



## Application

### 116248 - FY 2022-2023 Regional Arts Council Documents - Final Application

---

116860 - FY 2022-2023 Regional Arts Council Documents

Regional Arts Councils

Status: Correcting      Submitted Date: 03/25/2021 11:50 AM      Submitted By: Maxine Adams

### Applicant Information

---

#### Primary Contact:

Legal Name\*      Maxine Adams  
First Name      Middle Name      Last Name

Alternate Name  
First Name      Last Name

If not a U.S. Citizen, but have permanent resident status, please attach your permanent resident card as a PDF file here

Archive Status

#### Organization Information

Legal Name:\*      Lake Region Arts Council

Alternate Name      LRAC

City\*      Fergus Falls

### Narrative

---

#### Title

Your council's name or acronym followed by FY 2022-2023 Preliminary Biennial Plan (e.g., Prairie Lakes Regional Arts Council FY 2022-2023 Preliminary Biennial Plan)

(100 characters max)\*      Lake Region Arts Council FY 2022-2023 Preliminary Biennial Plan

#### 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.

(1,000 characters max)\*      "The mission of the Lake Region Arts Council is to encourage and support the vitality of the arts in west central Minnesota."

#### Region - Background, demographics, other context for the plan

(5,000 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 Lake Region Arts Council serves the nine counties of: Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin in west central Minnesota. This area encompasses 8,073 square miles and has a total population of 227,048. The largest city is Moorhead, pop. 42,005, contrasted with the least populated county in the state, Traverse, pop, 3,405. There are only three cities over 10,000 in population. All counties are over 90.5% white in racial makeup. Counties with over 1% minority racial makeup are: Becker, 5.95% Native American, Traverse, 2.47% Native American, Clay, 1.88% Hispanic and 1.00% Native American. Current state of the arts and cultural community in your region, from 2019 Creative MN Report. Although seventh in population size among the state's eleven regions, Region 4 is 6th in total

attendance, youth attendance, and economic impact from organizations, economic impact from artists and creative workers, and 4th in average hourly wage for creative workers. It also ranks 7th in the number of artists and creative workers, economic impact from organizations and audiences, and economic impact per capita. Participating Organizations by Discipline, 74 TOTAL 15 Performing arts, 21 Arts multipurpose, 5 Visual arts and architecture, 3 Media and communications, 1 Literary arts, 15 History and historical preservation, 14 Other. Artists & Creative Workers: 2,946 Total Full-time artists and creative workers 892 Part-time artists and creative Workers 2,054 Attendees, 316,450 Total, growth of +70,598 since last report Number of students served, 89,118.

Attachment  
(optional)

---

## 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.

In FY19 the Lake Region Arts Council conducted a Needs Assessment of the arts involved public, current and past LRAC grant applicants, regional arts organizations, and artists. The FY19 Needs Assessment had 173 respondents, up from 55 in FY16-17 and 155 in FY18-19. The FY19 Needs Assessment findings are the basis of this Biennial Plan's priorities. Future LRAC Needs Survey methods will be based on the MSAB Needs Assessment Tool Kit and training provided to the Regional Arts Councils, it is our intention to further expand our surveying of the arts involved public. In FY22 LRAC will focus on surveying City governments within our region to identify high-value LRAC support for the Arts. In FY23 we will focus on Assisted Living and other Senior Citizen programs. We will do another comprehensive Needs Assessment in FY23 in preparation for the FY24-26 Biennial Plan.

**COVID 19 impact on assessing the needs of LRAC arts organizations for FY22-23.** The impact of COVID 19 restrictions and quarantining had a huge impact on the arts organizations and artists of our region. To assess the impact and determine what support from LRAC would be of most value, the Executive Director conducted in-person interviews by phone with 20 arts organizations in April 2020, again in Aug. 2020 and sent an email survey in Jan. 2021. LRAC has also taken into consideration the findings of the following surveys of COVID's impact on the arts: Brookings Institute COVID Arts Impact survey, Americans for the Arts COVID survey and MN Council of Non Profit's Minnesota Nonprofit Economy Report COVID-19 IMPACT UPDATE 3.0. These outside surveys support the feedback we received from our regional arts organizations. When the needs assessment was completed: The required, every 4 year LRAC Needs Assessment was conducted in January and February, 2019. This survey was available to involved public, current and past LRAC grant applicants, regional arts organizations, and artists. Additional COVID 19 impact interviews by phone with 20 arts organizations in April, 2020, again in Aug. 2020 and an email survey in Jan. 2021.

Methods of collecting feedback included:

1. A formal 17 question survey, was conducted from January through February, 2019. This survey was conducted online through Survey Monkey with print surveys available upon request. Participation in the survey was encouraged through Facebook ads/posts, newspaper announcements, LRAC website, mass email, LRAC Newsletter and word of mouth. There were 173 survey respondents which, was a 14% increase from previous year's survey. LRAC was scheduled to do a similar FY20 Needs Assessment survey in March and April, 2020, but COVID 19 made it necessary to cancel our survey. Instead we conducted a series of COVID 19 impact interviews that asked, "How has your organization been impacted by COVID 19?" and "What is the most valuable support that LRAC can provide to help you cope with the impact of COVID 19?"
2. LRAC collects feedback from our grantees in their final grant reports throughout the year.
3. LRAC collects feedback from our workshop, networking and service participants in post event surveys throughout the year.
4. LRAC meets with area arts organizations to collect feedback, throughout the year and conducts one on one interviews.

Key findings identified through the needs assessment process:

- All LRAC grant programs were ranked important or very important and will be continued, dependent on available funding from the State and the McKnight Foundation.
- All LRAC services were ranked important or very important and will be continued, dependent on available funding from the State and the McKnight Foundation.
- Simplification of the LRAC grant application process, ranked as agree or very strongly agree and will be addressed in the LRAC FY22-23 work plan
- All LRAC services to artists were ranked as helpful or very helpful, and all will be continued, dependent on available funding from the State and the McKnight Foundation. Reoccurring themes from artists identifying what they would value most are opportunities to network, receive individual help to connect to resources and improve their ability to promote and publicize their work.

• LRAC provided good stewardship of public funds, ranked as strongly agree or very strongly agree. To continue this perception by the public, LRAC will maintain a highly functioning Board and staff and work with the MN State Arts Board and Forum of Regional Arts Council to ensure that LRAC is in compliance with state grant making policies and state law and is appropriate in its use of state grant funds".

• Highly valued needs to carry on and grow, identified by both artists and arts organizations, are networking opportunities, help with publicity and promotion, and the need for support of individual artists, financial, career development, encouragement and networking. LRAC will continue to provide services to artists and arts organizations.

• Highly valued needs related to COVID 19 Impact, increase operating support if possible and move to a two-year funding cycle, maintain funding for projects, offer technical support to pivot activities to virtual format, for all grants build in flexibility to reschedule or change focus. Consider expanding the scope of our LRAC Gallery to include promotion as an arts destination to the general public and add virtual exhibits to how the public can view art on display.

Attachment  
(optional)

---

### Description of the planning process

(5,000 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.

The Needs Assessment Survey was conducted in January and February, 2019, The LRAC Executive Director compiled feedback from the Needs Assessment Survey, grantee final reports, post workshop/networking surveys, in 2020 Exec. Director conducted one on one interviews with arts organizations and developed a draft set of Goals for the FY 22-23 Biennial Plan in January, 2021. On Feb. 16, 2021 the LRAC Board reviewed the Needs Assessment Survey results and the draft of the FY22-23 Biennial plan goals. The LRAC Board and LRAC Executive Director spent time identifying each goal and its relationship to the 25 year goals and key strategies. At the end of the February 16 discussion, the LRAC Executive Director was given permission to complete a second draft of the FY22-23 Biennial Plan that was submitted for public review at the March 16, 2021 LRAC Board meeting. Notice of the March 16 meeting was made public and a copy of the plan was available for review at the LRAC office and online at least 3 days prior to the March 16, 2021 meeting. 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 LRAC office for a period of one year. The Draft FY22-23 Biennial Plan was approved at the March 16, 2021 meeting. The plan was submitted to the Arts Advisory Committee by April 1, 2021. The plan will be reviewed by the Arts Advisory Committee in April 2021. Suggested revisions, if any, will be done and a final plan submitted to the MN State Arts Board no later than May 24, 2021.

Attachment  
(optional)

---

### Work plan for grants, programs, and services - Overview

(4,000 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.

LRAC expects to work on 5 work plan priorities

To offer grants that provide financial and technical support to artists.

To offer services that provide financial and technical support to organizations providing arts activities.

To provide equitable access to grants and services to artists and organizations providing arts activities.

To act as responsible stewards of public funds. To act as strong advocates for the arts.

To act as strong advocates for the arts.

Attachment  
(optional)      Work Plan FY22-23.pdf

Are you  
ready to work  
on work plan  
priority 1?      Yes

---

### Work Plan Priority 1 (2,000 characters max)\*

1. Biennial Plan Priority: Provide financial and technical support to artists.

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

Measurable

**Outcome (150 characters max)** Minnesota artists and arts organizations say they have access to the resources, information, markets, etc. they need

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 the FY 22 and FY 23 of those receiving grants and services from the LRAC, 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

---

**Work Plan Priority 2 (2,000 characters max)**

2. Biennial Plan Priority: Provide financial and technical support to organizations.

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

**Measurable Outcome (150 characters max)** Minnesota artists and arts organizations say they have access to the resources, information, markets, etc. they need.

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 the FY 22 and FY 23 of those receiving services from the LRAC, 75% will indicate that the services provided by LRAC are important or very important to them and have provided access to variety of resources they need. This will be measured by the FY23 Needs Assessment survey.

Is there a third work plan priority? Yes

---

**Work Plan Priority 3 (2,000 characters max)**

3. Biennial Plan Priority: To provide equitable access to grants and services to artists and organizations providing arts activities.

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

**Measurable Outcome (150 characters max)** Applicants, grantees and panelists believe that the LRAC grant-making process is equitable.

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)** In FY22-23, 75% of constituents will indicate that LRAC provides equitable access to grants and services to artists and organizations. This will be measured by the FY23 Needs Assessment survey.

Is there a fourth work plan priority? Yes

---

**Work Plan Priority 4 (2,000 characters max)**

4. Biennial Plan Priority: Act as responsible stewards of public funds.

State one measurable outcome the council expects to produce through Priority 4 activities.

**Measurable Outcome (150 characters max)** Applicants and grantees understand the grant-making process, feel that they have been treated fairly, and were provided with good service by LRAC

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 Yes

**of public arts funding**

**The arts thrive in Minnesota**

**Plan for measuring results (1,000 characters max)** In FY 23, 75% of those responding will agree that LRAC acts as a responsible steward of public funds. This will be measured by a constituent survey. A yearly procedural audit conducted by the Minnesota State Arts Board and financial audit by Clifton, Larson, Allen, will result in a positive review of LRAC's compliance with state grant-making policies and state law and that LRAC is appropriate in its use of state grant funds. This will be measured by a successfully completed Audits in FY22 and FY23.

**Is there a fifth work plan priority?** Yes

---

**Work Plan Priority 5 (2,000 characters max)**

5. Biennial Plan Priority : To act as strong advocates for the arts.

State one measurable outcome the council expects to produce through Priority 5 activities.

**Measurable Outcome (150 characters max)** Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources produce.

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

Yes

The arts thrive in Minnesota

Yes

**Plan for measuring results (1,000 characters max)** In FY 22-23 LRAC will communicate a minimum of 5 times per year informing regional legislators of arts activities and issues. In FY 22-23 LRAC will support Arts Advocacy Day, In FY 22-23 LRAC will maintain memberships in MN Citizens for the Arts and Americans for the Arts. In FY 22-23 the LRAC Gallery, closed in 2020 due to COVID 19, will be re-purposed as a way for the public to have more access to the arts and arts education for the public resulting in an increase of the number of people accessing the Gallery in person and through virtual exhibits by 30 percent.

---

**Program information**

(7,000 characters max)\*

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

**LRAC Grant Programs**

Grant Outcomes are:

Project Grants: Outcome: Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

Operating Support Grants: Outcome: Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

Arts Mentorship Grants: Outcome: Minnesota artists say they have access to the resources, information, markets, etc. they need.

Organizational Legacy Access, Education and Cultural Heritage grants: Outcome: Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

Individual Artist Legacy Access, Education and Cultural Heritage grants: Outcome: Minnesota artists say they have access to the resources, information, markets, etc. they need.

Local Government Legacy Access grant: Outcome: Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

Measurement for all grants: In the FY 22 and FY 23 of those receiving grants from the LRAC, 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.

Please see attachment for details:

## Program Information, Attachments

By Individual grant program:

- Outcome, (on first page of each grant guidelines)
- Description of grant program
- Eligibility requirements for applicant and project
- Review Criteria

**LRAC Services** provided to the nine county region:

Services Outcomes: Minnesota artists say they have access to the resources, information, markets, etc. they need. Outcome: Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need. Measurement for all services: In the FY 22 and FY 23 of those receiving services from the LRAC, 75% will indicate that the services provided by LRAC are important or very important to them and have provided access to variety of resources they need. This will be measured by the FY23 Needs Assessment survey.

Artist Registry, a computerized registry of all artists in the region who wish to be listed. It is used to put artists in touch with grant, exhibit and job opportunities Arts Headline News Letter, published electronically 12 times a year

Arts Calendar, a free online listing of regional arts events. Accessible for the visually impaired.

Workshops, offering a minimum of three workshops for artist per year

Networking, offering a minimum of two opportunities for artists and arts organizations to network

LRAC Website, LRAC website can be found at [www.lrac4.org](http://www.lrac4.org). The website provides online grant forms, expanded information about LRAC services, an arts calendar and access to the Art Headline newsletter. Accessible for the visually impaired.

Work Sample Improvement Program, LRAC will provide the opportunity to individual artists to improve their work sample photographs through having their art work photographed by a professional photographer; attend classes on how to photograph their own art work and to attend workshops on how to develop a promotional tool kit.

Publicity/Public Awareness, LRAC will contract with a media specialist to promote regional arts on social media, LRAC website and to produce video related to regional artists and arts activities. Videos will be available free of charge for artist and arts organizations to promote their activities.

Exhibit Gallery & Meeting Room, The Gallery was closed in 2020 due to COVID 19. LRAC plans to re prioritize the main purpose of the Gallery. We will continue to host 4 exhibits per year, but we will aggressively promote the Gallery as a way for the public to have more access to the arts and arts education for the public resulting in an increase of the number of people from the general public accessing the Gallery in person and virtual offerings of the exhibits. To accomplish this LRAC will promote the Gallery to the regional Convention and Visitor Bureaus, local resort owners, and Chambers of Commerce as a destination for visitors. LRAC will offer flexible summer Gallery hour scheduling to include evenings/weekends, and hire a curator/events host to support LRAC staff.

Artist Cohort, A cohort of 6 artists will be selected to participate in a yearlong program. A second Artist of Color Cohort will be added in FY22 if funding is available. Artist of Color Cohort will have 3 participants and additional services to address specific barriers experienced by artists of color such as mentoring by professional artists of color, Talking Circles for open discussion on challenges between Artist of Color Cohort members and professional artists of color and a liaison advisory person to help identify and recruit emerging artists of color and build relationships with communities of color. Cohort participants will be able to take advantage of the following services. 2 individual career counseling sessions with Springboard for the Arts Ongoing individual support from LRAC Arts Resource Experts 2 Networking meetings with other cohort artists Workshops on topics such as grant writing, self-promotion, and legal concerns for artists Professionally produced 1 minute video about the artist for use in self-promotion

Professionally photographed samples of artist's work Featured in LRAC newsletter, Facebook, and galleries Access to professional grant application proof reading/editing Stipends for equipment, supplies, training and participation time Mentoring for emerging artists of color with professional artist of color

Building Equitable Access to Grants and Services, LRAC will engage in the following Equitable Access activities: Provide support to regional arts organizations who work with underrepresented groups. Build direct relationships with Native American artists/communities, Disabled artists/organizations who support them, and regional multi-cultural groups. Provide an Artist of Color Cohort, if funding is available.

McKnight Foundation funded grants: Artist Quick Start grants, Career Development Grants, Fellowship Grants

### 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 LRAC grant applications are reviewed by the LRAC Board where open meeting laws and conflict of interest policies are observed. Each grant awarded requires a contract that outlines the responsibilities of the grantee and of LRAC during the execution of the grant. Grant payment is made of 80% on receipt of the 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 LRAC Board. Grant review procedures, review criteria, grant recipient responsibilities, grant termination, revocation of funds, appeals policy, are included in each grant's guidelines, see attached Program Information PDF for details on:

### Grant making and monitoring process, Attachments

Common for all LRAC Grantees:

- LRAC Conflict of interest policy for reviewing grant applications
- LRAC Misuse of funds policy for grantees
- Sample grantee contract, terms, process of paying grantees, responsibility of grantees and grant monitoring.
- Grant termination, revocation of funds, appeals policy

By Individual grant program:

- Review procedure
- Grantee responsibilities

### 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 virtual March 16, 2021 meeting was made public through; posting on the LRAC Facebook page, LRAC ArtsNews Letter, posted at the LRAC office and LRAC website. The public could request links to join the virtual meeting. A copy of the plan was available for review at the LRAC office and online at least 3 days prior to the March 16, 2021 meeting. 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 LRAC office for a period of one year. There were 15 LRAC Board members, 3 LRAC Staff and no members of the public in attendance. The Draft FY22-23 Biennial Plan was approved at the March 16, 2021 meeting. The final plan was submitted to the MN State Arts Board online application system before April 1, 2021.

## Attach Files Here

---

### Required attachments

Council's bylaws\* LRAC By Laws.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\* Board information attachment LRAC.pdf

#### Staff information

- Names and titles
- Job descriptions

Staff information\* staff information, LRACX.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

---

### **Projected budget**

Click here to download a blank: [Biennial Plan Budget Template](#).

**Biennial budget\***      [Biennial Plan Budget Templates FY 22 & 23 LRAC.pdf](#)