.62%	19
Chamber of Commerce	4.76%	4
Unit of Government County	2.38%	2
Unit of Government City	1.19%	1
Interested Person	3.57%	3
Other (please specify)		13
Answered	84	Skipped
		0



3. Comments

501C4 corporation that puts on a community festival.

Downtown Development Organization.

Non-profit charitable organization.

Henderson Heritage Days provides activities which express Henderson history to visitors, such as tours throughout the town, cemetery tours, street actors, craftsman-candle making, wood carving etc.

Dinner theatre (professional & non-professional playwrights contribute plays) composed of local, non-professional actors, with non-professional musicians for dinner music and intermissions

Community group organized for sole purpose of celebrating 100th anniversary of independence of Czechoslovakia - used Arts & Heritage Center of Montgomery as our fiscal agent

Chapter of a state organization: League of Minnesota Poets & of the national organization: National Federation of State Poetry Societies.

First year in existence.

Also non-profit community group.

Piano instructor.

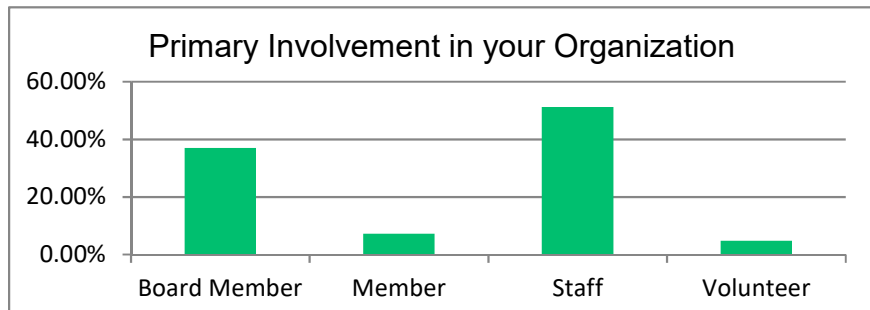
Piano Studio.

County Fair.

Interested group.

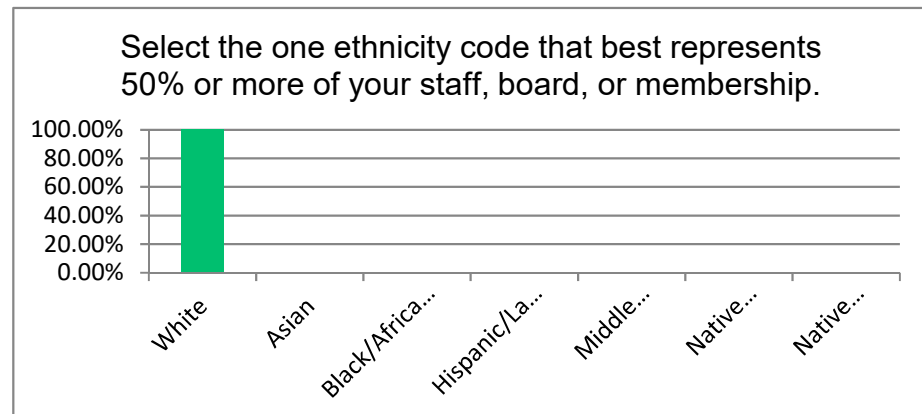
4. Your primary involvement in your organization is as a:

Answer Choices	Responses	
Board Member	36.90%	31
Member	7.14%	6
Staff	51.19%	43
Volunteer	4.76%	4
Answered		84
Skipped		0



5. Select the one ethnicity code that best represents 50% or more of your staff, board, or membership.

Answer Choices	Responses	
White	100.00%	84
Asian	0.00%	0
Black/African American	0.00%	0
Hispanic/Latino	0.00%	0
Middle Eastern/North African	0.00%	0
Native American/Alaskan Native	0.00%	0
Native Hawaiian/Pacific Islander	0.00%	0
Other (please specify)		1
Answered		84
Skipped		0

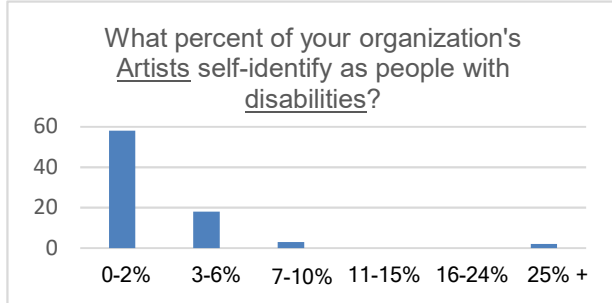
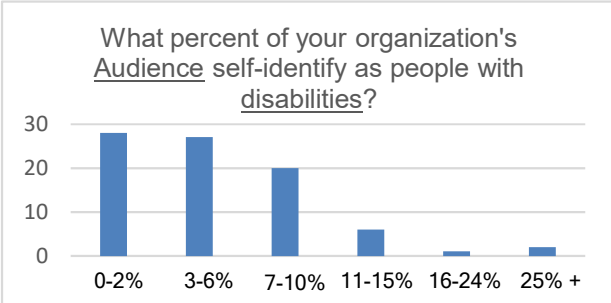
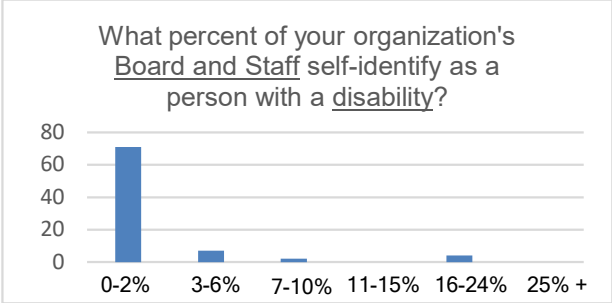
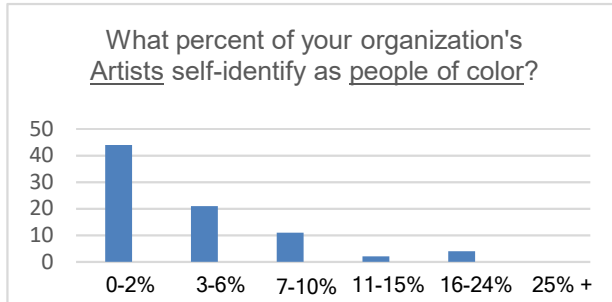
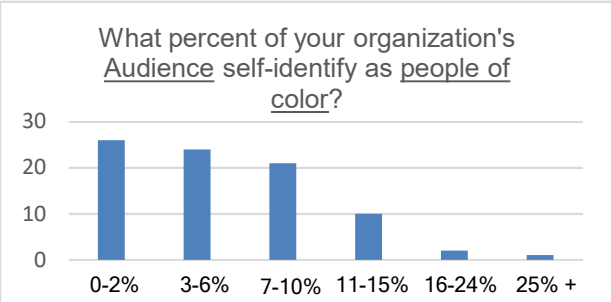
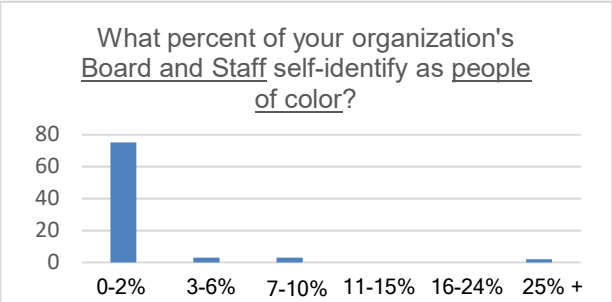


Comments

We are becoming a better diverse group.

6. We would like to know the Ethnicity of your board/staff, artists and audience; and if they have a disability. People of Color: Asian, Black/African American, Hispanic/Latino, Middle Eastern/North African, Native American/Alaskan Native, Native Hawaiian/Pacific Islander.

	0-2%		3-6%		7-10%		11-15%		16-24%		Over 25%		Total
What percent of your organization's Board and Staff self-identify as people of color?	90.36%	75	3.61%	3	3.61%	3	0%	0	0%	0	2.41%	2	83
What percent of your organization's Audience self-identify as people of color?	30.95%	26	28.57%	24	25.00%	21	11.9%	10	2.38%	2	1.19%	1	84
What percent of your organization's Artists self-identify as people of color?	53.66%	44	25.61%	21	13.41%	11	2.44%	2	4.88%	4	0%	0	82
What percent of your organization's Board and Staff self-identify as a person with a disability?	84.52%	71	8.33%	7	2.38%	2	0%	0	4.76%	4	0%	0	84
What percent of your organization's Audience self-identify as people with disabilities?	33.33%	28	32.14%	27	23.81%	20	7.14%	6	1.19%	1	2.38%	2	84
What percent of your organization's Artists self-identify as people with disabilities?	71.6%	58	22.22%	18	3.70%	3	0%	0	0%	0	2.47%	2	81
Answered												84	Skipped
												0	



7. As an arts organization or community group, what primary discipline do you serve?

Answer Choices	Responses	
Dance	2.38%	2
Literature	3.57%	3
Music	36.90%	31
Theater	13.10%	11
Visual Art	8.33%	7
Multi-Discipline (2 or more art forms)	35.71%	30
Other (please specify)		7
Answered		84
Skipped		0

Comments

City tours, demonstrations, street actors, etc

Music and dance and cultural awareness

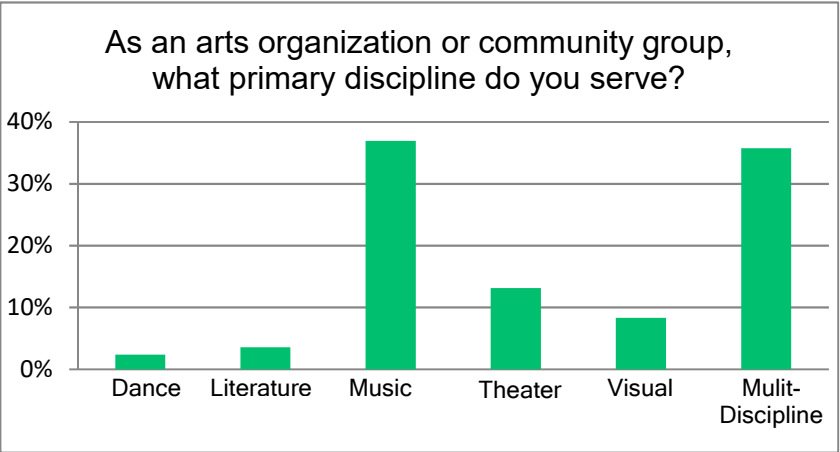
Performing arts, theater, concerts, performing arts workshops

Music, dance, and visual art.

N/A

Ethnic/Community Pride

We are also hosting music groups.



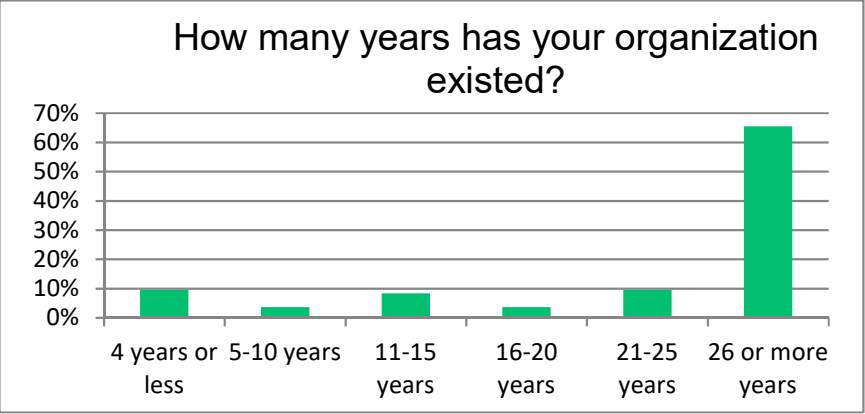
8. Does your organization produce its own events or do you sponsor other organizations/artists to perform?

Answer Choices	Responses	
Produce our own events.	39.29%	33
Sponsor other artists and groups to perform.	16.67%	14
Both	39.29%	33
Not Applicable	4.76%	4
Answered		84
Skipped		0

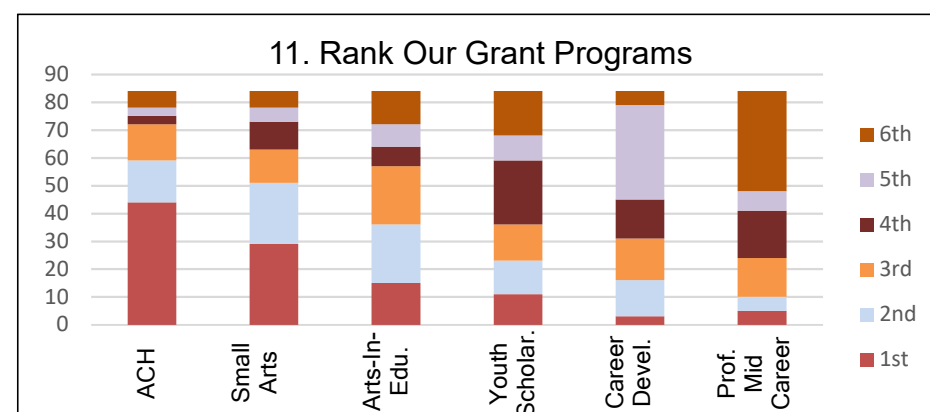


9. How many years has your organization existed?

Answer Choices	Responses	
4 years or less	9.52%	8
5-10 years	3.57%	3
11-15 years	8.33%	7
16-20 years	3.57%	3
21-25 years	9.52%	8
26 or more years	65.48%	55
Answered		84
Skipped		0



	Not Familiar											Total
	Familiar With		With		Applied for This Grant		Received This Grant		Plan to Apply for This Grant			
Arts and Cultural Heritage (State) matching grants of up to \$8,000,\$5,000 or \$4,000.	35.06%	27	6.49%	5	3.90%	3	45.45%	35	9.09%	7	77	
Small Arts Project (State) Maximum of \$2,000.	43.04%	34	10.13%	8	3.80%	3	35.44%	28	7.59%	6	79	
Arts-In-Education (State) Maximum of \$2,000.	57.14%	44	19.48%	15	3.90%	3	16.88%	13	2.60%	2	77	
Youth Scholarship (State) \$300 for grades 7-12.	61.84%	47	27.63%	21	0.00%	0	10.53%	8	0.00%	0	76	
Youth Scholarship (State) \$200 for grades 3-6.	61.33%	46	29.33%	22	1.33%	1	6.67%	5	1.33%	1	75	
Artist Career Development (McKnight) \$1,000	68%	51	24%	18	0.00%	0	6.67%	5	1.33%	1	75	
Professional Mid-Career Artist (McKnight) \$3,000.	66.67%	50	28%	21	0.00%	0	4%	3	1.33%	1	75	



	1st		2nd		3rd		4th		5th		6th		Total
Arts and Cultural Heritage	52.38%	44	17.86%	15	15.48%	13	3.57%	3	3.57%	3	7.14%	6	84
Small Arts Project	34.52%	29	26.19%	22	14.29%	12	11.9%	10	5.95%	5	7.14%	6	84
Arts-In-Education for Schools	17.86%	15	25%	21	25.00%	21	8.33%	7	9.52%	8	14.29%	12	84
Youth Scholarship for Students	13.1%	11	14.29%	12	15.48%	13	27.38%	23	10.71%	9	19.05%	16	84
Artist Career Development	3.57%	3	15.48%	13	17.86%	15	16.67%	14	40.48%	34	5.95%	5	84
Professional Mid-Career Artist	5.95%	5	5.95%	5	16.67%	14	20.24%	17	8.33%	7	42.86%	36	84
Are there any other Grant Categories that would assist your organization													16

11. Comments

Tapping into or learning more about Historical Society related grants and support.

There are underprivileged children in our area who would benefit from learning musical arts.

One-time arts projects to commemorate cultural/heritage events that only take place once.

HAVE NOT RECEIVED , THESE ARE NEW TO ME, NOT ABLE TO RATE.

Maybe a festival grant category that would go up to \$2,500.

FestivalsArtist demonstration/sharing with fair goers.

Arts-In-Education for Community Groups/Non-Profit Organizations.

I am grateful for the Small Arts Project, HHD would not have been able perform our work without the support. I do not feel that I am knowledgeable of the other categories that I have no connection.

Temporary administrative staffing, or interns; equipment ; funding for grant writers, for example to write grant to an other entity, such as a Legacy Grant, Mardag, etc.

It is very difficult for the League of Minnesota poets, a state organization, to apply for grants because on a state level they have to compete with organizations with hired staff like the Guthrie, etc. Hard for them to apply in just one district. It is a flaw in the grant funding system.

How am I supposed to effectively rank these? Not all categories apply to my organization. The system is forcing me to respond in order to submit this survey, which is problematic.

operating.

Operational grant.

anything for schools

None that I can think of.

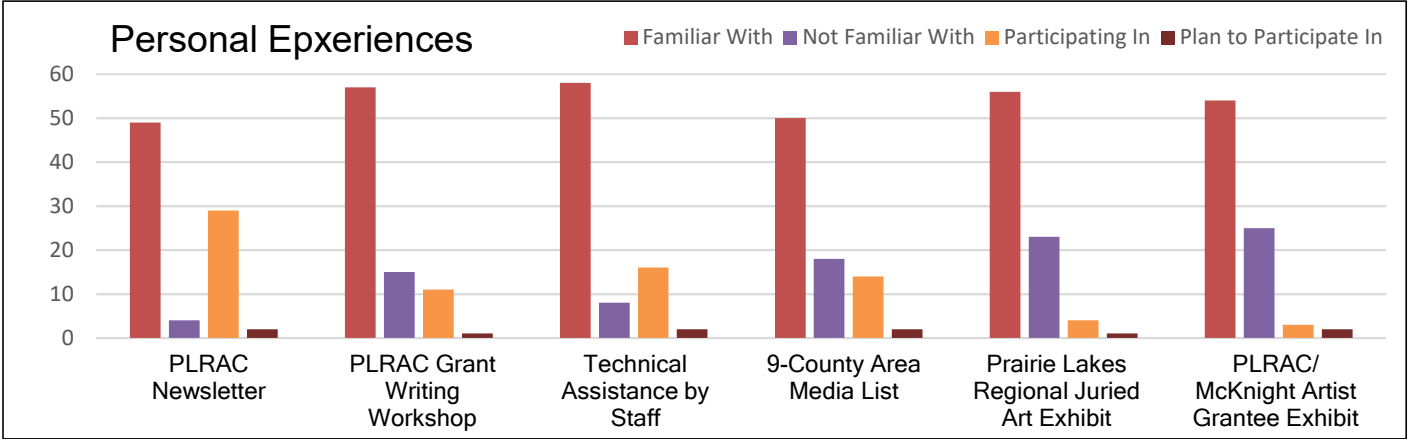
No.

12. Tell us about your personal experience with Prairie Lakes' Services. Please check all that apply.

	Familiar With		Not Familiar With		Participating In		Plan to Participate In		Total	Average
PLRAC Newsletter (calendar of events)	58.33%	49	4.76%	4	34.52%	29	2.38%	2	84	1.81
PLRAC Grant Writing Workshop	67.86%	57	17.86%	15	13.1%	11	1.19%	1	84	1.48
Technical Assistance to Applicants by Staff	69.05%	58	9.52%	8	19.05%	16	2.38%	2	84	1.55
Media List of the Nine-County Area	59.52%	50	21.43%	18	16.67%	14	2.38%	2	84	1.62
Prairie Lakes Regional Juried Art Exhibition	66.67%	56	27.38%	23	4.76%	4	1.19%	1	84	1.4
PLRAC/McKnight Artist Grantee Exhibit	64.29%	54	29.76%	25	3.57%	3	2.38%	2	84	1.44

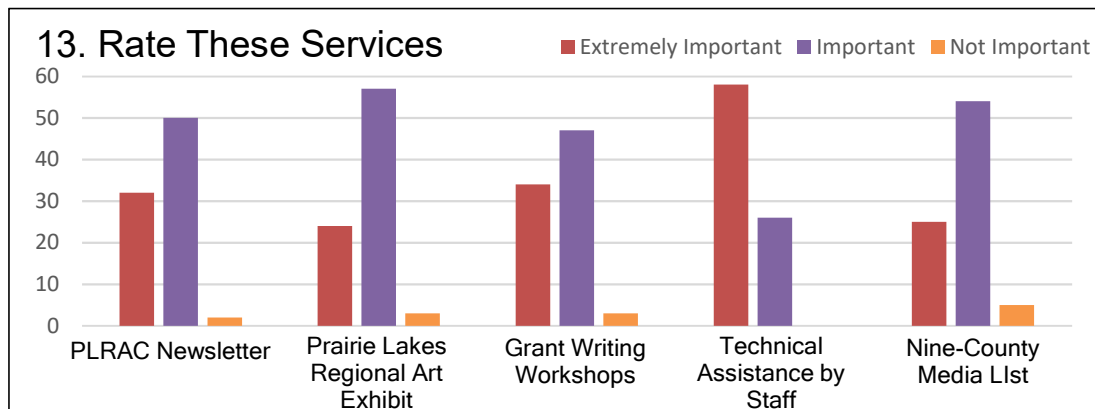
Answered 84

Skipped 0



13. Please rate these Prairie Lakes' Services on whether or not they are important.

	Extremely Important		Important		Not Important		Total	Weighted Average
PLRAC Newsletter (calendar of events)	38.1%	32	59.52%	50	2.38%	2	84	1.64
Prairie Lakes Regional Juried Art Exhibition	28.57%	24	67.86%	57	3.57%	3	84	1.75
PLRAC Grant Writing Workshops	40.48%	34	55.95%	47	3.57%	3	84	1.63
Technical Assistance to Applicants by Staff	69.05%	58	30.95%	26	0%	0	84	1.31
Media List of the Nine-County Area	29.76%	25	64.29%	54	5.95%	5	84	1.76
					Answered	84	Skipped	0



14. Please give a satisfaction rating to the following Application process components.

[illegible]

14. Comments & Graph

Fewer pages, less redundancy.
The reporting is rather repetitive, it would be nice to simplify or have a single narrative
I AM NOW JUST BECOMING FAMILIAR WITH THIS ORGANIZATION AND NOT ABLE TO RATE----WOULD NOT BE FAIR
Your staff is amazing. Couldn't believe how helpful everyone was. We were very honored to have one of the board members attend our event.

We're not sure how much flexibility we have to pay for things out of the grant if the projected expenses vary a bit from the application.

Applying online was confusing for me. My lack of knowledge regarding computer programs is certainly a factor. I've been out of the workforce for several years. It was confusing to have questions listed for multiple grants on the same page. I'm sure there is a logical reason for the overlap. It would be helpful to be working in one grant with its own questions; i.e. each grant title has its own pages.

I found that, while filing the final report, there were alot of places that asked for the same information. Last year was my first year filling this out and Prairie Lakes was extremely helpful in talking me through the process. A more condensed version that compiles all of the needed information would streamline the filing process.

Relative to the other grants we pursue (approx. 10 per year), the PLRAC format is the most complex. Similar questions seem to be asked in multiple ways. Mardag Foundation, McKnight Foundation, and MN State Arts Board are examples of online applications with more focused questions/categories.

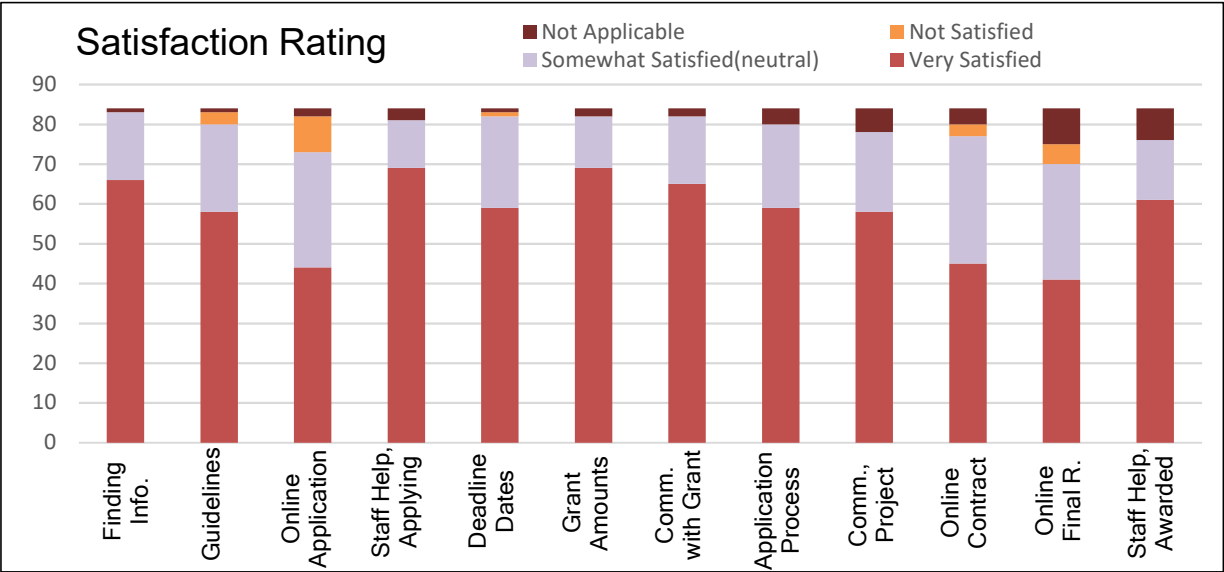
Fewer questions on the ACH grant. There are questions that are very similar to each other, and multiple questions within one question. The application needs to be simplified.

The Youth Scholarships programs are wonderful for those who win. They are based on who can fill out the application best; so anyone can win - families who are well off financially and families who are not well off financially). I would like to see more of a needs emphasis, giving scholarships to those families who really could use the money. However, I do not know how that could happen.

Your instructions and descriptions are a little wordy and the serif font/font colors/spacing make some of your materials hard to read. I suggest looking at Google for ideas about designing for clarity/ease of reading.

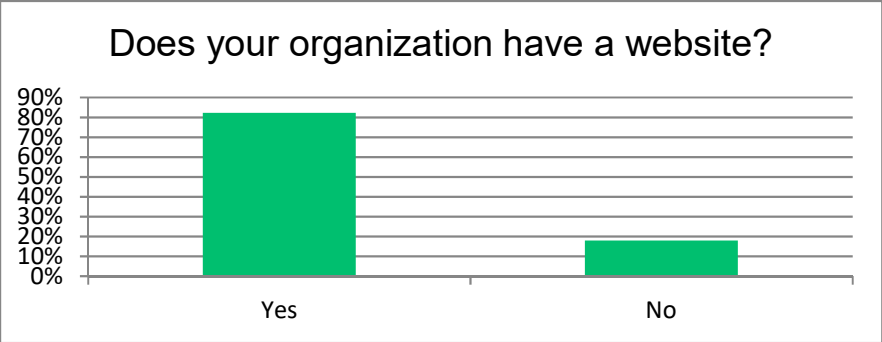
The application and reporting process require quite a bit of information and therefore a significant amount of time to complete. I understand how all of this information is important as a MN Legacy grantee. At the same time, it is a rigorous process for sometimes a relatively small grant award.

I am not a computer person and therefore everything was difficult until I reached out to your office administrator and staff. They made everything come together.



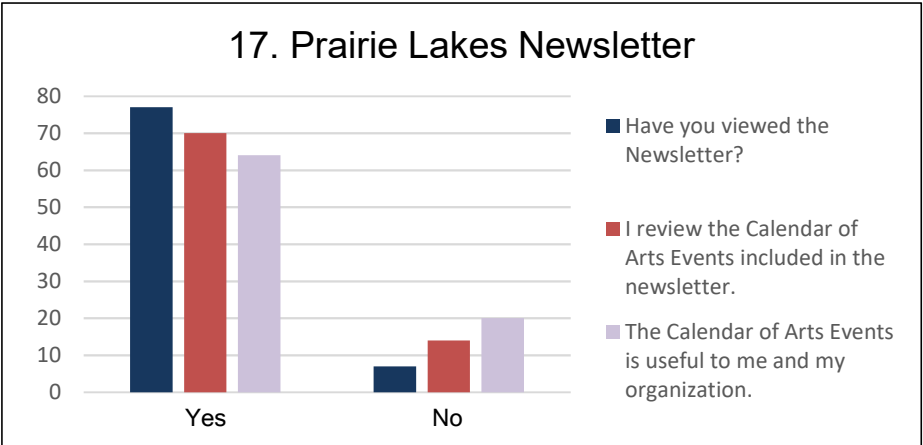
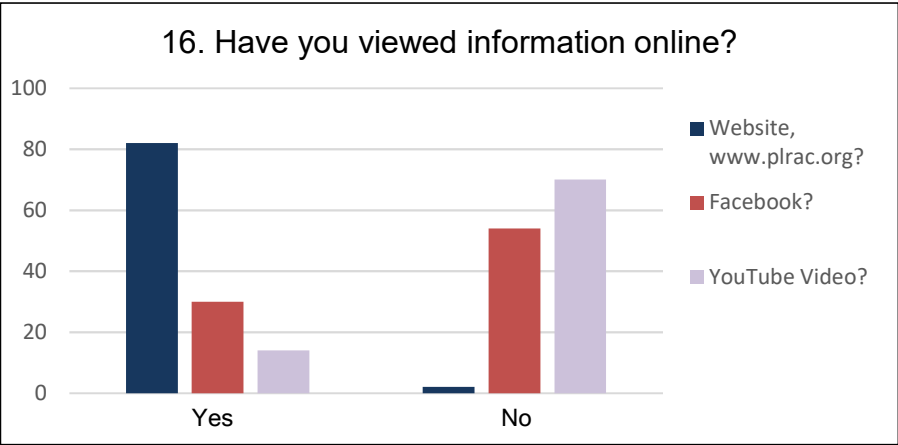
15. Does your organization have a website?

Answer Choices	Responses	
Yes	82.14%	69
No	17.86%	15
Answered		84
Skipped		0



16. Have you viewed Prairie Lakes information online?

	Yes		No		Total	ighted Average
Website, www.plrac.org ?	97.62%	82	2.38%	2	84	1.02
Facebook?	35.71%	30	64.29%	54	84	1.64
YouTube Video?	16.67%	14	83.33%	70	84	1.83
Answered					84	
Skipped					0	



17. The Prairie Lakes' Newsletter, with a calendar of events for the nine-county area, is posted to our web site as a link, sent in an email to arts constituents.

	Yes		No		Total	Average
Have you viewed the Newsletter?	91.67%	77	8.33%	7	84	1.08
I review the Calendar of Arts Events included in the newsletter.	83.33%	70	16.67%	14	84	1.17
The Calendar of Arts Events is useful to me and my organization.	76.19%	64	23.81%	20	84	1.24
Answered					84	
Skipped					0	

18. Please give a priority rating to the following workshop topics, that PLRAC could offer, & your organization needs.

	High		Medium		Low		Not Applicable		Total	Average
Arts Accessibility Workshop - Developing an ADA Survey to assess how easily people with disabilities can use an organization's physical space and participate in its programming; or finding trained theatrical ASL interpreters, audio describers, other ADA topics, etc.	19.05%	16	34.52%	29	27.38%	23	19.05%	16	84	2.46
Audience Development - Increasing the number of attendees and variety of age groups that attend.	45.24%	38	38.10%	32	11.9%	10	4.76%	4	84	1.76
Evaluation - Developing ongoing, sustainable methods to improve our services and programs.	26.19%	22	51.19%	43	16.67%	14	5.95%	5	84	2.02
Financial Management - Budgeting to break-even and even earn money.	28.57%	24	40.48%	34	23.81%	20	7.14%	6	84	2.1
Fundraising - Increasing earned income, seeking business donations, special events.	45.24%	38	26.19%	22	21.43%	18	7.14%	6	84	1.9
Governance - Mission, Vision and Goals. Understanding board responsibilities & training methods.	16.67%	14	33.33%	28	38.1%	32	11.9%	10	84	2.45
Grant Writing - Writing better grants.	36.9%	31	44.05%	37	15.48%	13	3.57%	3	84	1.86
Human Resources - Staff recruitment, wages, benefits, performance reviews, etc.	15.48%	13	27.38%	23	33.33%	28	23.81%	20	84	2.65
Leadership Development - For staff and board members.	20.24%	17	44.05%	37	25%	21	10.71%	9	84	2.26
Marketing - Working with media, developing advertisements, programs, etc.	36.9%	31	44.05%	37	16.67%	14	2.38%	2	84	1.85
Social Media - Facebook, Twitter, etc.	32.14%	27	38.10%	32	20.24%	17	9.52%	8	84	2.07
Volunteer Management - Finding and keeping volunteers.	35.71%	30	34.52%	29	16.67%	14	13.1%	11	84	2.07

Answered

84

Skipped

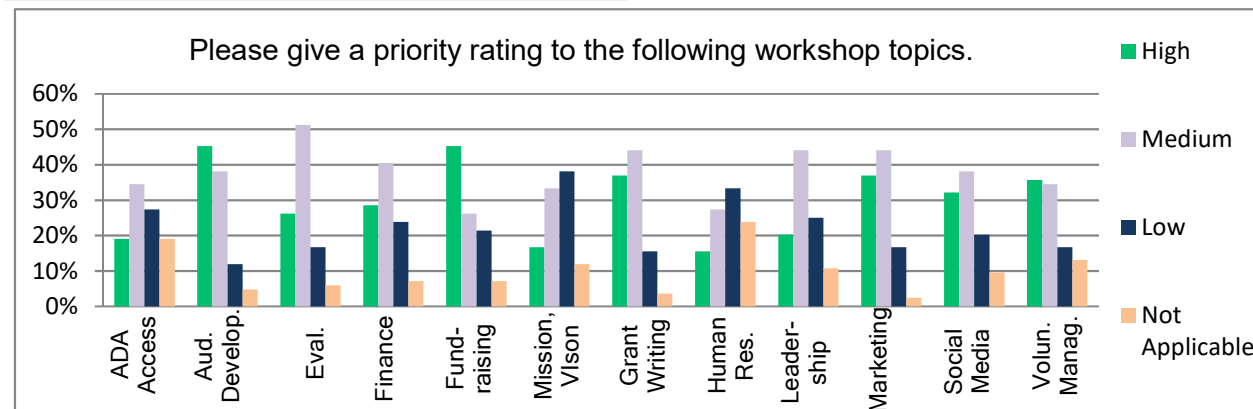
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Comments

Recruiting young people to be a part of the planning process.

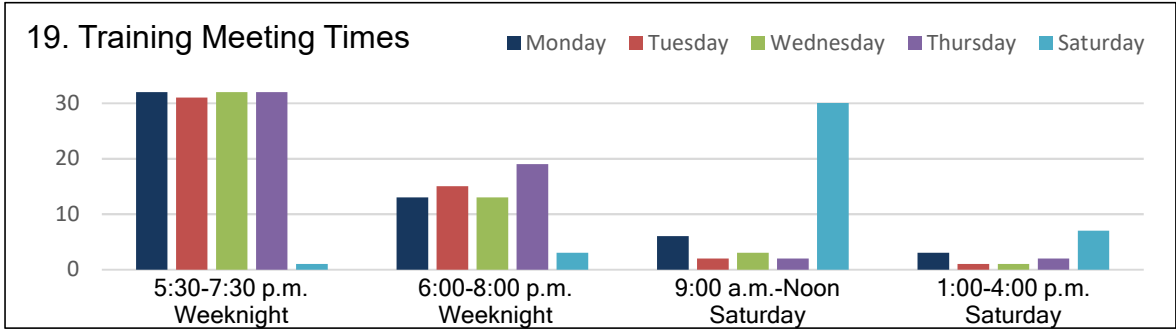
NEVER ATTENDED----NOT APPLICABLE

Perhaps a better way to frame this question is: "How likely would you be to attend....."



19. PLRAC would like to know what days of the week and times are convenient for workshops. Please select from the options for days and times for training meetings. If weeknights in general are good for you, then select each night you may be available. You don't have to select a time for each day, just leave it blank.

	5:30-7:30 p.m. Weeknight	6:00-8:00 p.m. Weeknight	9:00 a.m.-12 Noon Saturday	1:00-4:00 p.m. Saturday	Total	Weighted Average
Monday	59.26% 32	24.07% 13	11.11% 6	5.56% 3	54	1.8
Tuesday	63.27% 32	30.61% 15	4.08% 2	2.04% 1	49	1.51
Wednesday	65.31% 32	26.53% 13	6.12% 3	2.04% 1	49	1.53
Thursday	58.18% 32	34.55% 19	3.64% 2	3.64% 2	55	1.6
Saturday	2.44% 1	7.32% 3	73.17% 30	17.07% 7	41	3.95
Other (please specify)					0	



Answered 74
 Skipped 10

20. Listed below are some obstacles to arts development in this region. Rank the top five (1-5) obstacles to arts development, you must select five answers only. If you select more, you will get an error message.

	1st Rank		2nd Rank		3rd Rank		4th Rank		5th Rank		Total	
Lack of public awareness as to the necessity of the arts in all our lives.	36.49%	27	21.62%	16	18.92%	14	8.11%	6	14.86%	11	74	
Insufficient public awareness regarding the positive economic effects of arts on a community.	28.77%	21	35.62%	26	10.96%	8	10.96%	8	13.7%	10	73	
Little support by local units of government.	11.76%	6	21.57%	11	21.57%	11	21.57%	11	23.53%	12	51	
Insufficient foundation and corporate funding in the region.	18%	9	24.00%	12	24%	12	22%	11	12%	6	50	
Not enough media coverage of the arts.	21.43%	9	14.29%	6	35.71%	15	11.9%	5	16.67%	7	42	
The current economic situation of our region and local communities.	21.15%	11	7.69%	4	25%	13	34.62%	18	11.54%	6	52	
Limited access to arts programs in our region.	17.65%	6	14.71%	5	8.82%	3	32.35%	11	26.47%	9	34	
Need for training in organizational and administrative skills for staff and volunteers.	8.33%	2	12.50%	3	8.33%	2	20.83%	5	50%	12	24	
Lack of cooperation / communication among arts organizations.	5%	1	10.00%	2	25%	5	25%	5	35%	7	20	
Other (please specify)	5						Answered		84	Skipped		0

20. Comments & Graph

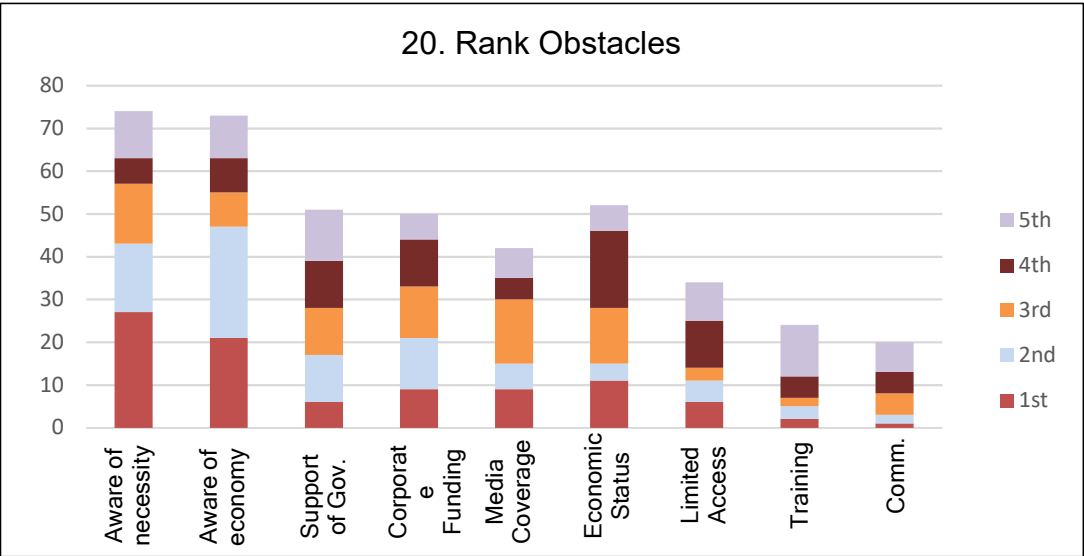
Could workshops be held during the week day 9-12am or 10-2 something like that?

Larger communities have very good arts access (Mankato). Smaller towns do not have enough access to demonstrate the worth of the arts

We have great access to arts programs in our bigger cities and college communities, but our rural communities don't have the same opportunities.

Not sure I handled foregoing #20 correctly: all are components. As to my top and second-to-top impediments, govt. and corporate, the need to find a way to engage local governments to form arts councils,or commissions with Taxing ability as to Heistoric Preservation Commissions,mor Housing Authorities, so aggregated marketing, education, etc. could occur.

Waseca events planning groups are now meeting monthly to coordinate. This includes arts organizations. :)



21. Do you see your organization changing in the next two to five years? If so, how?

Answer Choices	Responses	
Yes	52.38%	44
No	47.62%	40
Please Explain.		42
Answered		84
Skipped		0

Comments

The founder/director will retire i two years.

Progress, work force.

School music staffing changes.

Possibly, with staff turnover.

Possible location changes.

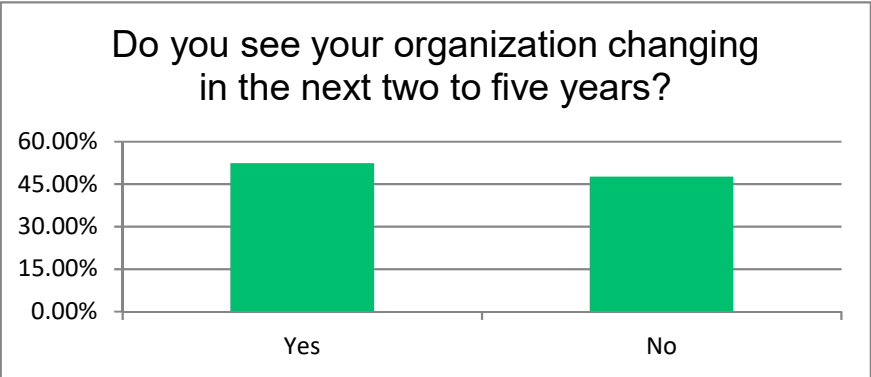
Growth!

We have expanded to around 25-30 singers and may work toward 30-32.

It has already changed, the Henderson Heritage Days Organization is a small group of people who believe in the necessity of promoting history. For the most part we have disbanded and tried to turn over our celebration to the Henderson Preservation Commission. Also a small group, they are not willing to work on any promotion. I miss the Days and we could probably start again if we could find up front money in order to apply for a grant.

Hope to have a set group of 5-7 actors...we have 3-4 now but would like to have a few more.

I can see potential for growth, especially in terms of offering more events per year.



21. Comments Continued

We are in a growth phase and will likely add programs and staff. We will need to fine tune the economics of providing all of our programming, particularly free live entertainment

We need younger members, most of our members and board members are over 50. We need new ideas in order keep going.

Hopefully more quality art programs for older adults with cognitive impairments and family members of different generations.

Significant growth, including offerings of week-long runs of Broadway musicals.

We hope to expand into more cultural education with the arts to low income/high risk youth/young adult facilities

Our community is growing and with that growth, opportunities and needs will also grow. New goals and strategies will be needed.

Depending on the success of this year's event (Art Expo), we may become a permanent organization to highlight local artists.

Will need to take on additional expenses previously covered by community ed. May need to look at making budget cuts, charging students for instrument rental, etc.

The arts are very fluid we are always working toward improving ourselves and the way we bring theater to our community. It would not benefit us nor would it be realistic to say that we will not change.

Over the next 2-5 years, we plan to implement a strategic plan to look at opportunities to sustain and to grow the mission work of Open Arts Minnesota

Need to figure out how to engage people under 50 or we will not be able to keep going.

We are struggling to get younger piano teacher involved in our organization, a professional piano teacher's organization. We want to help teachers grow and encourage them in their teaching and business. We know that we need to change to meet the needs of today's teachers, but we are not sure of the "how".

From one major musical and three stage plays and several other concerts and such, I see is having a second major play, even more other performing arts concerts/events, moving up to some higher-end venues; having more community leaders engaged; more geographic reach. From sponsoring one Drama club at one age level, grow to more and inclusive of the school spectrum.

The makeup of our board needs to include more younger people, as many current members are retirees.

Our board members are mostly retired, and it's difficult to get younger people interested in volunteering. The decline in both population and incomes in the area makes it more difficult to sponsor programming that draws and audience.

Board members will have to be actively helping operate the Art Center. More will be asked of them than just the Board meetings.

Yes, significantly. The music will have to be digitized, and money will have to come from grants. Also, already have outgrown our capacity. New location will have to come from grant money.

We recently moved our offices upstairs (we own the building), freeing up our former office for programming space. We intend to focus on fiber arts in that space, and increase fiber as part of our identity (right now people mostly associate us with clay due to our active & productive clay studio). Staff and volunteers are excited about this focused growth.

We were a one-time event committee. Once we have disbursed all proceeds, we will be disbanding or putting on another small event annually to promote the Czech and Slovak heritage in our area.

We hope to recruit more young people for our Community Band. We also are slowly adding a bigger variety of music in hopes to please a larger audience and volunteer musicians.

- Restructuring our board of directors to meet the growing needs of our organization

- Creating a position of management to relieve burden from our directing staff

Expanding programming opportunities through partnerships with other organizations

21. Comments Continued

We will have a turnover of officers, new officers always bring some changes to programming, hopefully also bring us new energy.

Changing of board members since some of them are older and harder to do their responsibilities they are doing now. We have a wonderful lights person that is 75.....she still climbs around changing the lights...but in 2-5 years, who knows!

A major portion of the audience and board may be dead or in a nursing home (perhaps unable to remember their name.)

Hopefully increase our membership. We are at an all time low now due to a change in directors. This seems to be a problem with all Sweet Adeline Choruses. Most recover in 3 or 4 years. We are in the midst of our recovery. We have a core group of dedicated members that are working very hard on this at this time.

Our board is changing a great deal this year because people are retiring and we feel we need to have more younger people who have children in the choirs at the current time.

Person running things is just about too old to want to do all this free work any more. I doubt that anyone will want to take over. In addition, life gets harder and harder every year for the band. They expect us to buy event insurance for \$100 per event. The university doesn't let us know if we can rehearse there until 2 weeks before we start rehearsals. No one will let us rehearse anywhere else unless we pay \$300 per time for janitorial fee, not even the schools. Hah!! Does the janitor see any of this money?? The City keeps trying to get us to pay to use the pavilion in the park that was donated to them and that was built especially for us. Every year, it's some new requirement, along with more of the same difficulties. The City makes it abundantly clear every year that we can never expect any money from them again. They usually do give us 1/4 of our operating expenses, but we have to apply for it every year, and some years they don't even give away all of their \$15,000 that they have to spend. They just don't like to support the arts. I expect the band to discontinue within 5 years.

More senior, established artists, board members, directors and leaders will begin to "retire," leaving openings for new, inexperienced leadership.

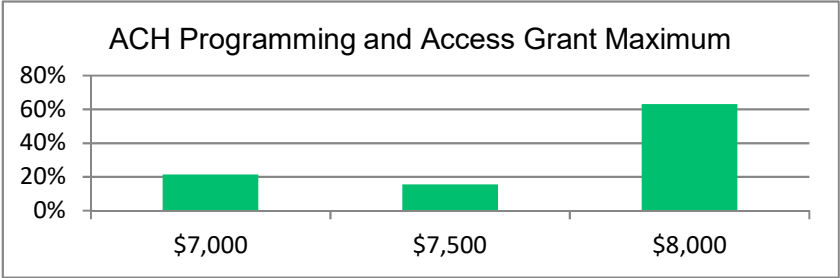
Fully establishing a foundation that is sustainable and upon which we can continue to build more arts-related opportunities for our visitors and stakeholders.

Reorganizing and updated mission and vision. More classes and opportunities for teens and adults in the arts.

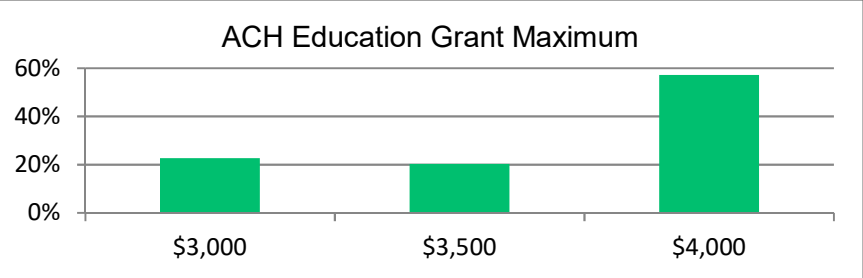
22. What should the Arts and Cultural Heritage Programming and Access Grant maximum be?

23. What should the Arts and Cultural Heritage Education Grant maximum be?

Answer Choices	Responses	
\$7,000	21.43%	18
\$7,500	15.48%	13
\$8,000	63.10%	53
Answered		84
Skipped		0

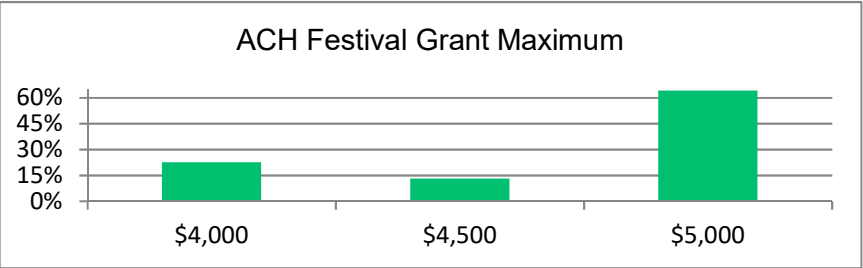


Answer Choices	Responses	
\$3,000	22.62%	19
\$3,500	20.24%	17
\$4,000	57.14%	48
Answered		84
Skipped		0



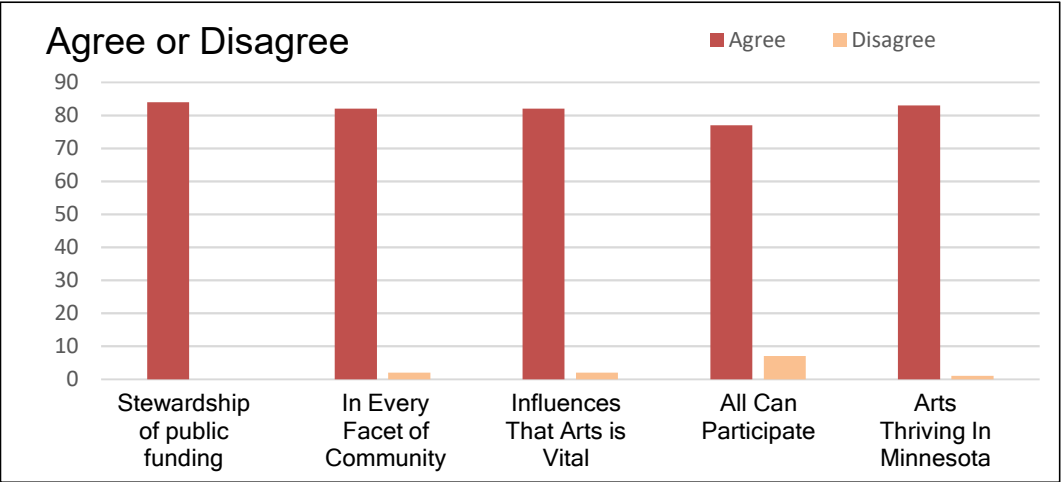
24. What should the Arts and Cultural Heritage Festival Grant maximum be?

Answer Choices	Responses	
\$4,000	22.62%	19
\$4,500	13.10%	11
\$5,000	64.29%	54
Answered		84
Skipped		0



25. Please select Agree or Disagree for the Following Questions about PLRAC.

	Agree		Disagree		Total	Average
I can trust PLRAC/s stewardship of public arts funding.	100%	84	0%	0	84	1
PLRAC programs, services and resources ensure that the arts are interwoven into every facet of community life.	97.62%	82	2.38%	2	84	1.02
PLRAC programs, services and resources significantly influences Minnesotans' belief that the arts are vital to who we are.	97.62%	82	2.38%	2	84	1.02
PLRAC programs, services and resources ensure that people of all ages, ethnicities, and abilities participate in the arts.	91.67%	77	8.33%	7	84	1.08
PLRAC programs, services and resources play a significant role in the arts thriving in Minnesota.	98.81%	83	1.19%	1	84	1.01
Answered					84	
Skipped					0	



26. Do you have any suggestions for improvement of existing grant programs or services? Or suggestions for future programs by PLRAC? Your comments, concerns, and ideas are important to us.			
Answered	35	Skipped	49
You're doing a wonderful job!	Keep up the good work.		Thank you for all that you do!
Thank you for all you do!	No suggestions at this time. Keep up the good work!	no.	None.
Thanks for thinking about groups (an individuals) like ours that have no affiliation with an established non-profit or established donors to assist in funding production costs. I listed lower max grant numbers (Q#s 22-24) so more groups can be accommodated.			
I lowered my amounts because i would like to see more small organizations able to get more money and lowering will give more access?			
There are so many people into re-purposing materials which are really a craft but they exhibit artistic talent- many exceptional talent. Is there a way to leverage this activity with identifying emerging artists and to encourage them to expand their artistic talents into new or additional areas. Perhaps this is an opportunity to build artists in the region. Do we need to redefine what is an artist?			
The PLRAC grants my organization has received has had a huge impact on the success of our concert series. It is encouraging to know we have this support. I see great potential for continued growth, thanks to the grants such as the Arts and Cultural Heritage grants.			
Thank you!			
PLRAC has been a great resource for us. I think the applications could be more streamlined, and it was helpful when the matching percentages were lowered.			
Have separate program funds for start up groups (seed grant money) that need to prove themselves rather than dipping into the regular grants where we then have to split the pot of money with those that are not seasoned groups. So that grant would be a trial period for them the first 2 yrs. Only the groups that have been tried and true throughout the years should have a better shot at earning the larger funds for their organizations.			
We agree that underserved populations would be a great addition to any programming. However, it would be helpful to have ideas presented on how to accomplish this. Our group consists of many "leaders" in our community but we lack participation from underserved populations. LGBT individuals in small towns are not as likely to identify themselves as such. It feels rather tokenish, if that's a word, to ask someone to participate for any specific reason.			
I wished the application could not be so repetitive in some areas it seem like when we applied I answered the same question a couple of times.			
I have had nothing but positive experiences working with the PLRAC. they are truly an asset to our community. I would be happy to take any training that they would offer to help our organization function and thrive.			
While diversity in ethnicity is gradually increasing in our region, being a primarily Caucasian population outside of a few of our cities, makes it difficult to pull others into theater offerings. If suggestions could be provided on how to make that happen, perhaps it might occur through outreach in the schools or the workplace, so that that 2% population base is aware of inclusiveness, this could be a helpful tool. I recognize there is awareness of need for good board governance as evidenced by some of the survey questions. Helping non-profits with a tool to identify whether or not their organization may be heading to shaky ground and then assists to remediation--help assure entities getting grants are as strong as they can be. Thanks for all PLRAC does.			
I would like to see a moratorium on funds going to pay grant writers and staff of organization receiving grants.			
We as an organization really count on PLRAC to look after our best interest. With changes in staffing and board membership, we would be lost at times. PLRAC has been invaluable!			
Attempt to get more involvement from communities not connected insome way with PLRAC.			

26. Comments Continued

Honestly, just the simplification of the proposals. Also--food seems unnecessary at PLRAC grant-related events. I believe we'd all attend anyway! :)

PLRAC is new to me, I have not worked with this organization at all, I can not make any determination for suggestion for change. However, sometimes I think that the interpretation of "art" leans more toward visual, and not sure how and where to fit in my project.

Art is in many forms-----the one I am connected to is "music", and that I find is harder to fit into guidelines for grants.

The opportunity given should be the same. Events, activities, lessons, performing, projects, programs, to enrich lives both young and old.

Establish a rich and deep foundation for the history, cultural aspect of what we can learn and growth. Preserve the rich heritage and ensure that it can be thru audio and visual for generations to come.

The grant from PLRAC annually is appreciated! With a small budget to operate with, the monies from PLRAC helps us to provide a "first class" event for young people in instrumental music in our region. The Waseca Community also benefits from the visitors our event attracts for the day. The Waseca Marching Classic is family entertainment at its best! Thank you, PLRAC. Thank you, PLRAC Waseca Staff for your assistance whenever needed.

If the Arts & Heritage Center board had not mentioned your grant program, would not have known about it. Thinking it might be good to use all local media in the 9-county area (newspapers, radio, etc.) to notify when grant applications are being accepted.

A pleasure to collaborate! Some of this limitedly applicable to me due to my "dual citizenship" in Waseca and Minneapolis, but I'm happy to see this focus on equity at PLRAC and hope the work we're doing with Cow Tipping at the library can help move that forward! Thanks for all you do. :)

The grant application process should be more competitive and the amounts of grants increased in order to produce new and innovative programming.

As of now, the two programs for Youth Scholarships (\$300, \$200) are wonderful. It would be beneficial if more children could receive the scholarships. Funding here would need to increase.

Our Organization is new to this granting opportunity. We have never tried anent such as our current one. If as successful as we anticipate we would consider additional programs. JMF

The small arts grant used to be maximum of \$2,500. It would be great if it could go back to that amount again.

Sorry - I'm not a creative thinker. Very satisfied with the current programs, etc.

The PLRAC staff is the best asset to improving or continuing programs. I am grateful for each one of you. I always get a friendly person on the phone when I need help assembling our Grant application. You are much appreciated. I sometimes think that some of the questions on the application are duplicated. Other than that, most of the problems I have are due to my lack of computer skills!

You have helped us and many other organizations to continue the arts in Minnesota. Thank you for helping us with your support. It's nice to have someone on our side.

Matching grants provide barriers. It would be great to have that requirement set aside.

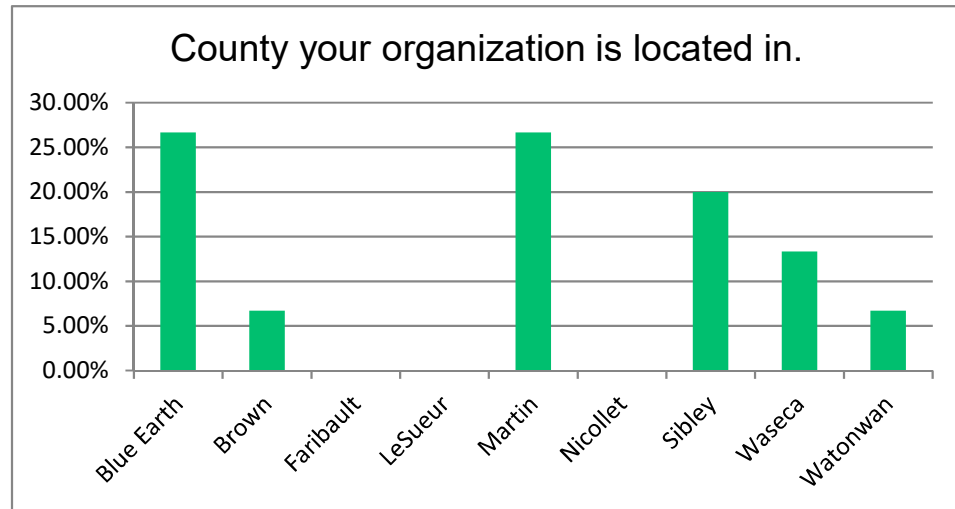
Thank you for the focus on service to local grant-writers and arts programming.

Many thanks for all of your efforts to ensure that quality arts opportunities are available to diverse populations in our region as well as for your support to engage diverse artists, organizations, and institutions to provide these opportunities through your grant programs.

Prairie Lakes Regional Arts Council - Needs Assessment Survey for Arts Interested Public, March 2019

1. Name of County your organization is located in.

Answer Choices	Responses	
Blue Earth	26.67%	4
Brown	6.67%	1
Faribault	0.00%	0
LeSueur	0.00%	0
Martin	26.67%	4
Nicollet	0.00%	0
Sibley	20.00%	3
Waseca	13.33%	2
Watonwan	6.67%	1
Answered		15
Skipped		0



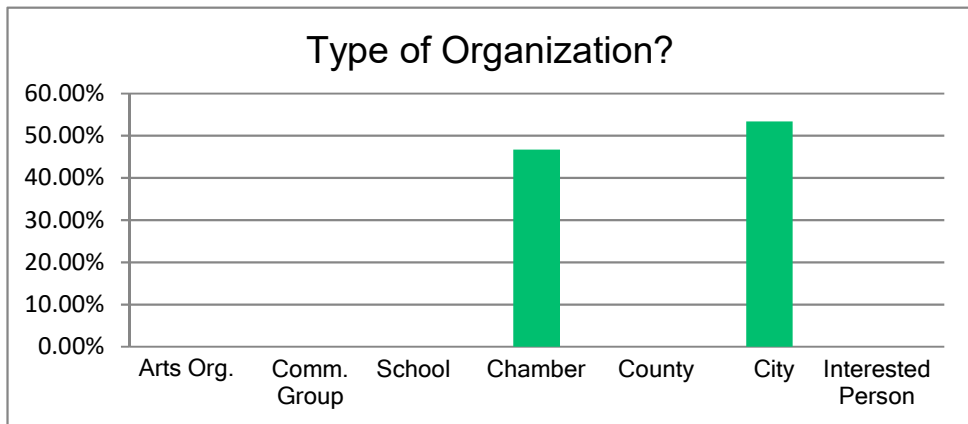
2. Please tell us about yourself and your organization. Information provided will be used to update Prairie Lakes' database.

Answer Choices	Responses	
Name:	90.91%	10
Organization:	100.00%	11
Address:	81.82%	9
Address 2:	36.36%	4
City/Town:	100.00%	11
ZIP:	100.00%	11

Answer Choices	Responses	
Email Address:	100.00%	11
Website:	63.64%	7
Phone Number:	63.64%	7
Answered		11
Skipped		4

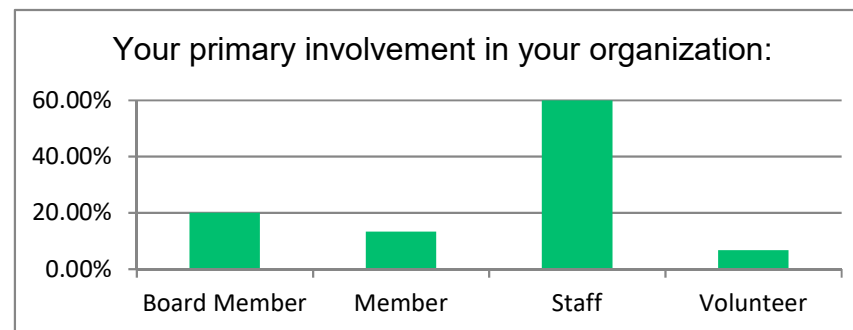
3. Type of Organization?

Answer Choices	Responses	
Chamber of Commerce	46.67%	7
City, Unit of Government	53.33%	8
Non-Profit Arts Organization	0.00%	0
Non-Profit Community Group	0.00%	0
School / Community Education	0.00%	0
County, Unit of Government	0.00%	0
Interested Person	0.00%	0
Other (please specify)		0
Answered	15	
Skipped		0



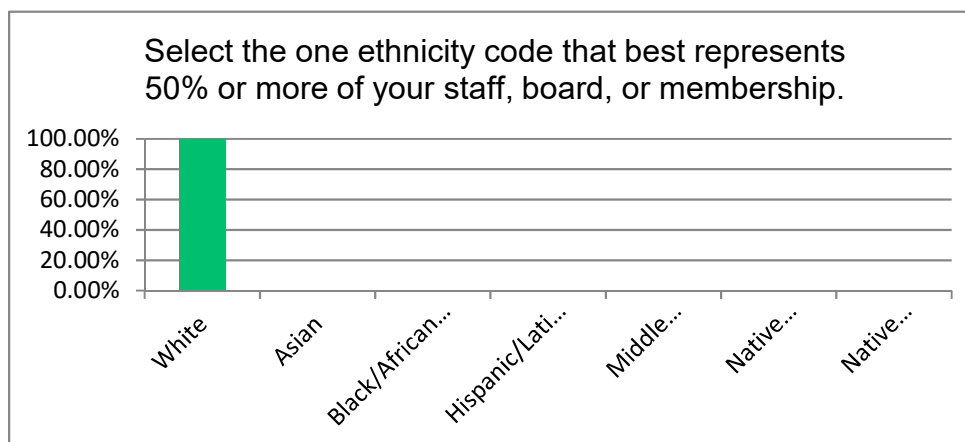
4. Your primary involvement in your organization is as a:

Answer Choices	Responses	
Board Member	20.00%	3
Member	13.33%	2
Staff	60.00%	9
Volunteer	6.67%	1
Answered		15
Skipped		0



5. Select the one ethnicity code that best represents 50% or more of your staff, board, or membership.

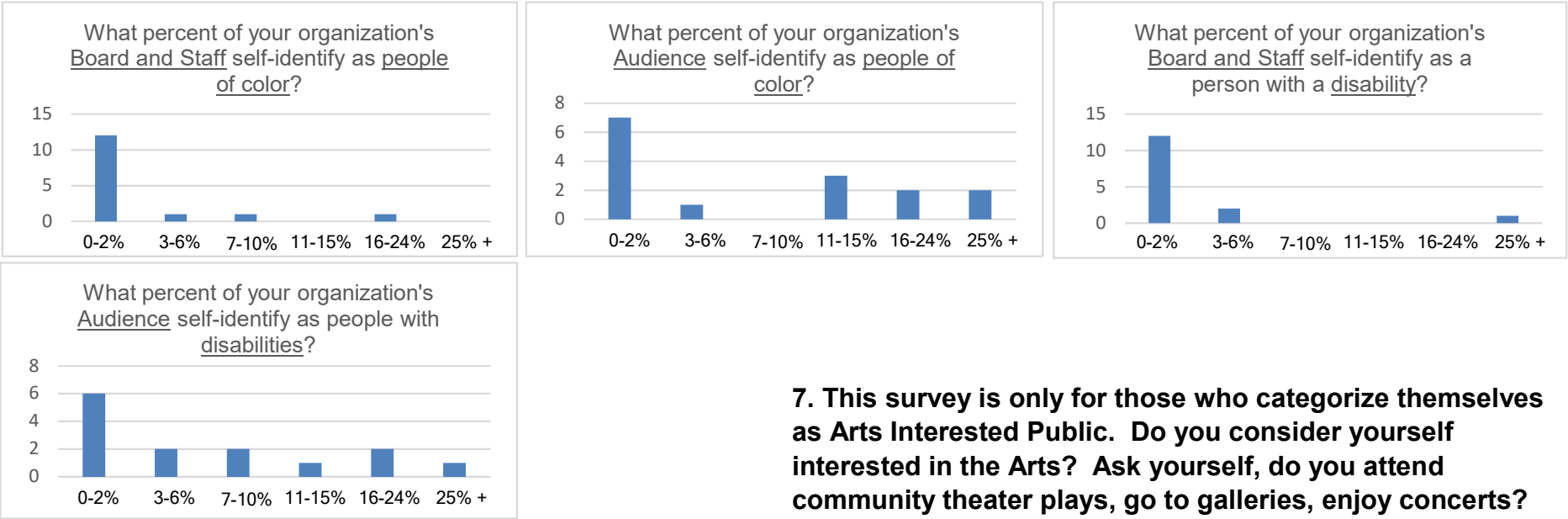
Answer Choices	Responses	
White	100.00%	15
Asian	0.00%	0
Black/African American	0.00%	0
Hispanic/Latino	0.00%	0
Middle Eastern/North African	0.00%	0
Native American/Alaskan Native	0.00%	0
Native Hawaiian/Pacific Islander	0.00%	0
Other (please specify)		0
Answered		15
Skipped		0



6. We would like to know the percentage of Ethnicity within your board, staff, and audience; and if there are some with disabilities. People of Color: Asian, Black/African American, Hispanic/Latino, Middle Eastern/North African, Native American/Alaskan Native, Native Hawaiian/Pacific Islander.

	0-2%		3-6%		7-10%		11-15%		16-24%		Over 25%		Total
What percent of your organization's Board and Staff self-identify as people of color?	80%	12	6.67%	1	6.67%	1	0%	0	6.67%	1	0%	0	15
What percent of your organization's Audience self-identify as people of color?	46.67%	7	6.67%	1	0.00%	0	20%	3	13.33%	2	13.33%	2	15
What percent of your organization's Board and Staff self-identify as a person with a disability?	80%	12	13.33%	2	0.00%	0	0%	0	0%	0	6.67%	1	15
What percent of your organization's Audience self-identify as a person with a disability?	42.86%	6	14.29%	1	14.29%	2	7.14%	1	14.29%	2	7.14%	1	14

6. Graphs

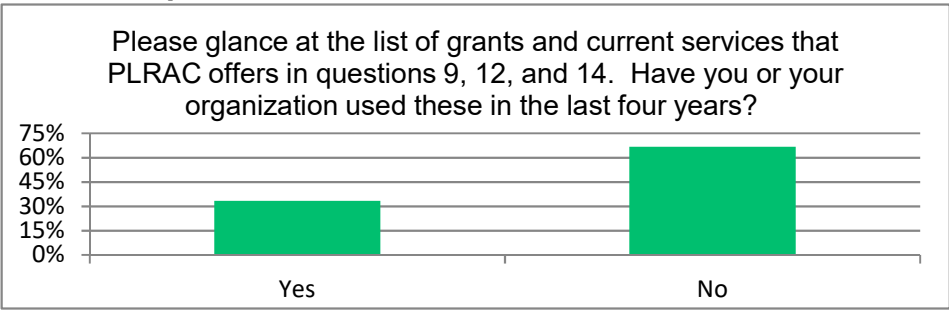


7. This survey is only for those who categorize themselves as Arts Interested Public. Do you consider yourself interested in the Arts? Ask yourself, do you attend community theater plays, go to galleries, enjoy concerts? Do you or your organization have an interest in arts activities in your community and/or arts grants for community bands, choirs, theaters, visual art exhibits, public art, etc.?

Answer Choices	Responses	
Yes, Arts Interested Public	86.67%	13
No	13.33%	2
Answered		15
Skipped		0

8. Please glance at the list of grants and current services that PLRAC offers in questions 9, 12, and 14. Have you or your organization used these in the last four years? If you answer No, please comment.

Answer Choices	Responses	
Yes	33.33%	5
No	66.67%	10
Comment box.		5
Answered		15
Skipped		0



8. Comments

We were not aware of the grant opportunities available.

I don't think anyone here is aware of those opportunities

Not sure - have only been with the city for a year.

I am unaware as I am new to my position.

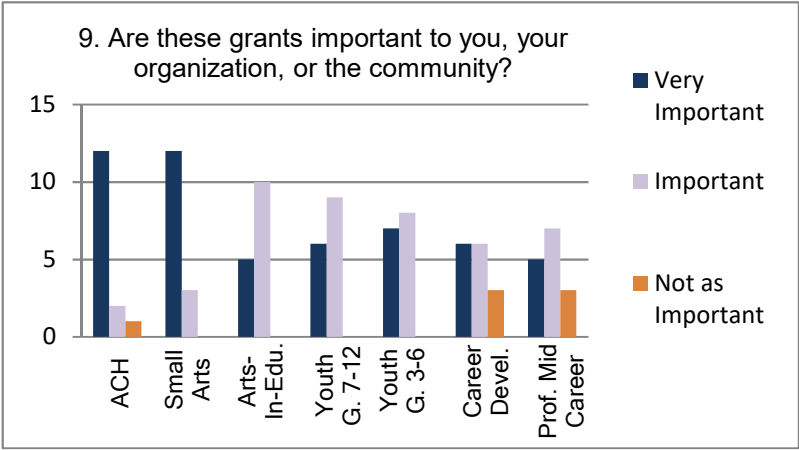
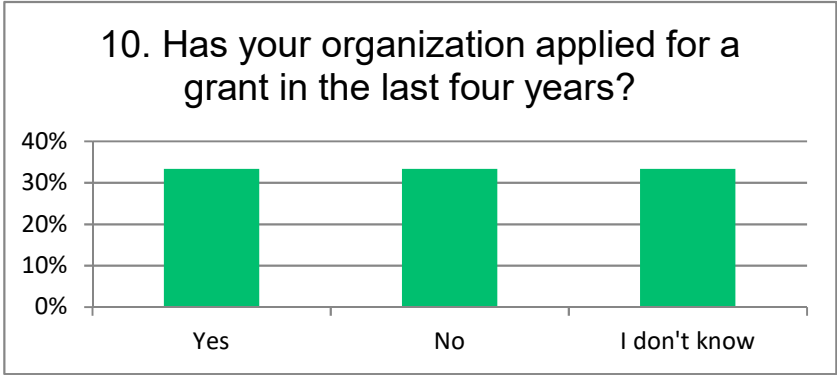
We have not adequately reviewed the optional grants. Nor did my predecessors stress the availability or use of PLRAC.

9. As a multi-county organization the Prairie Lakes Regional Arts Council's focus is to develop an infrastructure that fosters arts development and growth. This is completed with a variety of grants and services. Are these grants important to you, your organization, or the community?

	Very Important		Important		Not as Important		Total	Average
Arts and Cultural Heritage (State) matching grants of up to \$8,000, \$5,000, or \$4,000.	80%	12	13.33%	2	6.67%	1	15	1.27
Small Arts Project (State) Maximum of \$2,000.	80%	12	20.00%	3	0%	0	15	1.2
Arts-In-Education (State) Maximum of \$2,000.	33.33%	5	66.67%	10	0%	0	15	1.67
Youth Scholarship (State) \$300 for grades 7-12.	40%	6	60.00%	9	0%	0	15	1.6
Youth Scholarship (State) \$200 for grades 3-6.	46.67%	7	53.33%	8	0%	0	15	1.53
Artist Career Development (McKnight) \$1,000 .	40%	6	40.00%	6	20%	3	15	1.8
Professional Mid-Career Artist (McKnight) \$3,000.	33.33%	5	46.67%	7	20%	3	15	1.87
Answered							15	
Skipped							0	

10. Has your organization applied for a grant in the last four years?

Answer Choices	Responses	
Yes	33.33%	5
No	33.33%	5
I don't know	33.33%	5
If no, please tell us why.		2
Answered		15
Skipped		0



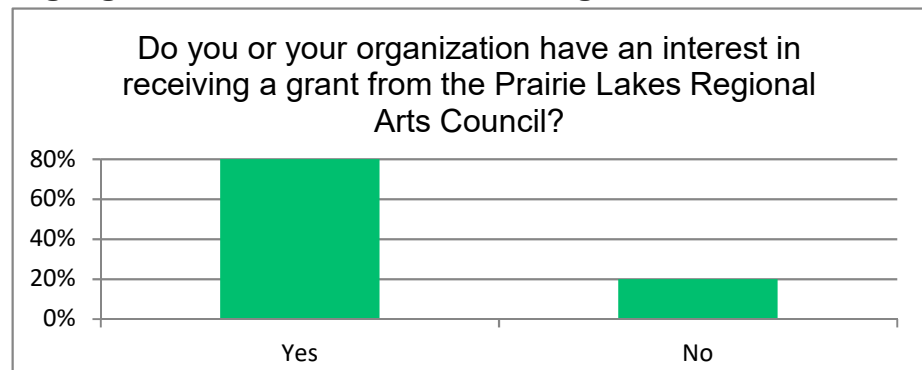
10. Comments

We just starting using grants a regular stream of revenue for city projects as I'm a certified grant writer on their staff.

I am unaware as I am new to my position.

11. Do you or your organization have an interest in receiving a grant from the Prairie Lakes Regional Arts Council?

Answer Choices	Responses	
Yes	80.00%	12
No	20.00%	3
Answered		15
Skipped		0



12. Promotion of arts activities and training is an important part of serving our area. Here are some ways we currently do this. Are these important to you or your community?

	Very Important		Important		Not as Important		Total	Weighted Average
PLRAC Monthly electronic Newsletter	40.00%	6	46.67%	7	13.33%	2	15	1.73
PLRAC Grant Writing Workshop	33.33%	5	33.33%	5	33.33%	5	15	2
Technical Assistance to Applicants by Staff	33.33%	5	40%	6	26.67%	4	15	1.93
Media List of the Nine-County Area	26.67%	4	60%	9	13.33%	2	15	1.87
Prairie Lakes Regional Juried Art Exhibition	20.00%	3	53.33%	8	26.67%	4	15	2.07
PLRAC/McKnight Artist Grantee Exhibit	13.33%	2	66.67%	10	20%	3	15	2.07
Artist Workshops on Specific Topics	33.33%	5	46.67%	7	20%	3	15	1.87
Answered							15	
Skipped							0	

13. What kinds of opportunities or services such as those listed in the question above would you like to see continue or be added in the future?

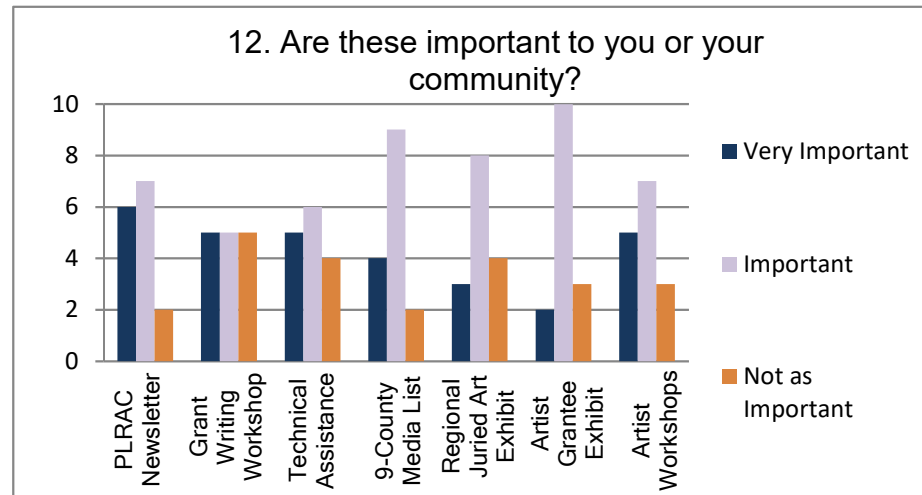
Answered 3
Skipped 12

Comments

All the program's list above are important! Many community do not have funding of the arts.

Uncertain at this time.

All are important.



14. Training is an important part of serving our area. Please give a priority rating to the following workshop topics, that PLRAC could offer, and that your organization really needs.

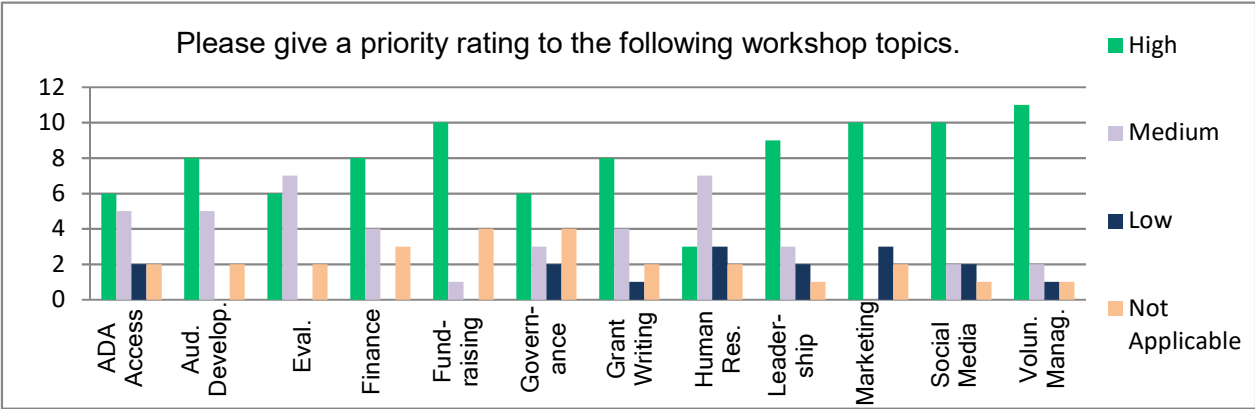
	High		Medium		Low		Not Applicable		Total	Average
Arts Accessibility Workshop	40.00%	6	33.33%	5	13.33%	2	13.33%	2	15	2
Audience Development	53.33%	8	33.33%	5	0%	0	13.33%	2	15	1.73
Evaluation	40.00%	6	46.67%	7	0%	0	13.33%	2	15	1.87
Financial Management	53.33%	8	26.67%	4	0%	0	20%	3	15	1.87
Fundraising	66.67%	10	6.67%	1	0%	0	26.67%	4	15	1.87
Governance	40.00%	6	20.00%	3	13.33%	2	26.67%	4	15	2.27
Grant Writing	53.33%	8	26.67%	4	6.67%	1	13.33%	2	15	1.8
Human Resources	20.00%	3	46.67%	7	20%	3	13.33%	2	15	2.27
Leadership Development	60.00%	9	20.00%	3	13.33%	2	6.67%	1	15	1.67
Marketing	66.67%	10	0.00%	0	20%	3	13.33%	2	15	1.8
Social Media	66.67%	10	13.33%	2	13.33%	2	6.67%	1	15	1.6
Volunteer Management	73.33%	11	13.33%	2	6.67%	1	6.67%	1	15	1.47
Other (please specify)									0	

Answered

15

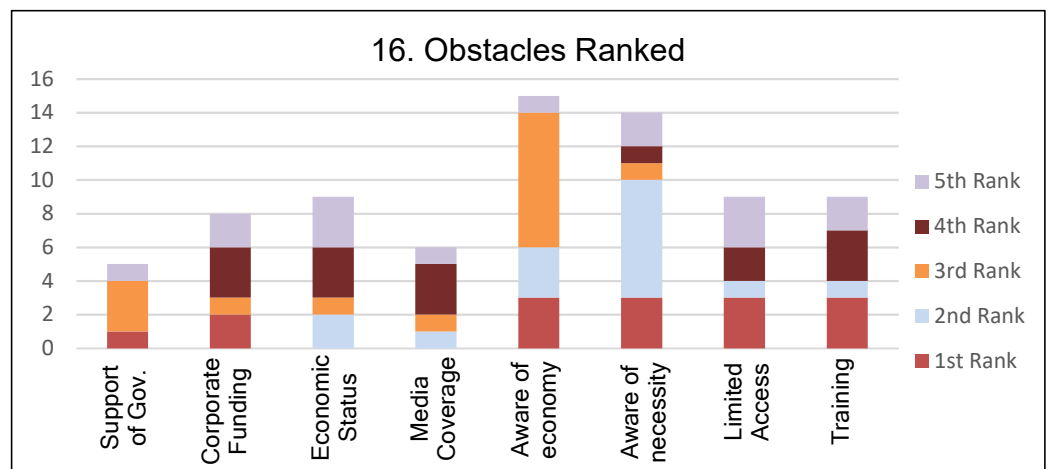
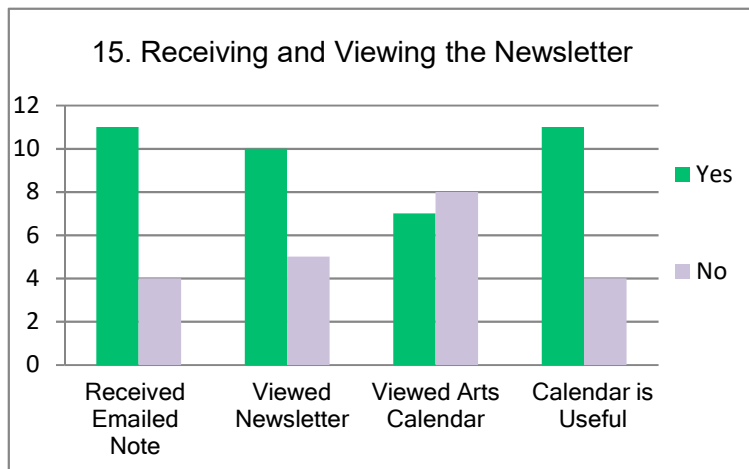
Skipped

0



15. Promotion is an important part of serving our area. We promote the arts activities we fund by including them in our monthly e-newsletter. Also other community arts events, if they are sent to our office. The Prairie Lakes' Newsletter, with a calendar of events for the nine-county area, is posted monthly to our web site as a link, sent in an email to arts constituents.

	Yes		No		Total	Average
Have you received our email note about the Newsletter?	73.33%	11	26.67%	4	15	1.27
Have you viewed the Newsletter?	66.67%	10	33.33%	5	15	1.33
I review the Calendar of Arts Events included in the newsletter.	46.67%	7	53.33%	8	15	1.53
The Calendar of Arts Events is useful to me and my organization.	73.33%	11	26.67%	4	15	1.27



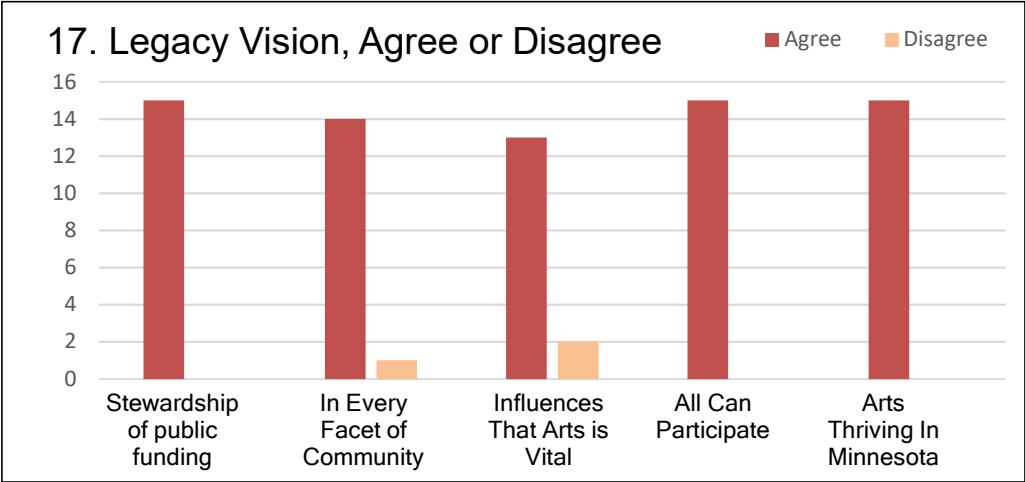
16. Listed below are some obstacles to Arts development in this region. Rank the top five (1-5) obstacles to arts development, you must select five answers only. If you select more, you will get an error message.

	1st Rank		2nd Rank		3rd Rank		4th Rank		5th Rank		Total
Little support by local units of government.	20%	1	0.00%	0	60%	3	0%	0	20%	1	5
Insufficient foundation and corporate funding in the region.	25%	2	0.00%	0	12.5%	1	37.5%	3	25%	2	8
The current economic situation of our region and local communities.	0%	0	22.22%	2	11.11%	1	33.33%	3	33.33%	3	9
Not enough media coverage of the arts.	0%	0	16.67%	1	16.67%	1	50%	3	16.67%	1	6
Insufficient public awareness regarding the positive Economic effects of Arts on a community.	20%	3	20.00%	3	53.33%	8	0%	0	6.67%	1	15
Lack of public awareness as to the necessity of the arts in all our lives.	21.43%	3	50.00%	7	7.14%	1	7.14%	1	14.29%	2	14
Limited access to arts programs in our region.	33.33%	3	11.11%	1	0%	0	22.22%	2	33.33%	3	9
Need for training in organizational and administrative skills for staff and volunteers.	33.33%	3	11.11%	1	0%	0	33.33%	3	22.22%	2	9
Other (please specify)											0
									Answered		15
									Skipped		0

17. In order to realize our legacy vision, the Minnesota State Arts Board and the Minnesota's regional arts councils must work together to accomplish the following goals: public trust, arts interwoven into the community, accessible to everyone, etc. Please select Agree or Disagree for the Following Questions about PLRAC.

	Agree		Disagree		Total	Average
I can trust PLRAC's stewardship of public arts funding.	100%	15	0%	0	15	1
PLRAC programs, services and resources ensure that the arts are interwoven into every facet of community life.	93.33%	14	6.67%	1	15	1.07
PLRAC programs, services and resources significantly influences Minnesotans' belief that the arts are vital to who we are.	86.67%	13	13.33%	2	15	1.13
PLRAC programs, services and resources ensure that people of all ages, ethnicities, and abilities participate in the arts.	100%	15	0%	0	15	1
PLRAC programs, services and resources play a significant role in the arts thriving in Minnesota.	100%	15	0%	0	15	1

Answered 15
Skipped 0



18. Do you have any suggestions for improvement of existing grant programs or services? Or suggestions for future programs by PLRAC? Your comments, concerns, and ideas are important to us. Optional question.

Comments

We have a school opening this Fall of 2019...maybe they would be interested in some of this?

I would like information on grants and programs specifically that could be useful for cities.

Not that familiar with the grant program.

Please continue these amazing programs. They are very important for our smaller communities. With out the opportunity of this funding many of our organizations would not be able to share the arts in our community.

19. What is your overall impression of the Prairie Lakes Regional Arts Council?

Answer Choices	Responses	
Poor	0.00%	0
Fair	6.67%	1
Average	13.33%	2
Good	46.67%	7
Excellent	33.33%	5
Please explain		4
Answered		15
Skipped		0

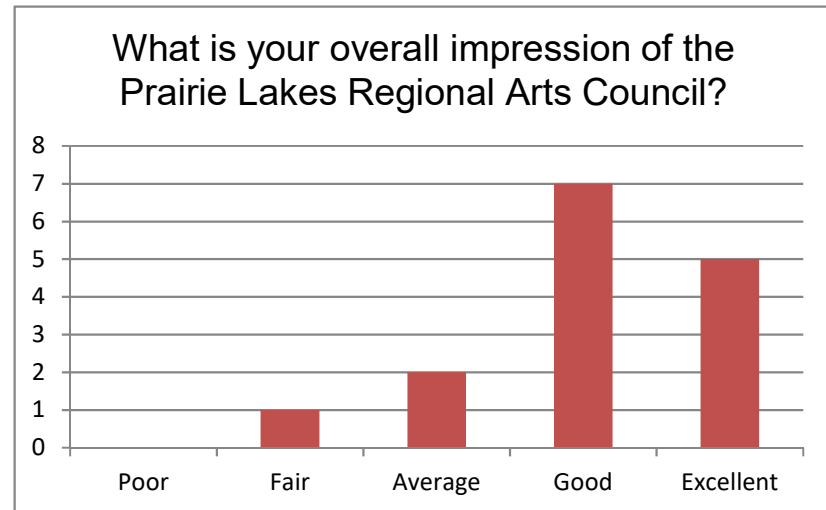
Comments

Really do not know much about it...

I have little knowledge of the foundation.

Everyone that I worked with, was amazing and very helpful.

PLRAC has been a shining light to our Chamber's activities and helping bring awareness of Arlington to people outside the area.



20. In your community or county, what do you think is the greatest strength and what is most lacking in the Arts? Optional question.

Comments

Answered 4 **Skipped** 11

Our greatest strength is the number of people interested in the arts and keeping them alive in our community. We lack adequate venues for the performing arts, both indoors and out.

Our community has a barn quilt trail that I feel is under utilized. I would love to be able to elaborate on the existing barn quilt trail.

The Watonwan County Library, Watonwan County Historical Society and the Madelia Area Chamber with Thanks to the PLRAC programs we have been able to share with our community many new forms of the arts. Lacking is the passion for the arts.

We have a talented art base but lack space and/or location to both display and work on various mediums.

21. The Arts Councils are now planning for the next two years, 2020-2021. Please share what your most important needs are. What would most help you as you work to support Art for your community? This information will assist the PLRAC staff as we plan for the future. Optional question.

Comments

Answered 5 **Skipped** 10

To be added to the mailing list. bethanie@trumanmn.us.

An Artists Workshop - building.

Funding to help support Arlidazzle activities for people to enjoy.

Information on opportunities available. Guidance and direction to assist those working in our area to keep the arts alive, but who have little time and few funds to do so.

An outdoor art show possibly in conjunction with a beer and wine festival can be fun and bring good attention to the arts including music and theater.

22. Finally, do you have any other thoughts which you would like to share with your Arts Council staff and board to help them improve their support for the arts in your area. (Remember, this survey is anonymous. If you need specific help, you could contact Brenda Byron at PLRAC directly.)

Comments	Answered	2	Skipped	13
none				

I hope rural areas receive funding and assistance with respect to the arts rather than having most of those resources going to the metro area.

Prairie Lakes Regional Arts Council
105 22nd Avenue NE, Waseca, MN 56093 * www.plrac.org

FY 2020-2021 PLANNING PROCESS

We began our planning discussion in spring 2018 and concluded on April 25, 2019. At the time of our planning for FY 2020-21 we anticipated similar funding from the State general arts appropriation from FY 2019 and the Arts and Cultural Heritage Fund (ACH), through the Clean Water, Land, and Legacy Amendment.

Therefore, we will be able to implement our new budget and programs once we know the actual state funding. The McKnight Foundation funding for our Artist Grant Programs will remain the same at \$70,000 for FY 2020-2021. We will continue the same grant programs in FY 2020-2021. The anticipated budget for FY 2020 is very similar to FY 2019 State and ACH funding.

Planning Process and Timeline.

April 26, 2018 Board Meeting. Byron reported to the board that the Regional Arts Council (RAC) Director's met on April 12, 2018 in St. Cloud, and worked with a consultant that will lead them through the discussion about diversity, inclusion, and equity in the Arts for the next year. The board was made aware of this statewide initiative, and that all three PLRAC staff members will need to attend an August training meeting, along with two board members. She also noted that she will attend an Equity and Inclusion workshop in May, to advance this topic into the grant guidelines in FY 2019, which begins July 1st.

June 20, 2018 Executive Committee serves as PLRAC Equity Task Force. They were provided information by Byron that additional language about Equity and Inclusion should be added to the FY 2019 Grant Guidelines; specifically a goal statement and optional questions about Equity and Inclusion. The Executive Committee approved the language, for the July 1st guidelines. "The goal of PLRAC as an organization in FY 2019 is to strive for Equity and Inclusion in our policies, programs and the communities we serve." A few new questions are being asked about Equity and Inclusion in our grant applications if an organization's project is to provide Access to the event.

Aug. 23, 2018 Board Meeting. Byron reported to the Board that all three staff and three board members attended the workshop: Cultural Competence, Diversity, Equity and Inclusion in St. Cloud on August 9, 2018. Information learned at the workshop will be incorporated into the Prairie Lakes plan.

Jan. 28, 2019 Board Meeting. Planning items discussed at meeting. Staff presented a Four Year Summary of Grants Awarded in each Program from FY 2015 to FY 2018. This allowed the board to see the number of applicants per program and the amount awarded each fiscal year. This information illustrates the need for grant maximums in all program areas to meet the current and increased demand for funding. The Arts and Cultural Heritage, state general funds and McKnight Artist grants were summarized in this report. A 10 Year Legacy Celebration was held at the meeting, and Sheila Smith, from MN Citizens for the Arts presented; noting that State Legacy Funds were approved in 2008. In addition, Byron provided a ten year summary of all grants funded by PLRAC from FY 2009 to FY 2019 which was \$3,821,197. A spreadsheet was created to show the board the last 10 years of grant funding by PLRAC that totaled \$3.8 million.

Feb. 12, 2019 Executive Committee. Byron reported to the committee that the three Needs Assessment Surveys for 2019 were created and provided a timeline and details for their approval. The committee approved the organization, artist, and new Arts Interested Public survey. They were posted on 2/14/19.

Feb. 28, 2019 Board Meeting. Byron reported to the PLRAC Board that a new Conflict of Interest Policy for the Prairie Lakes Staff was created, based upon information received from the MN State Arts Board and the Regional Arts Council Directors. The board approved the Staff Conflict of Interest Policy.

March 14, 2019 Special Planning Meeting. The McKnight grant program for artists was discussed. Staff provided a five year summary of Artist grants awarded, and the recent Artist Survey results. The five year summary of artist grants shows that this division of funding into the two program areas has worked well in past years, since the number of applications does vary each year. The board voted on the Artist Grant Program and the funding amounts for FY 2020-21. Arts Council board members and staff also reviewed the Organization survey results for the region, which were compiled in March 2019. Information was consistent with the 2016 survey results, and no major changes in the grant programs are anticipated.

March 28, 2019 Board Meeting. Board members were provided with the Arts Interested Public survey results, which were compiled in March 2019. A total of 15 surveys were received. A new Racial Equity Statement was presented, but tabled until April.

April 3, 2019. A News Release was sent to local media for the Public Hearing, to review the FY 2020-2021 Biennial Plan on 4/25/19. Legal Notice regarding the public hearing was sent to the media in the 9-county area and was also emailed to our constituents. A copy of the plan was available for review at the PLRAC office and was made available on our website one week prior to the meeting for review and comment.

April 25, 2019 Board Meeting. Staff presented the FY 2020-2021 Plan and Budget. The staff and board reviewed grant program areas and distribution of grant funds per program. Also a Racial Equity Statement was approved.

A Public Meeting was held at 7:00 p.m. to review the FY 2020-2021 Biennial Plan with constituents, in Room 215, Honsey Hall, Bethany Lutheran College, Mankato. The proposed plan was presented so that the public could offer input. The board had time to discuss any further changes needed. A written record of the public meeting will be kept on file at the PLRAC office for a period of one year. The FY 2020-2021 Biennial Plan and Budget was approved by the board on 4/25/19.

May 15, 2019 Staff will make any further changes needed to the plan, as directed by the board on 4/25/19. Staff will submit online the FY 2020-2021 Biennial Plan and Budget to the MN State Arts Board on 5/15/19.

Work Plan Overview for PLRAC in FY 2020-2021

Prairie Lakes Regional Arts Council will address in our Work Plan the 25 Year Goals, Top 5 Goals:

25 Year Goals, Top 5 Goals:

1. The arts are interwoven into every facet of community life.
2. Minnesotans believe the arts are vital to who we are.
3. People of all ages, ethnicity, and abilities participate in the arts.
4. People trust Minnesota's stewardship of public arts funding.
5. The arts thrive in Minnesota.

PLRAC has identified five Biennial Plan Priorities for FY 2020-2021.

1. **To offer Arts & Cultural Heritage (ACH) grants that provide financial support to Arts Organizations, community groups and schools, providing arts activities.** PLRAC anticipates awarding 45 ACH grants per year.

Supports 25 Year Goal: #5, The Arts Thrive in Minnesota

Achieving 25 Year Outcome, #5c, Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

Objectives:

- a. Implement the Arts & Cultural Heritage grant program with state funding.
- b. Publicize the availability of grant funds in the nine-county area in a timely manner prior to each application deadline. Send reminders of deadlines through our e-newsletter.
- c. Implement online grants through Foundant, and continue updates to Tutorial documents' to explain the process to applicants.
- d. Provide technical assistance on the grant application process to organizations and schools.
- e. Administer the review and evaluation process.
- f. Measure outcomes related to these re-grant programs and adjust the process.

Measure Success of Outcome: In FY 2020 and FY 2021 of those receiving grants from the PLRAC, 75% will indicate that their project was Artistically Successful, reached the target constituency and had community impact.

Measure Evaluation: This will be measured by the Grantee final reports.

2. **To offer ACH Youth Scholarships to Students in grades 7-12 and grades 3-6 to develop their skills in the arts.** PLRAC anticipates awarding 100 ACH Scholarships per year.

Supports 25 Year Goal: #5, The Arts Thrive in Minnesota

Achieving 25 Year Outcome, #5a, Minnesota students study/develop skills in the arts.

Measure Success of Outcome: In FY 2020 and FY 2021 of those receiving Youth Scholarships from the PLRAC, 75% of the students will indicate that they developed skills in the arts or expanded their knowledge about an artistic discipline.

Measure Evaluation: This will be measured by the final report submitted by the instructor, who evaluates if the students skill or knowledge improves.

3. **To provide equitable access to grants and services to Arts Organizations, community groups and schools, providing arts activities.** PLRAC anticipates receiving 50 State Small Arts Project and/or School Project applications and awarding 45 grants per year. Services of grant writing workshops and technical assistance is available to applicants.

Supports 25 Year Goal: #3, People of all ages, ethnicity, and abilities participate in the arts.

Achieving 25 Year Outcome, **#3b**, Minnesotans are aware of arts offerings in their communities and believe the arts are available to them, **#3c**, Applicants, grantees and panelists believe that the PLRAC grant making process is equitable.

Measure Success of Outcome: In FY 2020 and FY 2021 PLRAC will provide publicity and public awareness services, through news releases to each County for a minimum of 40 Arts and Cultural Heritage grant recipients. Grants awarded by county will also be included in the monthly e-newsletter. This will result in an increased awareness of the arts in the PLRAC region.

Measure Evaluation: This will be measured by staff tracking the number of grants per county, through MSAB Data collection information. The FY 2021 Needs assessment survey will indicate that 75% of those responding will agree that PLRAC awards grants with fairness to all applicants.

4. **To offer services that provide technical support to Arts Organizations, community groups and schools, providing arts activities.**

Supports 25 Year Goal: #5, The Arts Thrive in Minnesota

Achieving 25 Year Outcome, **#5c**, Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

Measure Success of Outcome: In FY 2020 and FY 2021 of those receiving services from the PLRAC, 75% will indicate that the services provided by PLRAC are important or very important to them and have provided access to a variety of resources they need.

Measure Evaluation: This will be measured by the FY 2021 Needs Assessment survey and post activity surveys.

5. **To act as responsible stewards of public funds.**

Supports 25 Year Goal: #4, People trust Minnesota's stewardship of public arts funding.

Achieving 25 Year Outcome, **#4a**, Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources produce, **#4b**, Applicants and grantees understand the grant making process, feel that they have been treated fairly, and were provided with good service by PLRAC.

Measure Success of Outcome: The FY 2021 Needs Assessment survey will indicate that 75% of those responding will agree that PLRAC acts as a responsible steward of public funds. In addition, 75% will indicate that they were satisfied with how state resources for the arts were allocated by PLRAC, and they feel they were treated fairly. We will also ask similar questions in the ACH Final Report.

Measure Evaluation: This will be measured by the FY 2021 Needs Assessment survey; and the FY 2020 Arts & Cultural Heritage (ACH) Final Reports.

Prairie Lakes Regional Arts Council

105 22nd Avenue NE., Suite A, Waseca, MN 56093-2612

(507) 833-8721 or (800) 298-1254

plrac@hickorytech.net * www.plrac.org

Arts and Cultural Heritage Grant

Fiscal Year 2019 Program Guidelines

July 1, 2018 - June 30, 2019

Application Deadlines:

August 1 and February 1 each year

A. Eligibility Requirements, Grant Amount and Match

The applicant or organization must have an address and provide arts programming within the Prairie Lakes region; the counties are: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County. Prairie Lakes Regional Arts Council will fund the projects from non-profit tax-exempt 501(c)(3) arts organizations, non-profit community groups, units of government and non-parochial schools that are sponsoring an arts activity in dance, literature, media arts, music, theater and visual arts. Applications from individuals or for-profit businesses are not eligible. In general, applicants should submit one grant each Fiscal Year (July 1–June 30) in this program, or a maximum yearly funded amount of \$8,000 for programming. **This grant must be matched with at least 50% cash match or other earned revenue for Arts Programming and Activities; and the grant may not exceed 50% of the Project Expenses.** The exceptions are: Arts Education category, which has a 10% cash match; and the Youth Scholarship has no match.

The purpose of this program is to provide funding for organizations directly engaged in the creation of art, the production of artistic performances or arts services, or the sponsorship of quality arts activities in our local communities. The Arts and Cultural Heritage Grant was established for three specific purposes: Arts Programming and Arts Access; Arts Education and Arts and Cultural Heritage Festivals.

Note: Applicants presenting music groups must list the music genre per group, the city they are from, and the cost per group. The types of music genres that can be funded with grant money are: bluegrass, blues, country, ethnic (Czech, German, Irish, Native American, etc.), folk, old-time-traditional, jazz, etc. Artist fees for rock 'n roll or country bands typically seen in a bar are not eligible for grant money; nor are DJ's, Karaoke, etc.

A new way of thinking about your FY 2019 Arts and Cultural Heritage Grant:

- Online Application Form Required. Details are on page 4 under "How to Apply".
- Response to Application Questions: Have it be more specific to the actual project you are listing in the application and how you will use the grant funds.
- Not more than half of the grant can be used for salaries of paid staff.
- The Goals and Outcome Statements will need to be closely aligned with only the specific project and use of funds, not the entire range of arts programming that your organization does.

New in FY 2019: "The goal of PLRAC as an organization is to strive for Equity and Inclusion in our policies, programs and the community we serve. Therefore, a few new questions are being asked about Equity and Inclusion in our grant applications if your project is to provide Access to the event. These questions encourage applicants to think broadly and plan intentionally to reach more people through their arts programming and activities."

Examples might include:

- * IPOC (Indigenous people and People of Color including Native American, Black/African/African American, Afro Latino, Caribbean, Chicano/Mexican, Central American, South American, Middle Eastern/North African, Southeast Asian/Asian/Pacific Islander, Immigrants, Refugees, and Muslim individuals.);
- * Economically disadvantaged
- * Youth and Seniors
- * People with Disabilities
- * LGBT (Lesbian, Gay, Bisexual, Transgender, etc.)

Note: New applicants (not funded in FY 2018) must contact staff prior to submitting application to discuss the project, budget, and survey & evaluation component; otherwise the applicant will not be considered eligible for funding. The ACH Grant requires the applicant to do more evaluation of the project and conduct a survey of the audience members or constituents it serves; an example is on page 12. The applicant group must have a board of directors or advisory committee that provides input on the project and oversight of the grant funds. In FY 2019 it will not be allowed that an organization can apply for both an Arts and Cultural Heritage Grant and a Small Arts Grant of \$2,000 within the same year; they must choose which one to apply for.

B. Grant Deadline and Grant Period

There are two annual deadlines of Aug. 1, 2018 and Feb. 1, 2019. The applications submitted on Aug. 1, 2018 will be reviewed at the Aug. 23, 2018 board meeting. The grant period is one year Sept. 1, 2018 to Sept. 1, 2019 or the time period the applicant designates. *Note: applicants are encouraged to complete their projects within 9 months and submit their Final Reports by July 1, 2019 in order to be eligible again on Aug. 1, 2019.* Otherwise the applicant will have to wait for the next deadline. The applications submitted on Feb. 1, 2019 will be reviewed Mar. 28, 2019 and the grant period is April 1, 2019 to April 1, 2020. *Note: applicants are encouraged to complete their projects within 9 months and submit their Final Reports by January 1, 2020 in order to be eligible again for the Feb. 1, 2020 deadline.* Regardless, grants must be completed within one year of the awarding of the grant, unless an extension has been requested and granted by the Executive Director of Prairie Lakes.

C. Arts Project Program Categories

The purpose of this program is to provide funding for organizations directly engaged in the creation of art, the production of artistic performances or arts services, or the sponsorship of quality arts activities in our local communities. The Arts and Cultural Heritage (ACH) Grant was established for three specific purposes:

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

This program is made possible by the Arts and Culture Heritage Fund, created by the people of Minnesota to support the arts and preserve our heritage. The Clean Water, Land and Legacy Amendment funds this program, through the Minnesota State Legislature.

D. Description of Program Areas

Arts and Cultural Heritage Grants are intended to support Minnesota artists and arts organizations. We ask applicants to seek out Minnesota Artists for their projects. The maximum Arts and Cultural Heritage grant an organization can receive in Fiscal Year 2019 is \$8,000.

1. Arts Programming and Arts Access – maximum request \$8,000. The cash match is 50%. If the total project expenses are \$16,000, then 50% or request may be \$8,000. If project expenses are \$6,000, grant maximum is 50% or \$3,000. The purpose of this program is to provide funding for organizations directly engaged in the creation of art, the production of artistic performances or arts services, or the sponsorship of quality arts activities in our local communities. The organization should describe their **arts programming** and request funds for those activities in the expense categories listed on the application budget, with not more than half of the funds requested for salaries of paid staff. Funds may be used for on-going programs, but groups are encouraged to offer new and different activities with the grant funds or enhance their events.

Arts Access activities that plan to reach new audiences and engage the public in new ways should also think about Equity and Inclusion. Within the context of your community, describe how your project identifies and

proactively addresses barriers to engaging historically marginalized, targeted, and underserved people and identities that may otherwise have limited access to your proposed activity.

Funds may also be used for **equipment** that enhances the artistic ability of the organization and includes but is not limited to: office equipment, computer and software, instruments, risers, theater lighting, theater curtains, sound system, display areas, etc. (See page 10 in guidelines, under Budget details, M. #8 Equipment.) Funds may be used to support **public art projects in the community**, i.e. sculpture, murals, public performances, temporary works, and other grassroots forms of public art that engage the community in new ways and the cash match is 50%. (See page 13 for details).

2. Arts Education - there are three categories of support. (See pages 14-15 for details.)

A. Schools – maximum request \$4,000. The cash match is 10%. This is available to all public or private non-parochial elementary, middle or secondary schools (K-12) in the nine county area. The focus is to provide educational partnerships between local and regional Minnesota artists, arts organizations and (K-12) schools. In FY 2019 it will be allowed that a school can apply for both an ACH Grant for Arts Education activities with students and an Arts-In-Education Grant within the same year, as long as each application is for a specifically different project, with different expenses.

1. To enhance school arts curriculum by providing artist residencies, live arts performances, mini-workshops and arts related field trips. We suggest you use Minnesota artists if possible, but it is not required. Field trips must be within the state of Minnesota only.
2. To enhance programs and curriculum design through visits to professional artists' studios, performances by professional theatre, dance or musical groups, readings by writers, visits to art galleries, exhibitions and other locations pertinent to the creation and exhibition of art.
3. To collaborate with arts organizations in the region to perform in their school and/or community.

B. Non-profit and Community Groups – maximum request \$4,000. The cash match is 50%.

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

C. Youth Scholarship – maximum \$300 for grades 7-12. No cash match is required.

Youth Scholarships provide selected students in grades 7-12, the opportunity to study their chosen art with a practicing professional artist, attend an arts workshop, series of classes or special training opportunity or performance. The student must have participated with an instructor, an organization or arts discipline for at least 2 years. The scholarship can also be used to take lessons or pay fees to a non-profit arts organization serving youth (i.e. Dance Conservatory of Southern Minnesota, Mankato Ballet Company, Mankato Children's Chorus, Mankato Area Youth Symphony Orchestra, New Ulm Suzuki School of Music, or art centers which offer art, dance or music classes to youth, etc.). There is a different online application for the Youth Scholarship program. The Deadline is only once a year on October 1.

Youth Scholarship – maximum \$200 for grades 3-6. No cash match is required.

Youth Scholarships provide selected students in grades 3-6, the opportunity to study their chosen art with a practicing professional artist, attend an arts workshop, series of classes or special training opportunity. The student is encouraged to have participated with an instructor, an organization or arts discipline for at least one year. Artistic areas include: dance, literature, media arts, music, theater and visual arts. The scholarship can also be used to take lessons or pay fees to a non-profit arts organization serving youth (i.e. Area Art Centers, Dance Conservatory of Southern MN, Mankato Area Youth Symphony Orchestra, Mankato Ballet Company, Mankato Children's Chorus, New Ulm Suzuki School of Music, or other groups which offer art, dance or music classes to youth, etc.). There is a different online application for the Youth Scholarship program. The Deadline is only once a year on November 1.

3. Arts and Cultural Heritage Festivals – Maximum Request \$5,000. The cash match is 50%. Grants are for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state. This may include folk art classes, single performances, a series of cultural activities, arts and music festivals, etc. Arts celebrations in communities can use grant funds for music groups that are performing in a community setting, but not for marching band fees that are participating during a parade. If project expenses are \$10,000, grant maximum is 50% or \$5,000.

E. How to Apply: FY 2019 Online Grant Process.

1. Go to our website www.plrac.org and click on **Applicant Login** button, listed in the left menu on the homepage; or on the Grants Program page. There is also a written description of the online login process that you can download and save from the Grants Program page.
2. If your organization received an Arts and Cultural Heritage Grant in FY 2018, log into the account that is already created to apply for a new grant in FY 2019. A draft of your last year's grant has been copied and is ready for the group to update for FY 2019. **Don't create a new account!** Use the same login email address and **password** your group previously used. Don't Click on Apply at the top left margin; instead look below to your Applicant Dashboard. Click on **Edit Application**.
3. New applicants need to Register your organization online. If the organization is a first time applicant, an online account will need to be created using an email address and a password.
 - a. You will need your EIN number to complete the organizational registration. This is your IRS issued Employer Identification Number.
 - b. Register yourself as a user under that organization. Multiple contact people can be listed for your organization. However, only one email address and password will be associated with the account. You can share the email address and password with others so they can log in and enter information prior to submitting an application.
 - c. **Important:** The email address you use to register with will be your user login to get back into the system. You will need this login and a password you create for any future applications or follow-up materials. All automated communication for your grant will also come to this email address from administrator@grantinterface.com, so be sure to add it to your safe sender's email list. Once the registration process is completed and an account has been established, the application process can begin.
4. After Registering, you will see the Applicant Dashboard with a horizontal toolbar above the "Applicant Dashboard" title. The horizontal toolbar includes brown words that will highlight in tan when you scroll across them.

Tip: Clicking on the home icon anytime on the toolbar will bring you back to the Applicant Dashboard.

 - Click on **Apply**, on the horizontal toolbar.
 - Several different Grant Programs will be listed and you will select the appropriate one, and click on **Apply** under that section.
 - The grant programs include: Arts & Cultural Heritage (ACH), ACH Youth Scholarship, Small Arts and Arts-In-Education Grant, and Artist Grant.
5. Start completing your application online by clicking into the appropriate Grant category.
 - a. We recommend that you write your answers in a Word document first; and then copy and paste them into the appropriate fields in the application.
 - b. Keep in mind that formatting, such as bold, italics, bulleting, etc. do not transfer to the online application form. When working in Word, periodically do a character count to ensure your answer does not exceed the character limit for each question.

- c. Review the Grant Guidelines and Application Questions that are on the Grants Program page of the Prairie Lakes website www.plrac.org or within the online application for your arts grant program.
 - d. The online application form allows you to save your work and come back to it later. The “Save” button is located at the bottom of the page. It is recommended that you save your work often, even while continuing to work on it, so as not to lose any work. Always save before exiting the online grant system, as any work you have done or any files you have uploaded may not have automatically saved. You are required to use the save button to finalize the uploading of the document into the application.
 - e. We recommend that you create a separate file folder in your computer, labeled for each particular application. In this folder store your word draft, downloads of the questions from the grant application process, budgets, support documents, etc.
6. Submit the application online and include: Supporting materials which are essential to the project (i.e. artist resumes, staff resumes, Art Project Budget form, etc.).
- a. Answer all required questions on the grant application. You will be able to see all the questions and go in and out of the application as you collect answers and complete it. If you are missing items you will not be able to submit.
 - b. Download, save and complete your Art Project budget in an Excel file and then upload it to your grant. Make sure it includes both estimated expenses and revenue. Your expense and revenue portions of your budget must “break even” with the grant award included in revenue. If your organization is providing the match please list your organization in the revenue portion with the money you are providing to match. If earned income through ticket sales or participant fees generates the match make sure your numbers are supported within other parts of your narrative and application.
 - c. When you log back in to continue working, your draft application will be located at the bottom of your Applicant Dashboard, under your contact information.
7. Applicants are encouraged to call the Prairie Lakes office at 1-507-833-8721, 1-800-298-1254 or email plrac@hickorytech.net to discuss eligibility.
- a. Applications must be submitted by 11:59 p.m. on the deadline date.
 - b. Applications received after the deadlines are ineligible. There are no exceptions to this policy.
 - c. The application records the date of submission so make sure that you meet the deadline date for submission online.
 - d. A pre-review of the application, budget, narrative, etc. is available prior to the deadline date. Two weeks prior to our deadline is best. Contact our office to ask for a review of your application in its draft form within the online grant system. We are able to view your application as you are completing it.

The projects should not occur prior to final grant approval, but exceptions may apply if the applicant just begins rehearsal or planning for the main event or concert. New applicants must contact the staff prior to submitting an application to discuss the project and budget. Failure to do so will make the application ineligible. Staff analyzes the application for eligibility, budget accuracy, clarity and completeness; and contacts the applicant if changes are required. The Prairie Lakes Board reviews and ranks all applications and makes final approval.

F. Goals, Surveys and Evaluation

*The goal of our Arts and Cultural Heritage grant program is that Minnesotans of all ages, abilities, economic backgrounds, cultural heritages, and geographic areas are able to participate in the arts. Proposed projects must address at least one of the nine program areas listed in the Outcome Evaluation Plan and Minnesota Legacy Goals section in the application; as identified by the Minnesota State Arts Board. Applicants will need to select at least one or two different goals and outcomes your arts organization will focus on in the next year and will be addressed in your project. **The Arts and Cultural Heritage Grant requires the applicant to do***

more evaluation of the project and conduct a survey of the audience members or constituents it serves, and/or focus groups, etc.

The applicant's evaluation plan should answer 5 questions: (See example on page 10.)

1. What are the goals of the project?
2. Who specifically will be the target populations of your project?
3. How specifically will they be affected by the project?
4. How will you know?
5. How will the larger community benefit?

G. Restrictions and Non-Fundable Projects

The following activities or use of funds are **not** allowed:

1. Activities that do not have arts programming and arts activities, arts education or cultural heritage of the arts as their primary focus.
2. Funds are requested to produce fundraising activities involving the Arts such as benefits, receptions, or if the intent is to donate the proceeds (earnings) to another non-profit.
3. Events or project where the purpose is re-granting monies to another event or non-profit group.
4. Applicants have listed travel expenses outside of the state of Minnesota as a Prairie Lakes grant expense (use of funds) on their budget.
5. The application form and all required materials are not submitted online by the deadline date specified in the grant program information.
6. **The applicant has an overdue Final Report from a previous grant.**
7. The applicant is not in compliance with any active contract with the arts council.
8. The applicant does not make all events open to the general public or whenever feasible, does not establish admission charges for the events.
9. Participants (youth) are required to pay a registration or participation fee and no scholarships are offered.
10. Funds are requested to pay fees for touring costs, performances, or exhibitions carried out exclusively by student organizations or schools that do not include the public.
11. Funds are requested for the projects that are essentially historical, and lack a strong artistic component.
12. Funds are requested to support strictly commercial activities intended for retail or mass-market distribution (i.e. limited edition prints, note cards, copies of CD or DVDs for musicians and performers).
13. Funds are requested for activities that attempt to influence any state/federal legislation or appropriation.
14. Funds are requested to pay for endowment funds, property acquisition, new construction or major building improvements that are not directly related to arts programming, are not eligible.
15. Funds are requested for new building projects.
16. Funds are requested for payment of debts incurred before the grant application is approved.
17. Funds are requested to support activities which are essentially for the religious socialization of the participants or audience (a religious service cannot be any part of a the project).
18. Funds are requested to support activities in primary or secondary level parochial schools.
19. Funds are requested for support of "routine" school activities in theater, dance, music and visual arts. Activities such as school plays, one-act plays, dance line, pop concerts, music competitions, visual art classes and displays, summer marching band programs of the school, etc.
20. Funds are requested for an event which is a magic show, parade, or marching bands in a parade.
21. To supplant discontinued or nonexistent arts programs in schools.
22. Applicant cannot purchase equipment for or improve facilities within K-12 public schools. The exception will be, if a nonprofit arts group uses the school facility for rehearsal, classes, performances, or exhibitions, and it needs equipment or facility improvements for its own work. The arts organization could apply for and receive a grant and could develop a cooperative agreement with the school that spells out how the school could also benefit from the purchased equipment or improvements.
23. To compensate ongoing school personnel in full or in part.
24. To pay an artist or arts organization to provide essentially the same services that an ongoing teacher or arts specialist would be expected to provide.

25. For tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
26. Artists are required to pay excessive entry or exhibition fees in order to exhibit or perform in the project or program for which funding is sought.
27. The project budget contains combined funding from a regional arts council and the Minnesota State Arts Board (MSAB) that amount to more than one-half of the project's total cash expenses. No more than 50% of the income can be from State Grants; Prairie Lakes and MSAB combined.
28. The project may not be eligible if the applicant's project could be funded through other Arts and Cultural Heritage funding sources such as the Children's Museums of MN block grant, Minnesota Historical Society, Regional Library System, Statewide County Fair funding, etc. It is up to the applicant to describe how the arts project and use of funds are different, if they are the recipient of other ACH Funding through another agency.

H. Grant Review Criteria

Three criteria are used by the Prairie Lakes Board to evaluate applications and there are 10 points per category; total of 30 points. Applicants do not answer these questions; we are only providing them for your information.

1. Artistic Quality and Merit and Organizational Ability to Accomplish project. Is the organization's mission & the project meritorious? Does the project have artistic impact relative to the community and public life? Does it contribute to the artistic development of the respective art form and/or audience? Are the planning processes, marketing and publicity appropriate? Is the management of their organization strong? Do the staff and volunteers have good qualifications? Is the project reaching other counties or communities? Are the expenses and income on the budget page appropriate for the project? Does the group appear to have sufficient initiative and ability?
2. Impact on Participants and Audience. Does this the project provide a high quality arts experience? Does this the project instill the Arts into the community and public life? Does the project help to represent diverse ethnic and cultural arts traditions? Does the project help to develop knowledge, skills and understanding of the arts? Does this the project help to overcome barriers so Minnesotans can access high quality arts experiences?
3. Artistic Need for the Project by the Organization or Community and Clear Goals and Evaluation Plan. Are the goals reasonable and clearly described? Are the results reasonable and clearly described? Are the community benefits reasonable and clearly described? Does it contribute to the artistic development of the respective art form and/or audience? Is there community involvement and support for the project? Was the information regarding the target population clearly noted? What evaluation methods will they use such as creating a survey, distributing and tabulating results, increased audience and/or participation numbers, etc.? Do they seem reasonable and specific?

Based on these review standards the arts council shall make one of the following decisions:

(1) Full funding of the amount requested; (2) Partial funding; (3) No funding; or (4) Table the request, pending receipt of additional information or modification.

I. Grantee Responsibilities

The grant recipient must:

1. Not limit participation in the project on the basis of national origin, race, color, religion, age, sex, handicap, or ability to pay.
2. Use grant funds only for the expenses described in the grant application.
3. Be responsible for completion of the project and for proper management of grant funds.
4. Maintain records showing evidence of grant expenses and income.
5. Submit the Final Report form within 60 days of completion of the project. All future grants will be contingent upon completion compliance with the terms of this grant.
6. Include the following credit line in all advertising, news releases, newspaper ads, printed programs, and

promotional material: **“This activity is made possible by the voters of Minnesota through a grant from the Prairie Lakes Regional Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.”**

7. Include the Legacy Logo for the Clean Water, Land & Legacy Amendment in all publicity, as listed above.

J. Payment Process

1. A Contract which includes the Request for 80% Payment Form and a Final Report which includes the Request for 20% Form are assigned to the grantee and will be accessed through the online account. (In cases of partial funding, the grantee must also submit a revised budget and a letter explaining how the proposal will be modified in response to the reduced budget.)
2. The grantee indicates agreement with the contract terms and completes the Contract. The Contract will be electronically signed and submitted online.
3. 80% of the grant funds will be paid to the applicant one month prior to the event.
4. Within 60 days of completion of the proposal, the Final Report must be submitted online. A copy of the Thank You letter sent to legislators, acknowledging the grant, must be uploaded into the Final Report. After approval of this information, the remaining 20% of the grant is paid to the grantee. Failure to submit a Final Report will result in the applicant not being considered for funding for the next two years.
5. Include the following credit line in all advertising, news releases, printed programs, and promotional material: **“This activity is made possible by the voters of Minnesota through a grant from the Prairie Lakes Regional Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.”**

K. Appeals Process

Groups and organizations applying to Prairie Lakes may appeal the recommendations of the grant review panel however; the appeal must be based on alleged procedural errors. Appeals on judgments of merit or quality or ability will not be heard. The appeals process is as follows:

1. Appellants must submit a formal letter of appeal to the Executive Director stating the reason(s) for the appeal. Letters of appeal must be received within 30 days of written notification of the board's decision on the original application. A copy will be sent to the Chair of the Board of Directors of Prairie Lakes.
2. Appellants will receive written notification from Prairie Lakes of receipt of their request for an appeal. This notification will include the date and time the request for appeal will be brought to the board.
3. The board will review the written appeal request at its first meeting following the receipt of the request. The board meets approximately ten times a year.
4. The board will take one of the following actions:
 - a. Determine that the appellant does not show sufficient cause for appeal;
 - b. Direct the staff to investigate the appellant's request and materials and present a recommendation to a subsequent board or executive committee meeting;
 - c. Request the appellant appear before the board or executive committee at a subsequent meeting and address his or her appeal at that time;
 - d. Determine that the appellant does show sufficient cause for appeal and offer settlement to the appellant;
 - e. Request that a 3-5 member appeal panel be put together to reconsider the application (discussion of the nature of the appeal will not be brought up during this meeting). The appeal panel decision is binding.
5. Within 45 days of receipt of a request for appeal, appellant will receive notification of the board's decision on the action that will be taken concerning the request.
6. Appellants will be notified in writing of the final board action or appeal panel decision.
7. Following the appeal to the board, if the appellant continues to dispute the decision of the board or appeal panel regarding his or her appeal from the board, this appeal will be conducted as a contested case pursuant to the Administrative Procedure Act, Minnesota Statutes, and sections 14.48 to 14.62.
8. There is no right of appeal for disputes of decisions of the board and/or its advisory committees with respect to artistic quality or merit, artistic excellence and leadership.

Upon request, Prairie Lakes grant application materials will be made available in an alternate format such as large type, disk or on audiotape. Please contact the Prairie Lakes office in Waseca at 1-800-298-1254. For individuals with a disability and in need of TTY, contact the Minnesota Relay Service at 1-800-627-3529.

L. General Information for Online Application Form

1. Applying Organization

The **Applying Organization** is the group that will be administering the actual the project. Individuals may not apply. The **Grants Manager** should be the person responsible for the day-to-day details of the project, the person to whom correspondence and telephone calls are to be directed, and someone who is readily available during regular business hours. This person is responsible for the timely submission of all required forms and reports to Prairie Lakes.

2. Non-Profit and Tax-Exempt Information

Attach Articles of Incorporation & Minnesota Non-profit Corporation Certificate from the MN Secretary of State and the Federal Internal Revenue Service Tax-exempt notification letter, UNLESS you've previously submitted them to Prairie Lakes' permanent file in the office. Please call to verify if we have them on file.

3. Fiscal Agent

Minnesota Statutes require that public money may be distributed to unincorporated organizations only through Fiscal Agents, which are a non-profit 501(c)(3) tax-exempt organization, according to the Federal IRS. If your organization is incorporated as a "non-profit 501(c)(3) organization" do not complete this section. If you need a Fiscal Agent, your organization should enter into a specific contractual agreement with the non-profit 501(c)(3) fiscal agent prior to applying for grant funds and attach a copy of the contract to your grant application. Attach a copy of the contract to your grant application. A Chamber of Commerce (501c4) does need to use a Fiscal Agent when applying for a grant. A Fiscal Agent may be any non-profit 501(c)(3) corporation or governmental unit that agrees to handle the administration of your funds. For example: Arts Group that is non-profit 501(c)(3), City, Historical Society, MN Extension Service, Public School, etc. **An example of a Fiscal Agent contract is available from the Prairie Lakes office or download it from the online grant application.** The Fiscal Agent will receive and dispense funds and is legally responsible for completion of the project and management of the grant funds. The Prairie Lakes staff can also advise organizations on how to file Articles of Incorporation with the Minnesota Secretary of State and apply for tax-exempt status from the Federal Internal Revenue Service (IRS).

M. Arts and Cultural Heritage Art Project Budget Form

Project Expenses

You should list all cash expenses related to the project under this heading. If an expense is not applicable just leave it blank. In-kind contributions cannot be included on the budget page for this program. Round all numbers to nearest \$10.

Headings on the budget: Organ. Exp. = arts group's expenses; ACH Grant = how the grant funds will be used, listed under each category; then add the two amounts together for the Totals column. Use the following expenses.

1. **Artist(s) Fees-** List all of the artist fees or stipends for music groups, artists, etc. that will be part of the project budget.
2. **Artist(s) Travel and Expenses** - Include transportation, hotel and food for guest artists; may include local mileage for the administration or production of the project. (*Mileage maximum is \$.50 per mile.*)
3. **Publicity** - List costs individually for advertising: radio, newspaper, printing of brochures or posters, etc.
4. **Rental Fees** - Rental of space or equipment specifically needed for the activity.

5. **Salaries or Wages** - May include project director, artistic director, clerical staff or other personnel assisting with specific arts activities with this project; with not more than half of the ACH grant funds requested being used for salaries of paid staff. Estimate the amount of time they will spend on the project, and multiply by their hourly wage. *(Do not include regular paid staff that normally performs this function as part of their job.)*
6. **Expendable Supplies and Materials** - List may include: costumes, music, playbooks, supplies needed for festival coordination, audio and videotape, etc. Funds may be used for on-going programs, but groups are encouraged to offer new and different activities with the grant funds or enhance their events.
7. **Miscellaneous** – office supplies, postage, telephone, royalties, piano tuning, pro-rated amount for utilities, etc. **Scholarships are allowed for youth projects that have a registration or participation fee.** These should be noted in your narrative description of the project. No food expenses are allowed on the budget: costs for receptions, cast parties or other food/snacks.
8. **Equipment** – items which improve and increase the artistic capabilities of the organization are eligible. This may include but is not limited to: office equipment, computer and software, instruments, risers, theater lighting, theater curtains, sound system, display areas, etc.
 - a. Describe the equipment, include timeline for completing and include at least two quotes or estimates for equipment if the value is over \$500 for a single item. Otherwise one quote will be sufficient. Also, when a second specialized quote is difficult to obtain, Prairie Lakes staff may approve one quote.
 - b. List the other sources that have been sought for funding this equipment if the Prairie Lakes grant is only a part of the total cost. If you are applying for more than one item, prioritize your equipment expenses, with number one being the top priority.
 - c. Prairie Lakes retains secondary ownership of any or all property purchased with these funds. Should the applicant organization dissolve, all property purchased with these funds will be transferred to Prairie Lakes. Prairie Lakes will donate the property to another arts organization. If the grantee is not a 501(c)(3) non-profit, then technically the fiscal agent owns the equipment.
9. **Evaluation** – A person will need to create a survey, distribute it and tabulate the results. An example survey is provided on page 12. Groups may set aside 5% of their ACH grant for this expense, i.e. an \$8,000 grant would be \$400 for ACH evaluation and a \$4,000 grant would be \$200 for evaluation expenses. (The exception is: if there is other paid staff within the organization that will perform these evaluation duties (without extra expense) an amount does not have to be included in the budget. This is common for schools and other public organizations.)

Project Income

The Grant Amount must be matched with 50% cash or income for organizations in the ACH Arts category and 10% for Schools in Education category. Round all numbers to nearest \$10.

Identify and document amounts of cash your organization has to “match” the project expenses. Use the list below.

- a. List organizational funds committed or budgeted for the project. This may also include earned income from your previous ACH Grant in FY 2018, which was noted on the Final Report.
- b. List sources of grants other than the ACH grant amount requested. Tell us whether these grants have been received or are anticipated.
- c. List estimated earned income. Note: ticket sales and fees should show estimated number of people multiplied by the price of one ticket or fee. Other community fundraising may include city or county funding, donations from charitable gambling groups or service groups such as: the American Legion, Fireman’s Association, Lions, Lutheran Brotherhood, Rotary, VFW, etc.

Total Project Income and enter the **“Grant Amount Requested”** from Prairie Lakes.

Total Support for the project is the two figures added together.

Income (1) + Grant Amount Requested (2) = Total Support for the Project (3).

Note: Total Income for the Project (3) should equal Total Expenses (3). The Grant Amount Requested and Total Project Expenses from the Budget need to be entered in the first section of the ACH grant application.

Arts & Cultural Heritage Goals and Evaluation Information Page

Arts organizations can use this information to assist with their goals and outcome evaluation.

A. Evaluation Methods & Outcome Evaluation

Evaluation Methods for Arts and Cultural Heritage Grants

- | | |
|--------------------------------------|--|
| 1. Stories | 5. Interviews with audience, performers, board members, etc. |
| 2. Video/audio recordings | 6. Behavior change (broaden, deepen, or diversify?) |
| 3. Surveys: on-line, on-site, mailed | 7. Data collected: Number of people attending increased, the |
| 4. Focus groups | number of events we held increased, revenue increased |

B. An Example Survey Form is provided by Prairie Lakes on page 12.

C. Below is an example to help your organization develop goals and measureable outcomes. When you answer the questions please be sure your answers are SMART:

S = Specific, M = Measurable, A = Achievable, R = Realistic, and T = Time-bound.

D. In general, applicants must address the following questions:

1. What are the goals of the project? 2. Who specifically will be the target populations of the project? 3. How specifically will they be affected by the project? 4. How will you know? and 5. How will the larger community benefit?

E. Here are two SMART goal examples:

The River Gallery is going to mount an exhibit, “Golden Years”, which features art by and about older people. Specifically, the exhibit “Golden Years”, will attract at least 150 people over the age of 65 by June 30, 2019, and will be judged positively or “very good” by 50% or more of those who attend, as measured by an audience survey.

Q1. What are the goals of the project?

1. To feature work done by mature artists in our area & demonstrate their contribution to our community
2. To increase attendance of people over 65 at the River Gallery and 50% will say the event was “very good”.

Q2: Who specifically will be affected? People over 65 are the primary target

Q3: How will these populations be affected?

Viewing the exhibit will result in:

1. The audience having a positive experience overall, and 50% will say the event was “very good”.
2. Awareness of the roles seniors play in our community and a positive attitude about aging.
3. At least 150 people over the age of 65 will view the exhibit & we will measure this by attendance numbers.

Q4: How will you know?

1. An audience survey at the gallery: specifically 50% or more of those completing the survey will agree that they had a positive experience, and will express positive attitudes about aging and place of seniors in the community. The survey will include an item about the respondent's age.
2. Additional information will be summarized from comments in the exhibit guest book or survey form.

Q5: How will the larger community benefit?

Mounting an exhibit focused on senior citizens will widen the gallery's audience, raise public awareness of the place of older people in the community, and encourage the view that the arts are for everyone. Capturing the contact information of exhibit attendees through a survey will allow the gallery to mount additional activities for seniors, perhaps also increasing this age group's participation in other art activities. Over time, this will be measured by future attendance and by collecting personal stories from the participants.

Audience Survey Form **For Arts and Cultural Heritage Grants**

Arts Organizations should personalize their audience survey form with their organization name and use these seven questions in all of your audience surveys. At least one audience survey should be conducted during the time period of your grant. The surveys can be longer (personalized to your organization) and have ten questions or more, but all Arts and Cultural Heritage Grants must use these same questions for the audience survey. The Exception to use a different survey format is allowed for Youth Activities, classes or equipment purchase. Contact the Prairie Lakes office to discuss.

Organization Name _____

1. Is this the first time you have been to one of our (Organization name) arts events?

Yes ___ No ___ If you have attended other events, how many? _____

2. How would you rate the quality of the arts activity, exhibit or concert?

___ Excellent ___ Fair
___ Good ___ Poor

3. How did you find out about this (Organization name) arts event or concert?

___ Newspaper	___ At last event or concert	___ Email note from group
___ Radio	___ Poster or flyer	___ Website or Facebook
___ Cable TV/TV	___ Direct mailing from group	___ Word of mouth/friend
___ Other (please specify) _____		

4. In order to know the distance you traveled to this arts event or concert, please provide your zip code.

Town _____ Zip code _____

5. We'd like to know the age range of our audience.

Please check your age group.

___ children/youth 0-18	___ adults age 25-40	___ age 65 and over
___ young adults 19-24	___ adults age 41-64	

6. What is your ethnicity? Please check the race/ ethnicity to which you most identify.

___ White/not Hispanic	___ Middle Eastern/North African
___ Asian	___ Native American/Alaska Native
___ Black/African American	___ Native Hawaiian/Pacific Islander
___ Hispanic/Latino	___ Other (please specify) _____

7. Are you part of a special group? Please check all that apply, or check NA (not applicable).

___ I am a Veteran	___ I have a disability
___ I live in Assisted Living or Nursing Home	___ I am a youth at risk
___ I live below the Poverty Line	___ I have Limited English Proficiency
___ PreK, children 5 and under	___ Other (please specify) _____
	___ NA – not applicable

Add other questions that pertain to your funded arts activity. Suggestions include: *Select from one of these options, or suggest others.

8. What types of events or concerts would you most like to see available? List 3-5 examples.
9. What type of workshops or other events would you most like to see available?
10. What is your time preference for events or concerts? Week day evenings, Sunday afternoon, etc.
11. Would you like to see more opportunities for youth to be involved? List 3-5 new youth activities.

“This activity is made possible by the voters of Minnesota through a grant from the Prairie Lakes Regional Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.”

Thank you for your assistance in completing this survey form!

I. Arts and Music Festivals and Public Art Projects.

If you are an arts organization, community group, or city and you want to plan an arts or music festival in your community; or a public art project – here are some helpful guidelines.

A. What Is an Arts or Music Festival?

Arts and Cultural Heritage Grant for festivals – maximum request \$5,000 and 50% cash match. Grants are for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in Minnesota. This may include folk art classes, single performances, a series of cultural activities, arts and music festivals, etc. **This grant must be matched with at least 50% cash or other earned revenue.**

1. Arts and music festivals are defined as a celebration of art and culture that:
 - a. Has a significant focus on the arts
 - b. Has a mission statement of why the festival exists and what they hope to promote
 - c. Provides a showcase of Minnesota artists. List the name, city and music genre in the grant, and cost.
 - d. **May have a variety of media or be focused on one artistic area**

Applicants presenting music groups must list the music genre per group, the city they are from, and the cost per group. The types of music genres that can be funded with grant money are: bluegrass, blues, country, ethnic (Czech, German, Irish, Native American, etc.), folk, old-time-traditional, jazz, etc. Artist fees for rock 'n roll or country bands typically seen in a bar are not eligible for grant money; nor are DJ's, karaoke, etc.
 - e. Contains many activities consolidated into a condensed time period
 - f. Has several different, yet related, arts activities happening simultaneously
 - g. Is open, inviting, and available to a diverse audience
2. Arts and music festival grants are meant to involve Minnesota individual artists and performing groups into arts components of community-based festivals and celebrations. We suggest you use Minnesota artists if possible, but it's not required.

B. What Is a Public Art Project?

Public art grant – maximum request of \$8,000 and 50% cash match. Public Art is the creation of a sculpture, mural, public performances, temporary works, and other grassroots forms of public art that engage the community in new ways. The applicant should identify a qualified artist to design and complete the work; working with a committee of citizens. In the Arts and Cultural Heritage grant the project the applicant would need to describe: Why this Public Art is needed, how it will represent the community or the community's history, and what community input was solicited in the planning phase. Also, was a committee formed to discuss and plan the project? Public Art often requires collaborations between the city, school, community at large, etc. The applicant would also have to identify and describe which organization would be responsible for

the long-term upkeep of the Public Art. Also, submit the artist's resume and documentation of their professional capacity to complete a mural, sculpture, or temporary art installation, etc. and list examples of past work.

Why Public Art? It engages civic dialogue and participation; it can give identity and character to a community; it connects artists with communities; it can attract attention and have potential economic benefit; and it can add value to public improvements. We recommend applicants inform themselves about Public Art and its processes and a resource is **Forecast Public Art in St. Paul** which has a Public Art Toolkit for communities. **<https://forecastpublicart.org>**. *Please contact the Prairie Lakes office for more guidance and information on Public Art projects if needed.*

II. ACH Arts Education – School Information

Additional information is being provided to schools since this Arts and Cultural Heritage (ACH) application is broad and covers many areas. This information is similar to our other program called Arts-In-Education, which is funded with state general fund dollars. This ACH program is funded through the Arts Legacy Amendment.

Arts and Cultural Heritage School Grants – maximum request \$4,000 and 10% cash match. This is available to all public or private non-parochial elementary, middle or secondary schools (K-12) in the nine county area. The focus is to provide educational partnerships between local and regional professional artists, arts organizations and (K-12) schools.

1. To enhance school arts curriculum by providing artist residencies, live arts performances, mini-workshops and arts related field trips.
2. To enhance programs and curriculum design through visits to professional artists' studios, performances by professional theatre, dance or musical groups, readings by writers, visits to art galleries, exhibitions and other locations pertinent to the creation and exhibition of art.
3. To collaborate with arts organizations in the region to perform in their school and/or community.

A. General information for school activities and projects

1. Grant funds must be used within one year from the date of funding.
2. This grant must be matched with at least 10% cash or other earned revenue. To eliminate barriers for schools to access these grants, we have reduced the cash match to 10% for the project, if needed. **If the total expenses of the project are \$4,400; then the schools cash match needed is \$440; and the grant amount requested can be \$3,960.** No in-kind is allowed on the budget form. There can be No travel expenses for artists/musicians from outside of Minnesota.
3. Residencies, mini-workshops, live arts performances and field trips must include at least one hour of in-service for artist - teacher contact time.
4. Schools should select artists that have credentials that meet their needs. Their quality of work will be considered as part of the application process.
5. Grant funds cannot be used for equipment, capital investments, or solely for production costs associated with the creation of an arts event, such as costumes, sets, matting and framing. Grants can't be used for support of "routine" school activities in theater, dance, music and visual arts such as: school plays, one-act plays, dance line, pop concerts, music competitions, visual art classes and displays, etc.

B. Artist residencies

1. Residencies must allow at least one core group or class of students to work with the artist daily throughout the residency.
2. A teacher must be present in the classroom at all times during a residency.

3. Artist's fees should be about \$250 a day. Exceptional costs may be considered where reasonable justification is included in the application. (Schools may be willing to pay a higher fee based on the artist's credentials.) Given these guidelines, fees and expenses are negotiable between the artist(s) and the school.
4. Residencies must involve the general community in some significant aspect. Examples: receptions, poetry readings, exhibitions of the artist or students' work, or a public performance.

C. Mini-workshops and live art performances

1. These activities must involve a significant number of the students at the school, and involve the general community in some significant aspect (i.e. parents and community members notified and invited to the performance, information in school newsletter or letter to the editor in paper, etc.).
2. Must show artistic quality and represent one of these art areas: dance, literature, music, theater, or visual art.

D. Arts related field trips

1. Field trips may not include costs associated with food or beverages for participants.
2. Field trips must be within the state of Minnesota only. No travel expenses for travel outside of Minnesota.
3. Field trips must also involve the general community in some significant aspect. Examples: joint bus trips, slide show reviews, volunteer involvement as guides, participants or chaperones. Students and teachers can share the program with other students or community groups following a field trip (i.e. Rotary, senior citizens group, school newsletter, letter to the editor in paper, etc.).

E. Schools should answer all the required questions for the Arts and Cultural Heritage Grant, and in addition, the question for Arts Education Applicants Only under the project heading.

Summary of proposed use of grant funds

1. Give a brief description of your yearly programming and how it fits within the area of Arts and Arts Access. If you plan to use funds for another area, like Arts Education or Arts and Cultural Heritage, state that now.

Schools will state “**we are planning youth activities in the Arts Education area**”. Explain why you have decided to apply for funds now. Describe any past activities like artist residencies, etc. that are similar to this the project, or if this is something new for your school.

2. List the individual activities and programs you will undertake in the project and for which you need Arts and Cultural Heritage funding. This list of activities will also be expenses on the project's budget.

Schools - Briefly describe your activity or the project and include the dates, times, rooms, and locations. Include an artist resume, brochure and/or other support materials. Which expenses on the budget will the grant funds be used for?

***Residency**: What core group or class of students will work daily with the artist; how will this be integrated into the current arts curriculum; how will you present the teacher in-service training and set up the schedule.

***Live arts performance or mini-workshop**: Will this activity be presented to the entire school and in what location? How do you plan to invite the general public to this activity?

***Field-trip**: What group or class of students will participate and what preparation will be done prior to the field-trip?

3. Provide in paragraph format information on the mission of the organization, list of board members, committee structure, whether or not you have volunteer or paid staff, and list the arts activities you have completed in the last year.

Schools – This does not particularly apply to you so instead briefly describe the planning process by school staff and goals you have - for this residency, live arts performance, mini-workshop or field trip. Your project

must include at least one hour of in-service for artist - teacher contact time. Also, describe how you will make a presentation of the project to your school and community during or after its completion. For example: reception, exhibition of artist or students' work, public performance, information reported in school newsletter, letter to the editor in the paper, etc.

4. Describe publicity you plan to do and methods (news release, posters, brochure, etc.) List the counties or communities your organization reaches (include participants and audience).

Schools – How will you promote this activity to student, parents and the community? Will information be reported in school newsletter, news release to media, letter to the editor in the paper, etc.?

For your records only – checklist of items to submit with your on-line application.

Please keep a copy of all these documents for your records.

1. On-line application form can be downloaded and saved on your computer.
2. The project budget, as an Excel document
3. Supporting materials / resumes of paid staff and artists / bids for equipment / etc.
4. Financial statements required (income & expenses and balance sheet)
 - a. For K-12 Schools – submit last year's financial statement that shows the school account for the art project activity (expenses and income) from the previous year.
 - b. Organizations that are new applicants should contact the Prairie Lakes office to inquire what is required.
 - c. Units of government (city, county, etc.) are exempt from having to submit financial statements.
5. Fiscal Agent Agreement (if applicable)
6. Articles of Incorporation Certificate (new applicants only)
7. Tax-Exempt Letter of organization or fiscal agent (new applicants only)

FY 2020-21 Plan Attachment.

Grant Making and Monitoring Process.

This includes 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. Also, grant termination and revocation of funds, and Misuse of Funds Procedure.

Grant Review Process. The council will continue to review all applications at open meetings throughout the biennium and conflict of interest policies are observed. For the Arts and Cultural Heritage Grant meeting, the applicant is invited to attend the review session to answer questions that may arise during the council's discussion. Each application is then scored based on the stated criteria for the program and ranked by council members. Staff averages the overall board rankings to create a final ranked list. Based upon the ranking results the council may award full funding, partial funding or no funding. Small Arts Project Grants and Arts-In-Education Grants may be reviewed by the Executive Committee or the full board. Recommendations are submitted to the council for approval if there is a meeting that month. If there is no scheduled meeting, the Executive Committee's recommendations will be sufficient to approve or deny an application.

Grant Review Criteria.

Three criteria are used for the Arts and Cultural Heritage Grant by the Prairie Lakes Board to evaluate applications and there are 10 points per category; total of 30 points.

1. Artistic Quality and Merit and Organizational Ability to Accomplish the project.
2. Impact on Participants and Audience.
3. Artistic Need for the Project by the Organization or Community and Clear Goals and Evaluation Plan.

Notification and Payment Process. Notices of the PLRAC funding decisions are a two-step process since the creation of online grants in FY 2017. First, there is an automated letter sent by the Foundant system once the PLRAC staff assigns the contract. Second, the group will be sent a note by email to the project director named on the application within five days of the review meeting. Applicants wishing to know the funding decision immediately may contact the PLRAC office on the day following the grant review.

1. Grantees receive a note electronically from the online Foundant grants management system, and it directs them back to the PLRAC website to Login and see their online forms. The follow-up forms are the Contract and Request for 80% Payment Form, and the Final Report and 20% Payment Form. In cases of partial funding, the grantee must also submit a revised budget and project description explaining how the project will be modified in response to reduced funding.
2. The grantee indicates agreement with the contract terms and completes the Contract and Request for 80% Payment Form, signs the form electronically, and selects "Submit".
3. The grant funds of 80% are paid to the grantee one-month prior to the event start date.
4. Within 60 days of completion of the project, the Final Report and Request for Final 20% Payment must be submitted. After approval of this report, the remaining 20% of the grant is paid to the grantee.

Grantee Contract and Responsibilities. Grantees are responsible to follow the grant contract guidelines:

1. The grant will be carried out in compliance with the project description, budget, and dates as set forth in the original application and this contract which reflects all revisions, if any, made to the original application by the Prairie Lakes Regional Arts Council, Inc., (PLRAC). The project will be accomplished as described

within twelve months of award notification. Any changes must be requested and cleared, in writing and in advance, with PLRAC. If a fiscal agent is utilized, the agent and the organization carrying out the project must have a formal agreement. The fiscal agent must sign the grant contract and is responsible for the completion of the project and for the proper management of the grant funds. *This fiscal agent is not responsible for completing the Final Report Form, but is responsible for the verification of it through their signature.*

2. Our organization, as an Arts and Cultural Heritage grantee, or Small Arts Project or AIE grantee, will receive 80% of the grant one-month prior to the project start date and the final 20% will be paid after the project has been completed and the Final Report Form is returned and accepted by Prairie Lakes. McKnight Artist Grantees also receive 80% and 20% payments.
3. **Our organization, as a grantee of state funds, agrees to send a Thank You letter to our state senator and representative. We will attach a copy to the Final Report.**
4. Our organization, as a Small Arts Project or AIE grantee, will acknowledge this financial assistance on all our programs and publicity related to the project. We will use the following credit line on our news releases, brochures, newsletters, posters, programs, and paid newspaper ads: *“This activity is made possible by a grant provided by the Prairie Lakes Regional Arts Council, from funds appropriated by the Minnesota State Legislature.”*
Arts and Cultural Heritage grantees must use the legacy Logo and this credit line:
“This activity is made possible by the voters of Minnesota through a grant from the Prairie Lakes Regional Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.” A shortened version of this credit line is not acceptable.
5. Our organization, as a grantee, agrees to complete the Evaluation and Survey Methods for Arts and Cultural Heritage Funds. We will attach a copy to the Final Report.
6. We will submit a Final Report Form to the PLRAC within sixty (60) days after the completion of the project. If the final report is not filed within six (6) months after completion of the project, the final 20% payment will not be paid. If after an additional six (6) months the final report has still not been submitted to the PLRAC, our organization will not be considered for funding for two (2) years from the completion date of the project.
7. If the project is not completed as stated, (*i.e. Total Cost/Expenses are much lower than anticipated*) a portion of the grant amount or the entire grant amount will be returned by our organization. The amount of the grant award may not exceed 50% of the Total Project Cost. We understand we must match the grant award (*i.e. if we received a \$2,000 grant, the matching income must equal or exceed \$2,000; Total Project Cost = \$4,000 or more.*)
8. Our organization, as a grantee, agrees to comply with all applicable laws relating to nondiscrimination and affirmative action. Access to participation in the project will not be limited on the basis of national origin, race, color, religion, handicap, age or sex. As a grantee we will also comply with all the requirements of the Federal Americans with Disabilities Act.
9. This grant contract may be terminated at any time upon written request of the grantee, but such termination does not necessarily relieve the grant recipient of the responsibilities set forth in the grant contract. PLRAC may terminate a grant contract at any time upon the failure of the grantee to comply with one or more of the conditions of the grant contract, or a grant contract may be terminated at any time by mutual agreement.

10. Our organization, as a grantee, may be required to submit a certified audit report of the organization or of this specific project funded by PLRAC. We will maintain records for 3 years beyond the completion of the project.
11. Any profits realized by this project outperforming the anticipated income, will be used by our organization for future arts related projects. Our organization will account for any profit made with this project as part of the organizational funds budgeted for our next year's project. Our organization understands that future grants will be contingent upon complete compliance with the terms of this grant contract.
12. Our organization, as a grantee, will send the PLRAC office two (2) complimentary tickets to an activity described in this application or notice of the upcoming performance at least three weeks prior to the activity so board members may attend.
13. PLRAC retains secondary ownership of any or all property purchased with Arts and Cultural Heritage funds. Should the applicant organization dissolve, all property purchased with Arts and Cultural Heritage funds will go to the non-profit fiscal agent (where applicable) or PLRAC. PLRAC will transfer the property to another non-profit arts organization.

Grant Monitoring Process.

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

The Executive Director or Program Manager periodically reviews the grant files to see whether organizations have outstanding final reports. Should an overdue report be indicated, the Executive Director or Program Manager will send a reminder letter to the grantee. The staff sends additional letters or makes calls as needed to close the files of completed projects. Grantees are reminded of the responsibilities they share with the council for full accountability of public funds. The staff reviews all final reports and files them. Final reports are always available for review by council members, and may be brought to regular meetings for review. Members and staff who have attended funded projects are encouraged to report on them. Staff and council members make every attempt to attend as many programs as possible.

a. Grantee Termination.

In the Grantee Contract it states: This grant contract may be terminated at any time upon written request of the grantee, but such termination does not necessarily relieve the grant recipient of the responsibilities set forth in the grant contract. PLRAC may terminate a grant contract at any time upon the failure of the grantee to comply with one or more of the conditions of the grant contract, or a grant contract may be terminated at any time by mutual agreement.

b. Grantee Payments or Revocation of Funds.

In the Grantee Contract it states: We will submit a Final Report Form to the PLRAC within sixty (60) days after the completion of the proposal. If the final report is not filed within six (6) months after completion of the proposal, the final 20% payment will not be paid. If after an additional six (6) months the final report has still not been submitted to the PLRAC, our organization will not be considered for funding for two (2) years from the completion date of the proposal. The remaining 20% of the award will be released upon completion and approval of the Final Report for this project. The Final Report must be completed by July 15, 2019 to apply for the ACH Grant August 1, 2019.

If the project is not completed as stated as reflected in your Final Report, (i.e. Total Cost/Expenses are much lower than anticipated) a portion of the grant amount or the entire grant amount will be returned by our organization. The amount of the grant award may not exceed 50% of the Total Project Cost. We understand we must match the grant award (i.e. if we received a \$8,000 grant, the matching income must equal or exceed \$8,000; Total Project Cost = \$16,000 or more.) This means that in some cases the last 20% of the grant may not be paid when the total expenses are lower than anticipated; or do not meet the match requirement, as noted on the Budget.

The Prairie Lakes Regional Arts Council Policy Manual contains the following information about Misuse of Funds. (Excerpt)

MISUSE OF FUNDS BY GRANTEES. (Approved April 2018.)

PLRAC Final Report Guidelines and Follow-up Actions

A. Submission Requirement of Final Report

Grantee will submit a complete and accurate final report within 60 days of the proposal end date specified in the grant contract. The PLRAC communicates the requirement for filing a Final Report to each grantee using multiple techniques. Grantees are informed that final reports are required using the following methods; include language in every contract stipulating the need to submit a final report within sixty (60) days after the contract end date; sending email alerts to each applicant before and after the final report due date; communicating the requirement through information sessions conducted by the PLRAC staff every year. Grantee refers to an individual, organization, or individual(s) within an organization.

Actions

1. A final report that is received and approved by the Program Manager meets this requirement. Grantees will be eligible to apply for another grant.
2. A final report that does not show the required match, or comes under review for identified deficiencies may result in the grant being adjusted and the Final 20% Payment not being paid. If information is missing, Program Manager will contact group by email and request required information be provided within two (2) weeks.
3. A final report not received after an additional six (6) months the grantee will not be considered for funding for two (2) years from the completion date of the proposal.
4. If a grantee requests a due date extension, grantee will be asked to provide information about grant activities to date and explain the reason for the extension.
5. If a grantee has not filed a final report by the due date the grantee is not eligible to apply for PLRAC grants until a complete and accurate final report is received.
6. If a final report is filed and approved by the PLRAC within a year of the due date, grantee may apply for another grant.
7. If a final report is more than one year overdue grantee will not be eligible for PLRAC grants until a final report documenting the completion of the proposal and proper expenditure of funds is submitted to and approved by the PLRAC.

B. Acknowledgment Requirement

Grantee will provide evidence of proper use of PLRAC State credit line and/or Arts and Cultural Heritage credit line and Legacy Logo within the final report.

Actions

1. If grantee fails to meet the acknowledgement requirement on one grant, a written warning letter will be sent. If grantee fails to meet the acknowledgement requirement on a second grant, the final 20% grant payment may be forfeited and the contract violation will be noted during future application reviews.

C. Expenditure Requirement

Grantee will use funds for approved expenses within the proposal (i.e., expenses related to the proposal, that are within the scope of the proposal, or purposes that are expressly allowed in the program guidelines or contract).

Actions

1. If the project is not completed as stated as reflected in the Final Report, (i.e. Total Cost/Expenses are much lower than anticipated) a portion of the grant amount or the entire grant amount will be returned by the grantee. Grantee must match the grant award. The last 20% of the grant may not be paid when the total expenses are lower than anticipated or do not meet the match requirement as noted on the Final Report Budget. If it is determined that some of the grant funds must be returned due to inappropriate use of the funds or expenses are much lower than anticipated, and grantee doesn't meet match requirement based on total project expenses, a written notice from the Executive Director will be sent to the grantee. It will outline the amount owed to PLRAC and the payment terms.
2. If funds are not repaid, the grantee is not eligible to apply for PLRAC grants. If funds are not repaid within 6 months of request, grantee may not be eligible to receive funding from the PLRAC for two years from the date of the written notice. Grantee must submit a request to the PLRAC to have its eligibility reinstated before applying for another grant from the PLRAC.
3. If funds are repaid, grantee may not be eligible to receive funding from the PLRAC for two years from the date of the written notice. Grantee must submit a request to the PLRAC to have its eligibility reinstated before applying for another grant from the PLRAC.

D. Recordkeeping Requirement

Grantee is able to meet the recordkeeping standards outlined in the grant contract.

Actions

1. If grantee records are examined, and grantee cannot provide sufficient documentation to meet the examining authority's requirements:
 - a. the grantee may be asked to return grant funds;
 - b. the grantee may be deemed ineligible to apply for PLRAC grants for up to two years from the date of written notification.
2. To have eligibility reinstated, Grantee must submit a request to the PLRAC before applying for grants. A request must outline the steps the grantee has taken to ensure that they will be able to

meet the PLRAC maintenance of records standards on any future grants that the PLRAC may award.

Note: All approved extensions must be documented in grantees original online application. All findings and correspondence will be documented and included in grantees online grant and paper copy of application in the PLRAC office.

Misuse of Funds Procedure. (Approved June 2019.)

Description and Scope. This procedure defines misuse of funds, outlines investigation and documentation of misuse, establishes a range of consequences when misuse has occurred, and outlines a process by which a grantee may appeal consequences.

This procedure applies to funds a regional arts council receives from the State of Minnesota from its general fund, its arts and cultural heritage fund, or any other State funds. The procedure does not apply to other revenue sources regional arts councils may have (e.g., contributions from other grant makers or donors, or earned income).

Objective. The intent of this procedure is to ensure that regional arts councils are managing state funds in a consistent manner; that similar consequences will be imposed when misuse of state funds occurs; and that a grantee that has misused funds will lose privileges statewide, not just in the region in which it resides.

Definition: What constitutes misuse of funds.

Misuse of funds means using State of Minnesota resources for any purpose other than those allowed by:

- State of Minnesota statutes, laws, rules, policies; and
- The regional arts council receiving and disbursing the funds; and
- The program guidelines or grant contract through which funds are disbursed.

Misuse can happen both intentionally or unintentionally. Intentional misuse occurs when the grantee knowingly spends funds in ways that are outside the allowable parameters of the State, the council, or the program. Misuse also occurs when a grantee spends funds in ways that are inconsistent with the submitted proposal and budget. Unintentional misuse generally occurs as a result of miscommunication or misunderstanding.

Whether the misuse is intentional or unintentional—notices and consequences will be issued.

A grantee that is unable to complete all proposed activities is not misusing funds. For example: An artist receives a grant to conduct residencies in 3 schools—three months in school A, three months in school B, three months in school C. Midway through the project, and before activities have happened at school C, school C decides it is unable to host a residency. It is too late to find a replacement school; one-third of the awarded funds will be unspent at the end of the grant period. The grantee will need to document how funds were spent, and return any unspent funds.

Unspent funds are not misuse. The notices and consequences described below would not apply in this situation.

When and how to identify misuse. Based on its internal risk assessment, each regional arts council is expected to put in place internal controls to prevent and detect misuse of state funds.

The following are some of the most common kinds of internal controls a council might put in place, however, this is not an exhaustive list:

1. Writing extremely clear program guidelines that explicitly describe what expenses are allowable and unallowable;
2. Issuing grant contracts that list costs that are unallowable;
3. Issuing grant contracts that incorporate the proposal and budget;
4. Conducting monitoring or site visits during the grant period;
5. Requiring and reviewing interim and/or final reports;
6. Conducting reconciliation or audits of grant expenses during or after the grant period.

Misuse may also be detected and reported by a third party. In these cases, council must conduct a careful investigation to ensure that the allegations are true and that misuse has occurred.

Grant records must be retained for seven years—the year in which the original grant contract was issued, and six subsequent fiscal years. Misuse must be detected and addressed within that seven-year period.

Responsibilities of council, when misuse has occurred

1. Verification and documentation

- Council will request financial documentation from grantee to determine exactly how funds were spent. If grantee does not provide requested documentation, skip to # 2.
- Council will review all financial documents to verify their accuracy and authenticity
- Council will authenticate any documents or receipts that seem suspicious
- Council will determine how much money was spent inappropriately
- Council will document how it determined money had been spent inappropriately
- If grantee has any other active grants, council will review those grants for potential misuse and will suspend any grant payments until a thorough investigation has been completed.

2. Notice of misuse and consequences to the grantee

- Council will notify grantee, in writing (via mail or e-mail), that misuse has been detected. Written notice will state:
 - The amount of funds that have been misused, and how council determined funds had been misused.
 - How much money needs to be returned to council, and the date by which funds must be returned.
 - The consequences the grantee will face if funds are returned, and the consequences the grantee will face if funds are not returned.
- If grantee does not response, a second written notice will be sent within 30 days of original notice, accompanied by a phone call from council to grantee.
- If grantee does not respond, a third written notice will be sent by registered mail, within 60 days of original notice.

Unless and until a grantee responds, no less than three notices will be given. More notices may be given, but all should be sent within 90 days from the date misuse is detected.

3. Notice to the Arts Board

- Council will call or e-mail Arts Board executive director as soon as the misuse is discovered.
- Upon receiving notice of misuse, the Arts Board will:
 - a. Request documentation of the misuse.

- b. Notify the Office of the Legislative Auditor. Other state agencies may also be notified, if relevant, i.e. Office of the Attorney General or Minnesota Management and Budget
- c. Notify other regional arts councils that misuse has occurred and no other state funds may be awarded to that grantee until the investigation, recovery, and consequence phases have been completed.
- d. Review its active grant contracts to determine if grantee is also receiving funds from the Arts Board. If grantee has an active grant with the Arts Board, any outstanding payments will be suspended, and no new award(s) will be made to the grantee until the council's investigation, recovery, and consequence phases have been completed.

4. Recovery of funds

Council is expected to use all reasonable methods to recover the funds that have been misused. Recovery of funds might take different forms, depending on the amount owed and the circumstances.

- If there is an unpaid balance on the grant in question, council will withhold that payment until the investigation, recovery, and consequences phases have been completed, and will cancel the payment if misuse is proven and funds must be returned.
- If there is no unpaid balance, council may use a variety of methods to recover the misused funds:
 - a. Council may request a lump sum repayment of funds
 - b. Council may negotiate a repayment plan with grantee
 - c. Council may engage the services of a collection agency to recover the funds
 - d. Council may ask the Arts Board for assistance in recovering the funds.

5. Consequences

Misuse of state funds is never allowable. Severe consequences must be imposed if funds are not returned; lesser consequences will be imposed if funds are returned. Consequences may be different, depending on the amount of funds that have been misused. If the reason for the misuse is unintentional, consequences may be minimized.

The following is the range of consequences a regional arts council will impose:

- a. If grantee does not return the funds:
Grantee is permanently ineligible to receive State of Minnesota funds from the council, from the Arts Board, or from any other regional arts council.
- b. If grantee does return the funds:
 - Misused funds are less than \$1,000 – Grantee is ineligible to receive State funds from the council, the Arts Board, or any other regional arts council for a period of one year from date of notification.
 - Misused funds are \$1,000 - \$5,999 – Grantee is ineligible to receive State funds from the council, the Arts Board, or any other regional arts council for a period of two years from date of notification.
 - Misused funds are \$6,000 or more – Grantee is ineligible to receive State funds from the council, the Arts Board, or any other regional arts council for a period of three years from date of notification.

In some circumstances, council may determine that consequences outside this range are appropriate and may impose them. In these cases, council should document, and provide written notice to the grantee, the reasons that it believes more or less severe consequences are warranted.

Council will notify the Arts Board which consequences have been imposed. Arts Board will notify other regional arts councils that grantee is under consequences.

6. Reinstatement

- At the end of the consequence period, the grantee must submit a request to the council to have its eligibility reinstated. The request must clearly outline what safeguards have been put in place to ensure that misuse would not occur again. Grantee may not submit a grant application to the council until council has reinstated its eligibility.
- If council is satisfied that sufficient safeguards have been put in place, it will notify the grantee that eligibility has been restored.
- If council is not satisfied that sufficient safeguards have been put in place, it may deny the request. It will notify the grantee of the weaknesses that still exist and steps that need to be taken to regain eligibility privileges. Grantee may submit another request for reinstatement when those weaknesses have been corrected.
- Council will notify the Arts Board that it has reinstated grantee's eligibility, or that it has denied the reinstatement request. The Arts Board will notify other regional arts councils that the grantee's eligibility has, or has not, been reinstated.

7. Appeal process

Grantees that have been assigned consequences have the right to appeal if one of the following two circumstances has taken place:

- A. Consequences outside the guidelines have been assigned that the grantee feels are unfair or unwarranted.
- B. Grantee has made substantial progress toward remedying the situation that prompted the consequences; grantee may appeal to have the remainder of the consequences waived.

Each council may adopt its own appeal process, so long as the process aligns with the intent of this misuse of funds procedure. Council will document its appeal process, will make its grantees, aware of the process, and will document the appeal process in its biennial plan that is submitted to and maintained by the Arts Board.

If the council does not adopt its own appeal process, it should use the following process:

A. Consequences outside the guidelines have been assigned that the grantee feels are unfair or unwarranted. The grantee must submit an appeal in writing within 30 days of the date of the letter notifying the grantee that consequences will be imposed. The grantee's appeal must state the reasons for the appeal and must provide clear and compelling support for its assertion that the consequences assigned were unfair or unwarranted.

— or —

B. Grantee has made substantial progress toward remedying the situation that prompted the consequences; grantee may appeal to have the remainder of the consequences waived.

The grantee must submit an appeal in writing no earlier than 180 days (six months) from the date of the letter notifying the grantee that consequences will be imposed. The grantee's appeal must state reasons for the appeal and must provide clear evidence that grantee has taken the necessary steps and implemented the appropriate remedies so that its privilege of eligibility should be reinstated.

Council will review the appeal at its first meeting following the receipt of the appeal. At that meeting, the council may take one of the actions provided in subitems (1) to (5) in response to the appeal:

1. Determine that the appellant does not show sufficient cause for an appeal;

2. Direct the staff to investigate the appeal and bring a recommended resolution of the appeal to a subsequent meeting of the Council;
3. Request that the appellant appear before the Council at a subsequent meeting and address the appeal at that time;
4. Determine that the appellant does show sufficient cause for appeal and offer a settlement to the applicant at the meeting.

If the appeal results in early termination of consequences, the Council will notify the Arts Board that consequences have been lifted and eligibility has been restored. The Arts Board will notify other regional arts councils that the grantee's eligibility has been restored.

A grantee may not appeal to the Arts Board to overrule the decision of the regional arts council.

2019-05-01 Reviewed and approved by Minnesota State Arts Board

2019-03-29 Reviewed and approved by Minnesota State Arts Board/Regional arts council liaison committee

2019-06-11 Reviewed and approved by Forum of Regional Arts Councils

2019-06-20 Reviewed and approved by Prairie Lakes Regional Arts Council

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

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

ARTICLE I: NAME, MISSION

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

ARTICLE II: OFFICES, CORPORATE SEAL

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

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

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

ARTICLE III: MEMBERS MEETINGS, PROPERTY RIGHTS

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

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

ARTICLE IV: BOARD OF DIRECTORS

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

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

removal as hereinafter provided. The following rules shall apply to the selection of Directors:

- a. The Board of Directors shall have the following composition: one member from each county in the Region Nine (9) Development District (hereinafter "Region"), and one member from each city in the Region exceeding a population of 10,000. At-large positions may be created or eliminated, from time to time, to address a specific need identified by the board; by an affirmative vote of a majority of the total number of directors.
- b. The Board shall set up an open application procedure for filling vacancies. When a vacancy occurs or a term ends, the Board shall appoint a new member to the Board or reappoint the incumbent. All applications received by staff are forwarded to a Nominations Committee, appointed by the Chair, who will make a recommendation to the Full Board.
- c. The officers shall be elected by the Board.
- d. The membership shall be limited by the following stipulations:
 - (1) All members shall serve a three-year staggered term to be reappointed or replaced by the Board when said term expires. Terms begin on July 1 and end on June 30.
 - (2) The membership shall be comprised of a cross-section of the arts spectrum including teachers, artists, and interested individuals involved in various arts disciplines.
 - (3) Members shall be limited to two consecutive terms of three years or a maximum of six consecutive years.
- e. Expenses. Council members will be eligible for reimbursement of travel expenses incurred provided that:
 - (1) Requests related to expenses are directly attributable to an official activity of the Board.
 - (2) The required forms and receipts are submitted when requesting payment.

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

Section 4.04. Resignation. Any director of this corporation may resign at any time by giving written notice to the Executive Director of this corporation to whom such written notice is given; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. A member may request a leave from the Council for no more than three (3) months without forfeiting their position. The length of a member's term is fixed at three (3) years and will not be extended or reduced if a board member takes a leave of absence. A member may temporarily reside outside of the county for which they were elected to represent without forfeiting their position if they attend Council meetings and resume full-time residency within a three (3) month period. The Executive Committee will review such requests on an individual basis but does not encourage the above options.

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

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

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

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

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

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

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

Section 4.12. Removal of Directors. Any director may be removed either with or without cause at any time by a vote of a majority of the total number of directors at a special meeting of the Board of Directors called for that purpose and the vacancy in the Board of Directors caused by any such removal shall be filled in the manner specified in Section 4.05 hereof. In the event a member of the Council is absent for three (3) consecutive meetings, without good cause (as determined by the Council) shall be sufficient reason for the Council to remove that director; and find that a vacancy exists in the term and membership held by the member involved. The member will be contacted prior to filling the vacancy. The vacancy will be acted upon by the Board of Directors and filled in the manner specified in Section 4.05 hereof.

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

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

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

ARTICLE V: OFFICERS

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

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

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

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

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

Section 5.06. President. The President shall be the chief executive officer of this corporation and shall have general active management of the business of this corporation; shall when present, preside at all meetings of the Board of Directors and all meetings of the Executive Committee, if any; shall see that all orders and resolutions of the Board of Directors are carried into effect; may execute and deliver in the name of the corporation (except in cases in which such execution and delivery shall be expressly delegated by the directors or by these Bylaws to some other officer or agent of this corporation, or shall be required by law to be otherwise executed and delivered) any deeds, mortgages, bonds, contracts or other

instruments pertaining to the business of this corporation including without limitation any instruments necessary or appropriate to enable this corporation to donate income or principal of this corporation to or for the account of such corporations, associations, trusts, foundations, and institution as are referred to or described in the Articles of Incorporation of this corporation, and as this corporation was organized to support; shall perform such other duties as may from time to time be described by the Board of Directors; and in general shall perform all duties usually incident to the office of the President.

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

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

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

Section 5.10. Other Officers, Agents, and Employees. This corporation may have such other officers, agents and employees as may be deemed necessary by the Board of Directors. Such other officers, agents and employees shall be appointed in such manner, have such duties and hold their offices for such terms as may be determined by resolution of the Board of Directors.

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

ARTICLE VI: EXECUTIVE COMMITTEE

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

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

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

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

ARTICLE VII: FINANCIAL MATTERS

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

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

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

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

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

Section 7.04. Compensation. The Board of Directors of this corporation may at any time and from time to time, by resolution adopted by two-thirds (2/3) of the total number of directors, provide for the payment of compensation to, and for the payments or reimbursement of expense incurred by, any director, officer, agent or employee of this corporation on behalf of the corporation, but only if and to the

extent that the incurred of such expenses is directly in furtherance of the charitable purposes of this corporation and the amount paid or reimbursed as the case may be is reasonable and not excessive.

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

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

ARTICLE VIII: WAIVER OF NOTICE

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

ARTICLE IX: AUTHORIZATION WITHOUT A MEETING

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

ARTICLE X: AMENDMENTS

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

ARTICLE XI: GOVERNANCE

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

These Amended Bylaws were adopted by the Board of Directors at a regular meeting held on May 27, 2010. Previous bylaws were adopted Nov. 10, 1993 and amended on Oct. 17, 1996 and May 16, 2002.

Prairie Lakes Regional Arts Council
105 22nd Avenue NE, Waseca, MN 56093 * www.plrac.org

FY 2020-21 Plan Attachment.

Includes Board Information, names and affiliations, arts experience and background; requirements for membership; nomination process and rotation system. Also, demographics of the board that were requested by the McKnight Foundation, for our FY 2020 plan; and our Racial Equity Statement.

Board Information, FY 2019 Members. Names and affiliations, arts experience and background.

Blue Earth County – Liz Miller, Good Thunder. Liz has a BFA in Painting and MFA in Drawing & Painting and is an Art Professor at Minnesota State University, Mankato. In her own work she is focused on mixed media and site specific installations. Liz is currently teaching Installation Art at MSU, Mankato and is connecting the campus community with the broader arts community in the region. She has served as a panelist for the Minneapolis Institute of Arts and the Minnesota State Arts Board for their Artist Initiative Grants, and been a juror for exhibits. Liz has also received several Artist Grants from the Minnesota State Arts Board, and grants from the Jerome Foundation, McKnight Foundation and the Joan Mitchell Foundation. She has exhibited her work throughout Minnesota, the United States and abroad. Term began 8/1/17.

Brown County – Denice Evers, Springfield. Denice has a BA in Elementary Education/Special Education and is vice president of the Springfield Community Theatre. She has been a judge for speech competitions and has been involved for over 30 years acting and directing theater productions. She is the Trustee of St. Paul Parish, Comfrey as well as the President of Area Faith Community. Denice previously served on the PLRAC board from 1999-2005 and 2008-2013. Term began 8/1/14. Denice serves as Treasurer.

Faribault County – Carol Soma, Kiester. Carol has a Master's in Library Media Education and BA in English and Spanish. She is a retired teacher from the Blue Earth Area Public Schools, where she was a media specialist K-12; previous teaching included Language Arts and Spanish there and in the Southcentral and Kiester Public Schools. At BEA Carol co-directed plays with the Peer Helping program and at KHS she was the One-Act play director. She has served on the board of directors of the Kee Civic Theatre in Kiester since its inception as a non-profit in 1990 and is a patron of the Blue Earth Town and Country Players. She also serves on the local library board and other community and church committees. Term began 8/1/15.

LeSueur County – Randy Mediger, Waterville. Randy has a BS in Elementary Education and Minor in Music, MS Curriculum & Instruction, and Education Specialist: Administration. He previously served as Elementary Principal at Waterville-Elysian-Morristown Public School and classroom teacher in Waterville, Henderson and Belle Plaine schools. He's participated in a variety of music and theater performances in the past, and was a charter member of LeSueur Community Theater. He received the 2002 Arts Education Leadership Award from the Minnesota Alliance for Arts in Education. Term began 8/1/14. Randy serves as Vice-President.

Martin County - Kristie Gaalswyk-Pomerence, Truman. Kristie is currently the Martin County 4-H Program Coordinator in Fairmont. She has a BA degree in Theatre Arts and Journalism, with a focus on Arts Administration, from the University of Minnesota. She was the Education Coordinator at the Ordway Center for the Performing Arts for 4 years. While there, Kristie facilitated in-school artist residencies, managed their school performances, and developed a musical theatre camp. She is a board member of the Martin County Area Foundation, Fairmont Community Education and Recreation Advisory Council. She also previously served as a board member of the Fairmont Opera House. Term began 7/26/18.

Nicollet County – Rita Rassbach, St. Peter. Rita has a BA/BS in Psychology/Biology and MS in Occupational Therapy. She is the Executive Director of Mankato Ballet Company and served on their Board from 2012-2018. She previously served on the Boards of Merely Players Community Theatre, Mankato and Creative Play Place, St. Peter. [She is Taiwanese, first generation in the U.S. Rita noted that “coming from a different background](#)

with parents who are immigrants, helps her understand struggles, challenges and obstacles”. Term began 4/1/19.

Sibley County – Dennis Van Moorlehem, Arlington. Dennis has a degree in Secondary Education and has taught Auto Mechanics. He is a board member of the Sibley County Fair, MN Federation of County Fairs, and the Arlington Chamber of Commerce. Term began 8/1/13. Dennis serves as Secretary.

Waseca County – Karen Krause, New Richland. Karen has a BS in Comprehensive Art and MS in K-12 School Counseling. Karen recently retired as School Counselor for Waterville Public Schools. She has served on the Board of the Waseca Arts Council and been a member of the organization since 1978. In the past she has been an Elementary and Jr. High Art Teacher and she currently teaches art classes for youth at the Waseca Arts Council. She has taught art classes for community education, been a Trustee for Church of All Saints in New Richland, and served on the Waseca County Fair Board. She has also been a judge for the 4-H Fair in southern MN and at the MN State Fair in arts and crafts. Term began 8/1/17

Watsonwan County – Steve Davis, Madelia. Steve has a BA in Computer Science and is a Software Developer working from his home office in Madelia. He is a violist with the Mankato Symphony Orchestra and Minnesota State University Mankato/Community Orchestra; and volunteers with the Mankato Area Youth Symphony Orchestra and the New Ulm Suzuki School of Music. Currently he is a member of the Madelia Rotary and Lions Club. Previously he volunteered with the Madelia Community Theatre to run the lighting and sound boards for performances. Term began 8/1/16.

City of Fairmont – OPEN

City of Mankato – Margie Larson. Margie has a BS in Art Education. She is a member of the Arts Center of Saint Peter, Carnegie Art Center, and Twin Rivers Council for the Arts; and has volunteered at the 410 Project in Mankato. Margie is currently painting with oil and cold wax in an abstract and expressive style. She has taken a variety of art classes and workshops over the years, exhibited her artwork in Mankato and throughout Southern Minnesota, and received awards in several juried art exhibitions. Margie has received four Artist Grants from Prairie Lakes Regional Arts Council. Currently Margie is the co-manager of the gift store at Saints Peter and Paul Church, Mankato and previously served on their board; also previously worked as the Study Abroad Coordinator in the International Students Office at Minnesota State University, Mankato. Term began 8/1/17

City of New Ulm – Charles Luedtke. Charles has a BS in Education (English, German, Mathematics); MA English; MFA Music; and DMA Organ Performance and Church Music. Charles was a Professor of Music at Martin Luther College, New Ulm for 41 years. He is a Board Member of the MN Music Hall of Fame and Museum, New Ulm; member of the Sioux Trails Chapter, American Guild of Organists and the New Ulm Area Civic Orchestra; and a church organist. Charles also served as the keyboard accompanist with the St. Cloud-based Minnesota Center Chorale during its three European tours of 1997, 1999, and 2001. Term began 8/1/14.

City of North Mankato – Dana Sikkila. Dana has a MA and BFA in Printmaking, and Non Profit Leadership Certificate from Minnesota State University, Mankato. She concentrates on making her art work as well as being Executive Director of the 410 Project Art Gallery, a volunteer managed art space as well holding an arts adjunct professor position at MNSU, Mankato. Since 2014 Dana has served as a Grant Review Panelist and Artistic Evaluator for the Minnesota State Arts Board. In 2015 she was voted by Minnesota Monthly Magazine as one of Minnesota's Up and Coming Artist under the age of 30. Her art work combines printmaking, sculpture, and performance with an impressively anarchic sense of scale and playfulness. Dana has received numerous awards including Mankato Free Press 2016 “Outstanding Woman in Business”, 2015-2016 Art Educators of Minnesota "Distinguished Service Outside the Field" Recognition, 2015 Mankato's YWCA Young Woman of Distinction, 2015 Woman of Courage and Vision from MNSU Mankato, featured artist on Post Cards, Pioneer's PBS Art TV Program, and KEYC's Jefferson Good Person Award. Term began 8/1/14.

City of St. Peter – Lauren Shoemaker. Lauren has a BS in Music Education and a MA in Liberal Studies. Lauren is the Band Director for St. Peter Schools (2002-present); Adjunct Professor at Gustavus Adolphus College (2005-present); and Costumer for the Mankato Ballet Company (2010-present). Previously she taught at Sibley East Schools and Glencoe-Silver Lakes Public School. Lauren previously served on the PLRAC from 1995-2003. Term began 8/1/13. Lauren serves as President.

Requirements for Membership. In the PLRAC policy manual, pg. 11-13 under Board Member Policies it describes the qualifications for membership.

A. Qualifications (Personal)

1. Possess an interest in the growth and development of all art forms; skill in particular art forms is not a requisite, but is very helpful. Believe in the mission of Prairie Lakes Regional Arts Council (PLRAC) and state funding for the arts.
2. Board members will be appointed for their knowledge, expertise in a particular artistic discipline or other area of need identified by the board, and their involvement in the arts. The membership will represent a cross-section of the arts community that includes teachers, artists, art organization members and interested consumers.
3. Demonstrated experience in community leadership roles; comprehensive knowledge and insight into community and/or arts organization structures in your area with special emphasis on needs and resources.
4. Capacity to absorb knowledge and ability to exercise objectivity and critical judgment. (This applies particularly to the granting process.)
5. Willingness to work cooperatively with other PLRAC board members and staff. Ability to work with the public, individuals and groups in the Arts community and with all socio-economic levels in the region.

Education - Minimum requirements: Knowledge and skills equivalent to completion of H.S. Knowledge or experience in the arts preferred. (Exceptions made on an individual basis.)

Availability - Ability to make a firm commitment of time to attend scheduled PLRAC meetings in Mankato, at the PLRAC office or elsewhere in the region. Willingness to serve on standing or ad hoc committees of the PLRAC and to attend orientation session and special workshops as scheduled.

Training - Willingness to accept and effectively utilize formalized training offered by or through PLRAC. (1) Initial new-member orientation session with PLRAC staff to provide knowledge of the council, its particular place in the community, its policies and procedures and board member's responsibilities. (2) Mentorship for one year with a current PLRAC board member. (3) Training opportunities such as seminars, workshops, MN Citizens for the Arts Advocacy Day, etc., to promote personal growth, development and understanding of the arts in Minnesota.

Nomination Process.

Board Members are appointed through an open nomination process. This process will involve sending a news release announcing the vacancies to regional news media to inform the public. A notice of vacancies will be included in the PLRAC Newsletter and constituents will be contacted through an email note, and will include artists and arts organizations in the counties, with a request for nominations. Persons are encouraged to nominate themselves or others. Interested persons should submit a Board Application Form and Resume to the Prairie Lakes office, and applications will be referred to the full board for consideration. Appointment to the board will follow a vote of the current PLRAC Board Members at a regular meeting. The term is three years.

The board is comprised of fourteen members, one from each of the nine counties and one from each city over 10,000 population. Board members will be appointed for their knowledge, expertise in a particular artistic discipline or other area of need identified by the board, and their involvement in the arts. The membership will

represent a cross-section of the arts community that includes teachers, artists, arts organization members, and interested consumers. The variety of art disciplines and arts background of members will assure a balanced, grassroots consideration of all arts programming and services conducted by the PLRAC. This includes: dance, literature, media arts, music, theater and visual arts. A president, vice-president, treasurer, and secretary will be elected at the first meeting each fiscal year, and will serve as the Executive Committee.

Rotation System.

The board is comprised of fourteen members, one from each of the nine counties and one from each city over 10,000 in population. This includes the cities of: Fairmont, Mankato, North Mankato, and St. Peter. Board members serve a three-year staggered term; July 1 through June 30. They are limited to two consecutive terms of three years or a maximum of six consecutive years. Individuals may serve again but at least one year must pass before being appointed again.

Board Demographics and information on the diversity of our organization.

The McKnight Foundation has requested that we provide demographic information about our board and staff regarding gender, race, sexual orientation and disability with our FY 2020 proposal. Therefore, a survey was created in March, sent to the board, and collected at our March 28, 2019 meeting. This information is also being included in the State plan.

On the Prairie Lakes Board, our thirteen members are 69% Female and 31% Male. The Board's Race/Ethnicity is 92% European American/White and 8% Asian/Asian American. They identify as 92% Heterosexual and 8% Lesbian/Gay/Bisexual. None of the Prairie Lakes Board Members have any Disabilities. Our Prairie Lakes Staff is 100% Female. The Staff's Race/Ethnicity is 100% European American/White. They identify as 100% Heterosexual. The Prairie Lakes Staff has 67% without a disability and 33% have a disability.

In FY 2020 the PLRAC board and staff reaffirms their commitment to focus on diversity, equity, and inclusion, and continue goals set forth the previous year. Specifically, how can board members and staff seek out a new arts community in our region?; how can we make a conscious effort to reach out to the different Ethnic communities or underserved populations (elderly, handicapped, etc.) in our region who do not normally participate in PLRAC but want to participate in the Arts?"

Goals:

1. Learn about underrepresented populations that are living in our 9-county Region.
2. Ask about the arts that are most relevant within that cultural/ethnic community. They may be arts that are already supported, such as ethnic music and dance events. If they are, what collaborations or contributions could increase these activities?
3. Bring what you have learned to PLRAC as part of the "reporting" we do each meeting.
4. Brenda Byron, the Prairie Lakes Executive Director will continue to explore other groups and meetings that will help us in understanding Racial and Ethnic Diversity in our 9-county area and other underserved populations that want to experience arts activities. She will inform the board of specific meetings they could attend, and that staff will attend.

Racial Equity Statement of Prairie Lakes Regional Arts Council

The Prairie Lakes Regional Arts Council (PLRAC) recognizes arts and culture as inherent and vital aspects of life. Art is a proven proponent of healthy, balanced, and prosperous communities. The creation and experience of cultural and artistic expression contribute to both individual and community well-being. We believe in the ability to build increased connectivity and economic strength through supporting cultural and artistic expression

of all social identities including race, tribal affiliation, ethnicity, national origin, age, gender, sexuality, religion, ability, socio-economic background and the intersectionality of these identities.

This may include historically marginalized and underserved groups such as:

- * IPOC (Indigenous people and People of Color including Native American, Black/African/African American, Afro Latino, Caribbean, Chicano/Mexican, Central American, South American, Middle Eastern/North African, Southeast Asian/Asian/Pacific Islander, Immigrants, Refugees, and Muslim individuals.)
- * Economically disadvantaged
- * Youth and Seniors
- * People with Disabilities
- * LGBT (Lesbian, Gay, Bisexual, Transgender, etc.)

We are committed to closing access gaps in the arts with urgency and accountability. We believe sustained impact requires authentic relationships and transformative work, and to this end we are deeply invested. As stewards of public funds, including those allocated by the Legacy Amendment, PLRAC embraces the unique opportunity to ensure that all residents of the nine county area have access to quality arts experiences. We celebrate our region as an artistic cultural hub where artists and community members from all walks of life intersect. PLRAC dedicates its work to providing key support at these vital intersections where art and community align. PLRAC is committed to engaging in the relationship building, self-reflection, community discourse, and hands-on work imperative to make our region a place where all artistic communities can thrive.

PLRAC will focus our resources to educate ourselves, modify our practices and shift our own organizational culture to challenge racial disparities as we move toward equitable arts communities. We embrace our responsibility to lead racial equity work in funding, while informing and learning from equity and inclusion in the artistic practices and programming of our constituents.

Prairie Lakes Regional Arts Council

105 22nd Avenue NE, Suite A, Waseca, MN 56093 • (507) 833-8721 • www.plrac.org

FY 2020-21 Plan Attachment. PLRAC Staff, Job Descriptions and Staff Conflict of Interest Policy.

Current Staff Information. The Prairie Lakes Regional Arts Council employs three full time staff.

Executive Director - Brenda Byron has been with the regional arts council for 30 years, since 1989. Brenda has a B.S. degree in Business Administration and Personnel from Winona State University and M.A. in Counseling and attended graduate school in New Mexico. She served on the Waseca City Council from 2000-2004 and during that time also served on the Waseca Tourism Bureau, Human Rights Commission and Waseca Community Education advisory council. She has been a board member of Minnesota Citizens for the Arts for 25 years. In High School she participated in choir and band (playing percussion). She enjoys singing and attending a wide variety of arts and music activities in the area.

Program Manager and Bookkeeper - Cindy Lewer has worked for PLRAC for 24 years. Cindy has a two year degree in Bookkeeping. She plays the piano and enjoys photography and attending painting classes.

Administrative Assistant - Pam Trumbull has worked for PLRAC for 9 years. Pam has an A.A.S. degree in Graphic Art. She sings in her church choir, plays trumpet in her church band, and plays the piano.

Staff Qualifications and Job Descriptions, and Conflict of Interest

Executive Director

Qualifications and Education – B.S. Degree in Business, Arts or Non-Profit Administration or equivalent. Knowledge of planning, administration, ability to evaluate procedural and program efficiency and make recommendations and ability to prepare concise reports, oral and written. Ability to maintain effective working relationships with a diverse clientele which includes other public funding agencies, professional artists, arts administrators, board members, arts organizations, foundation representatives and arts consumers existing in the region. Talents or skills in a particular art form is not necessary. Full-time - 40 hours.

Program Manager

Qualifications and Education: Minimum one year degree in Business Administration. Provides technical assistance about grant programs to local artists, arts organizations, community groups, schools, and others as requested. Oversees grant application process, answering questions of potential grantees, reviewing and screening grant applications, and processes grantee final reports. Part-time - 25 hours.

Bookkeeper Qualifications and Education: Degree or several years of bookkeeping and accounting experience in QuickBooks. Part-time - 15 hours.

Administrative Assistant

Qualifications and Education: Typing and computer skills (Microsoft Office, Excel, Access, Publisher, etc.) and experience in general office administration. Have knowledge of social media, Facebook, etc. Has the ability to deal effectively with the general public, artists and arts organizations. Full time – 40 hours.

FY 2019 Prairie Lakes Regional Arts Council Job Descriptions.

Executive Director (Hourly position 40 hours per week)

1. Provides technical assistance and general information to local artists, arts organizations, community groups, schools, and others as requested. Provides assistance to arts constituents to complete the application form; and conveys a positive image of the PLRAC to the public and to Prairie Lakes' constituents.
2. Oversees grant applications and selection process by publicizing the availability of grants, answering

questions of potential grantees, reviewing and screening grant applications and presenting applications to arts council for review and selection. Provides support to the council on grant policy and procedural issues.

3. Directs development of State Biannual Plan based on direction from arts council, which includes assessing the needs within the region; determine program objectives, priorities, and budget levels. Submit proposal to the McKnight Foundation, Minneapolis for artist programs. Prepare final reports for state and foundation grants.
4. Prepares agenda, minutes, and supplementary material for and attends art council meetings as technical advisor. Provides orientation for new members.
5. Responsible for accounting and other management activities directed by the council. Supervises other staff.
6. Researches and analyzes arts related issues to be presented to the arts council to augment into existing plans and programs and create new ones as necessary. Responds to proposed arts legislation as necessary.
7. Develops applications, forms and handouts that relate to existing programs and to new programs as they develop. Online grants were initiated in FY 2017. Maintains an ongoing assessment of each grant program's structure and propose possible revisions when necessary.
8. Represents the regional arts council to outside groups, such as: community groups, service organizations, Regional Arts Council (RAC) Forum, MN State Arts Board, MN Citizen's for the Arts, grantee's special events, public funding agencies and state meetings. Be an active participant in the RAC Forum and statewide projects. Advises council of statewide arts information discussed at RAC Forum meetings.
9. Compiles information and articles for newsletter and news releases. Receives and disseminates information regarding arts related activities occurring within the nine county area and informs the board.
10. Organizes workshops and special projects as identified in the State Biennial Plan and other grant proposals. Organizes the McKnight Artist Grantee exhibition and coordinates with a host facility in the region. Attends workshops and seminars, in areas of needed expertise, which relate to the regional arts council.
11. Prepares proposals that will maintain and expand the arts program.

Program Manager and Bookkeeper (Hourly position 40 hours per week)

The Program Manager and Bookkeeper position provides content-specific expertise and assists with the management of the Arts and Cultural Heritage grants, and other grant programs. The Program Manager and Bookkeeper is directly responsible to the Executive Director and performs the following tasks:

Program Manager (25 hours)

1. Provides technical assistance and general information about grant programs to local artists, arts organizations, community groups, schools, and others as requested. Provides assistance to arts constituents to complete the Foundant online application form. Conveys a positive image of the PLRAC to the public and to Prairie Lakes' constituents.
2. Oversees grant applications and selection process by publicizing the availability of grants, answering questions of potential grantees, reviewing and screening grant applications and presenting applications to arts council for review and selection using the Foundant online program.
3. Develops applications, forms and handouts that relate to existing programs and to new programs as they develop with the Foundant online program. Maintains an ongoing assessment of each grant program's structure and propose possible revisions when necessary.
4. With the assistance of PLRAC office staff, administer the grants process with the Foundant online program, including determining the eligibility of grants, preparing grants for review, notifying grant applicants of the status of their grants, keeping accurate records of all grant applications received and awarded, and monitoring final reports.

5. Oversee office management, i.e. filing, typing correspondence, etc. associated with administering the grant programs.
6. Manage the grant programs budget and payout schedule using the Foundant online program.
7. Work in association with the Executive Director to review policies, program services, accounting, and other management activities related to the grant programs.
8. Take ownership of the PLRAC web site by developing and executing a plan that will bring it up to date and research how to expand its presence as a useful communication and distribution tool for the Council's activities and services.
9. Assist with the annual PLRAC/McKnight Artist Grantee exhibition.
10. Assist with creating and compiling the Artist, Organization, and Arts Interested People Survey which is done every 3-4 years.
11. Attend monthly council meetings.

Bookkeeping (15 hours)

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

Administrative Assistant (Hourly position 40 hours per week)

The administrative assistant is directly responsible to the Executive Director and provides staff support to the PLRAC Executive Director and Program Manager under the direction of the PLRAC board. The administrative assistant performs the following tasks:

1. Assists with general office duties: typing, filing, copying, sorting, collating, labeling, and mailing of information. This includes the maintaining of forms, applications and newsletter. This also includes updating the mailing lists in the Access Program, updating the email lists in Constant Contact, sending bill and grant payments after checks are prepared by Bookkeeper, updating monthly staff timecards and assisting with cleaning the office. Computer skills to assist with the development of forms, online applications, and the monthly newsletter. This also includes inputting and compiling the Needs Assessment Survey on the online Survey Monkey program every four years for planning purposes.
2. Provides general information about grant programs to local artists, arts organizations, community groups, schools and others as requested. Directs Arts Council phone calls and visitors in the absence of the Executive Director and Program Manager. Conveys a positive image of the PLRAC to the public and to Prairie Lakes' constituents.
3. Updates and maintains the various computer databases in the office, assists the Program Manager with updating the website, and assists the Executive Director with updating our Facebook page.
4. Compiles multiple Data Collection Reports each Fiscal Year to submit to the MN State Arts Board.
5. Prepares the arts calendar and newsletter.
6. Attends monthly council meetings in Mankato to record the minutes and compiles the Board mailing documents each month.

7. Make business calls or send email letters related to the Arts Council's grants and programs.
8. Assists with the maintenance of the grant files, contracts, payment of grants, grantee descriptions, news releases and other clerical duties assigned by the Executive Director, Program Manager and council within the hours available.
9. Creates, updates, and maintains applications, follow up forms, and automatic email templates in the Foundant Online Grant System.

Staff Conflict of Interest Policy (This is included in the PLRAC Policy Manual.)

Employees should strive to avoid conflicts of interest as well as the appearance of any conflict. There is a conflict of interest policy for PLRAC Board Members in the policy manual. However, a new Staff form has been created to disclose any relationships and memberships with an organization, which might constitute a conflict of interest in our staff performing their duties with PLRAC.

Volunteer Opportunities

Employees will not serve on the board of directors (or equivalent) of any group that is a Prairie Lakes Regional Arts Council (PLRAC) applicant or grantee, or is eligible to be a PLRAC applicant. You are requested to review any outside volunteer opportunity with the Executive Director if you have any concern that your involvement may violate this policy. At the beginning of each fiscal year employees will complete and submit to PLRAC the Conflict of Interest form listing their organizational affiliations for PLRAC records.

Employment/Financial Opportunities

PLRAC employees will not work as an employee or paid consultant of any group that is a PLRAC applicant, a PLRAC grantee, or is eligible to be a PLRAC applicant. Outside employment, public speaking, or other outside opportunities for financial gain should not have the potential to lead to a conflict of interest, nor should they interfere with your regularly required job duties. You are required to review any outside employment or outside opportunities for financial gain with the Executive Director to ensure no conflict of interest exists. PLRAC reserves the right to take appropriate action if outside activity is deemed a conflict of interest or affects your job performance.

Conflict of Interest - Other

If an employee's immediate relative has any financial or managerial connection to a project or group that is an applicant for PLRAC funds or to which PLRAC funds have been granted, that relationship must be disclosed before any proposal concerning that project or organization is reviewed. The employee then may not participate in discussion or remain in the room during any discussion of the project or organization in question. Immediate relatives include spouse, domestic partner, parents, siblings, and children; people in those categories with a "step" or "in-law" relationship; and any other member of the employee's immediate household.

Pursuant to the Board of Director's conflict of interest policy, key staff, such as the executive director and program manager, who may have a conflict of interest with respect to a grant recommendation or other action item shall disclose to the board President or the chair of the meeting any conflict of interest that such staff member has as soon as the conflict of interest is known to that staff member, and that staff member shall refrain from participating in the board's discussion and consideration of those items.

Gifts, Tips or Promotional Items

Employees will not accept anything of value from any individual or group doing business with PLRAC, including any group or individual seeking a grant or obtaining a grant from PLRAC. To avoid the appearance of attempting to influence, employees will not give gifts or promotional items of value to people who do business or who are considering doing business with PLRAC.

Note: A yearly form is completed and signed by staff noting any conflicts of interest.

Expenses	McKnight Foundation	State Grant Gen. Fund	General Admin.	ACH Arts Arts Access	ACH Education	ACH Cult Heritage	Total
Grants	\$44,000	\$82,500	\$0	\$269,148	\$52,818	\$16,598	\$465,064
Salaries	\$17,360	\$14,260	\$12,671	\$98,650	\$18,353	\$5,750	\$167,044
Payroll Taxes	\$1,330	\$1,090	\$960	\$7,665	\$1,295	\$440	\$12,780
Employee Benefits	\$1,415	\$1,564	\$1,285	\$16,956	\$2,088	\$760	\$24,068
Newsletter	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Council Meeting Expense	\$300	\$400	\$0	\$700	\$228	\$58	\$1,686
Council Travel	\$550	\$620	\$0	\$2,100	\$500	\$250	\$4,020
Staff Travel	\$350	\$605	\$0	\$1,464	\$600	\$200	\$3,219
Telephone/Internet	\$315	\$261	\$250	\$834	\$250	\$150	\$2,060
Postage	\$100	\$100	\$100	\$300	\$100	\$50	\$750
Office Supplies	\$200	\$125	\$80	\$900	\$300	\$200	\$1,805
Publicity	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rent	\$1,040	\$680	\$640	\$6,765	\$1,460	\$625	\$11,210
Computer/Copier Supplies	\$200	\$145	\$100	\$4,341	\$751	\$350	\$5,887
Insurance	\$55	\$100	\$290	\$600	\$128	\$125	\$1,298
Professional Serv & Audit	\$500	\$635	\$0	\$7,065	\$180	\$120	\$8,500
Membership/Dues	\$0	\$0	\$615	\$1,020	\$0	\$0	\$1,635
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Workshops/Conference	\$1,185	\$0	\$0	\$1,600	\$500	\$300	\$3,585
Special Programs	\$1,100	\$0	\$0	\$2,000	\$0	\$0	\$3,100
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$70,000	\$103,085	\$16,991	\$422,108	\$79,551	\$25,976	\$717,711
Total \$120,076				\$527,635			

FY 2020 State funds, updated 6-11-19

State funding \$120,076

ACH Funds \$527,635

McKnight funding \$70,000

Total Income \$717,711

Expenses	McKnight Foundation	State Grant Gen. Fund	General Admin.	ACH Arts Arts Access	ACH Education	ACH Cult Heritage	Total
Grants	\$44,000	\$82,500	\$0	\$270,982	\$53,150	\$16,253	\$466,885
Salaries	\$17,360	\$14,260	\$12,671	\$103,789	\$19,316	\$6,071	\$173,467
Payroll Taxes	\$1,330	\$1,090	\$960	\$7,948	\$1,478	\$464	\$13,270
Employee Benefits	\$1,415	\$1,564	\$1,285	\$18,956	\$2,123	\$760	\$26,103
Newsletter	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Council Meeting Expense	\$300	\$400	\$0	\$700	\$228	\$58	\$1,686
Council Travel	\$550	\$620	\$0	\$2,100	\$500	\$250	\$4,020
Staff Travel	\$350	\$605	\$0	\$1,464	\$500	\$200	\$3,119
Telephone/Internet	\$315	\$261	\$250	\$834	\$250	\$150	\$2,060
Postage	\$100	\$100	\$100	\$300	\$100	\$50	\$750
Office Supplies	\$200	\$125	\$80	\$900	\$300	\$200	\$1,805
Publicity	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rent	\$1,040	\$680	\$640	\$6,990	\$1,460	\$625	\$11,435
Computer/Copier Supplies	\$200	\$145	\$100	\$2,300	\$350	\$350	\$3,445
Insurance	\$55	\$100	\$290	\$600	\$128	\$125	\$1,298
Professional Serv & Audit	\$500	\$635	\$0	\$9,965	\$180	\$120	\$11,400
Membership/Dues	\$0	\$0	\$615	\$1,020	\$0	\$0	\$1,635
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Workshops/Conference	\$1,185	\$0	\$0	\$1,000	\$300	\$300	\$2,785
Special Programs	\$1,100	\$0	\$0	\$2,000	\$0	\$0	\$3,100
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$70,000	\$103,085	\$16,991	\$431,848	\$80,363	\$25,976	\$728,263
Total \$120,076				\$538,187			

FY 2021 State funds, updated 6-11-19

State funding \$120,076

ACH Funds \$538,187

McKnight funding \$70,000

Total Income \$728,263

