



SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL

P.O. Box 1193 • Marshall, Minnesota 56258-0993 • Phone 507/537-1471 or Toll Free 1-800-622-5284

October 15, 1993

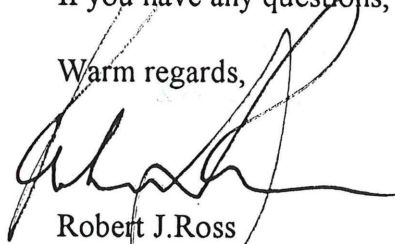
Rick Jeanette, Finance Officer
Minnesota State Arts Board
432 Summit Ave.
St. Paul, MN 55102

Dear Rick,

Enclosed please find a copy of the final report for our Regional Block Grant for Fiscal Year 1993 for Regions 6E, 6W and 8.

If you have any questions, please feel free to contact me.

Warm regards,



Robert J. Ross
Executive Director

Enclosure

cc: Randy Jorgenson, SW RDC
Paul Michaelson, Upper MN Valley RDC
Eugene Hippe, Mid MN RDC
Zona DeWitt
Regional Forum Archives

FINAL REPORT FOR 1993
for Regions 6E, 6W, and 8

Fiscal Years 92-93

Submitted to

Minnesota State Arts Board

as

fiscal agent

for

SOUTHWEST MINNESOTA ARTS AND HUMANITIES COUNCIL

P.O. Box 1193

Marshall, Minnesota 56258

(507) 537-1471

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October 15, 1993

Mary Mitchell, President
Evelyn Swenson, President-Elect
John Bowden, Treasurer
Robert J. Ross, Executive Director
Greta Murray, Administrative Assistant

ATTACHMENTS

1. Production and Sponsorship Grants Summaries
2. "VOICES" 7/92 - 6/93
3. McKnight/SMAHC FY1993 Final Report
4. FY 1993 Audit
5. FY 1993 SMAHC Highlights

The following information is on file at the offices of the Minnesota State Arts Board and the legislative library:

1. FY1993 Operating Budget
2. FY1993 SMAHC Needs Assessment Survey Update
3. SMAHC Arts in Rural Education Program Guidelines/Grant Application
4. SMAHC Production/Sponsor Guidelines and Grant Application Form
5. SMAHC Arts and Aging Grant Guidelines and Application Form
6. SMAHC Individual Rural Artists Guidelines and Grant Application Form
7. SMAHC Cultural Bank Guidelines and Application Form
8. SMAHC Organizational Chart
9. SMAHC Grant Contracts
 - a. Sponsorship/Production
 - b. Arts in Rural Education
 - c. Emerging Artists
 - d. Cultural Bank
10. Final Report Forms
 - a. Sponsorship/Production
 - b. Arts in Rural Education
 - c. Emerging Artists
 - d. Cultural Bank
11. SMAHC Organizational Chart
12. SMAHC Board members
13. SMAHC Panel Members
14. SMAHC Poster
15. SMAHC Overview
16. SMAHC Bylaws
17. Site Visitation Evaluation Form

GUIDE TO GOAL ACCOMPLISHMENT

- A = Accomplished Goal or Strategy
P = Partly accomplished Goal or Strategy
D = Deferred Goal or Strategy
AB = Abandoned Goal or Strategy

IV. FISCAL 1993 ACCOMPLISHMENTS BY GOALS

GOAL 1: TO PROVIDE PROJECT-RELATED ASSISTANCE TO QUALIFIED ORGANIZATIONS SPONSORING AND PRODUCING PUBLIC ARTS-RELATED EVENTS.

A 1. To administer a Sponsorship Assistance Grant Program which will provide no less than \$21,000 in grants to no fewer than eleven qualified organizations.

- A a. To complete procedures that are ongoing routine tasks of the program.
- A b. To complete panel appointments for FY93, schedule and hold three panel meetings.
- A c. To schedule evaluations of each sponsorship grant by panel or board members.
- A d. To publicize the availability and grant round deadlines via media and direct mail to potential applicants.
- A e. To provide technical assistance on request to applicants by phone, letter and personal contact.
- A f. To recruit two first-time applicants for this program

A 2. To administer a Production Assistance Grant Program which will provide no less than \$41,200 in grants to no fewer than eleven qualified organizations.

- A a. To complete procedures that are ongoing routine tasks of the program.
- A b. To complete panel appointments for FY93, schedule and hold three panel meetings.
- A c. To publicize the availability and grant round deadlines via media and direct mail to potential applicants.
- A d. To provide technical assistance on request to applicants by phone, letter and personal contact.
- A g. To recruit a minimum of two first-time applicants to this program.

GOAL 2: TO PROVIDE ASSISTANCE TO QUALIFIED AREA ARTS ORGANIZATIONS.

A 1. To provide support, in cooperation with the RAC/MSAB/Locals "Arts Partners of Minnesota" Program, to identified Local Arts Councils in the region..

- A a. To. complete procedures that are ongoing routine tasks of the program for the seven identified local partners in the region.
- A b. To act as both contractor and fiscal agent on their behalf for the third year of the program.to administer \$31,250 in funds designated for the third year of the program.
- A c. To maintain a relationship with the Minnesota Arts Board, the RAC Forum, the Minnesota Legislature, National Endowment for the Arts, and local governmental units to facilitate appropriate aspects of the program for FY1993.
- A d. To seek and to provide additional support for technical assistance to both the identified organizations and other organizations interested in development as local arts organizations through:
 - A [1.] statewide RAC/PARTNERSHIP sponsored Technical Assistance Programs for Local Arts Councils.
 - A [2.] the SMAHC Technical Assistance Program and advocacy.

2. To continue the SMAHC/McKnight Challenge Fund Program for qualifying organizations.

- A a. To complete procedures that are ongoing routine tasks of the program.
- A b. To utilize McKnight Arts Plan funds for this purpose.

A 3. To develop and implement a program for Education/Community Arts Linkage (described under Goal 3, Number 5).

GOAL 3: TO SUPPORT THE PROFESSIONAL DEVELOPMENT AND ARTISTIC GROWTH OF SOUTHWEST MINNESOTA'S INDIVIDUAL ARTISTS.

A 1. To administer an Individual Rural Artists grant program that will provide at least \$14,000 in grants to at least sixteen individuals for projects which will advance their professional artistic careers.

- A a. To complete procedures that are ongoing routine tasks of the program.
- A b. To develop the guidelines with a SMAHC Committee for this expanded program.
- A c To complete panel appointments for FY93, schedule and hold two panel meetings.
- A d To publicize the availability and grant round deadlines via media and direct mail to potential applicants.
- A e. To provide technical assistance on request to applicants by phone, letter and personal contact.

A 2. To develop additional contours and funding levels within the Individual Rural Artist Program.

- A a. To develop guidelines and evaluation forms for a program providing financial support to student artist developed projects needing such support and to complete tasks that are routine procedures in administration of \$3,000 to this program category.
- A b. To develop guidelines and evaluation forms for a program providing financial support to established artists and to complete tasks that are routine procedures in administration of \$6,000 in this program category.
- A 3. To maintain a continuing financial partnership with the McKnight Foundation to administer \$14,000 of McKnight grants to individual artists for project support.
- A a. To complete procedures that are ongoing routine tasks of the program.
- A 4. To hold one conference to address the professional needs of area artists.
- A a. To develop a committee to identify topics, conference location, and identified personnel.
- A b. To complete tasks applicable to advertisement, scheduling, monitoring, and evaluation of the conference.
- A c. To utilize McKnight funds for this purpose.
- A 5. To maintain an Artists Directory of area artists and arts services.
- A a. To advocate use of this directory in other SMAHC programs and arts-related programming throughout Minnesota.
- PA b. To pursue funding for the purpose of creating and distributing further updates of this directory.

GOAL 4: TO NURTURE THE ARTS IN PUBLIC EDUCATIONAL SETTINGS.

- A 1. To administer an Artist in Education grant program which will provide at least \$8,500 in grants to seventeen area schools for projects which will provide artist residencies and field trips to professional arts events.
- A a. To complete procedures that are ongoing, routine tasks of the program.
- A b. To make a minimum of one site visit to a school funded by the agency to offer technical assistance and evaluate the artists and the projects.
- A c. To offer technical assistance to all schools in the SMAHC area for purposes of this program through letters advertising the availability and deadlines of the program.
- A d. To make available information on other SMAHC and MSAB Programs and the Artist Directory for use in educational settings to all participants in this program.
- A 2. To maintain a continuing financial partnership with the McKnight Foundation to administer \$8,500 of McKnight grants to area schools for project support for the Artists-in-Education Program and \$900 for a FY1993 School Administrator Education Packet.
- A a. To complete procedures that are ongoing routine tasks of the program.
- A 3. To utilize both the Production and Sponsorship Grant categories in conjunction with school residencies.
- A a. To ensure that all school districts in the area receive information appropriate to application for these programs.
- A b. To investigate setting categorical funding guidelines specific to this subdivision of the Sponsorship Assistance Program.
- D 4. To develop a partnership with the state's art-related organizations for an area network model for arts in educational settings.
- A 5. To develop a Linkage program for area Arts Organization/School partnerships.
- A a. To develop guidelines and evaluation forms for a program providing matching support to arts organizations needing such support.
- A b. To administer no less than \$4000 in matching grants to no less than one qualified organization.
- A c. To publicize availability of the program through established channels throughout the region.
- A d. To provide technical assistance upon request from applicants.
- A e. To evaluate both individual projects and the entire program at the end of one year.
- A f. To complete procedures that are ongoing routine tasks of the program.
- A g. To maintain a continuing financial partnership with the McKnight Foundation to administer the Arts Linkage Program.

GOAL 5: TO INCREASE THE ACCESSIBILITY TO HIGH QUALITY ARTS EXPERIENCES TO THE REGION'S SENIOR CITIZENS.

A 1. To develop a program through the use of matching funds and other sources.

- AB a To implement additional funds secured through foundation requests in FY1993.
- A b To approach membership drives with this goal included as matching support:
- AB c To develop local resources for the program through partnerships with area Community Education, civic and senior groups.
- A d. To utilize both the Production and Sponsorship Grant categories in conjunction with organizations that serve senior populations.
- A e. To ensure that all organizations that serve senior populations in the area receive information appropriate to application for these programs.
- D f. To provide the Artists' Directory for informational use to all appropriate senior organizations.
- A g. To publicize the availability and grant round deadlines via media and direct mail to potential applicants.
- A h. To provide technical assistance on request to applicants by phone, letter and personal contact.

GOAL 6: TO FOSTER TWO-WAY COMMUNICATION WITH THE PUBLIC AND ARTS CONSTITUENTS.

A 1. To produce 10 issues of VOICES and include information about arts events and opportunities in and around the SMAHC area.

- A a. To complete procedures that are ongoing, routine tasks of the program.
- A b. To seek additional funds for this purpose in fy1994.

2. To increase the distribution of information on SMAHC programs and other available arts and humanities programs to interested persons and organizations in the SMAHC area.

- PA a. To schedule and hold open meetings in nine of the eighteen counties to distribute information on SMAHC, MSAB and other arts and humanities programs availability.
- A b. To maintain and use a media mailing list of all area media sources to provide a minimum of two news releases or public service announcements each month.
- A c. To provide existing brochures about SMAHC, the RAC's, the MSAB, and other arts and humanities organizations upon request to any interested individuals or organizations.
- A d. To maintain a 1-800 phone listing with a phone modem and automated answering system to provide information and accessibility to all Minnesota residents.

GOAL 7: TO PROVIDE TECHNICAL ASSISTANCE FOR LOCAL ARTS DEVELOPMENT AND PUBLIC EDUCATION TO ARTS-RELATED ORGANIZATIONS IN SOUTHWEST MINNESOTA.

A 1. To provide assistance to local arts-producing and service organizations in the eighteen county region of SMAHC responsibility.

- A a. To continue to locate and collect technical materials specifically relevant to formal organizational development for area arts groups and to career development for individual artists.
- A b. To publicize the availability of organizational/career development materials and of SMAHC staff to provide technical assistance.
- A c. To provide such technical assistance by mail and phone and attend meetings or individual consultations on request.
- A d. To continue to provide SMAHC staff with in-service training opportunities to expand expertise and stay abreast of current issues in the fields of arts organizational and career development.
- A e. To continue to support the development of area Local Arts Councils through requested staff attendance at developmental meetings, inclusion through the RAC/MSAB/Locals "Arts Partners Technical Assistance Program", and other methods.
- PA g. To provide one county informational meetin for each of the counties in the SMAHC eighteen county area.
- A h. To participate in the joint 4 year survey with the other ten regional arts councils and the MSAB.

A 2. To provide an ongoing information and referral service.

- A a. To complete procedures that are ongoing, routine tasks of the program.
- A b. To maintain and update SMAHC's resource library of books, periodicals and information on local, state, and national organizations of help to area artists and arts organizations.
- A c. To update listings of local organizations, artists and humanists, and touring programs.
- A d. To maintain staff and volunteer participation in state and national organizations affecting southwestern Minnesota (RAC Forum, MCA, MAAE, etc.)

A
other sources.

e. To respond to a minimum of 20 monthly requests for information by in-house research or referral to

GOAL 8: TO HELP MAKE THE ARTS GEOGRAPHICALLY ACCESSIBLE TO THE PUBLIC.

A **1. To provide SMAHC Cultural Bank Support to qualifying member organizations for cultural underwriting insurance.**

- A a. To complete procedures which are ongoing, routine tasks of the program.
- A b. To increase the number of participating member organizations who are aware of the program and use the insurance by two organizations.
- A c. To include this information in countywide meetings throughout the eighteen county SMAHC area.;

A **2. To provide networking resources for the creation and development of one local arts support organization.**

- A a. To provide SMAHC database resources to those organizations.
- A b. To provide temporary mailing and phone resources to help those organizations develop networks with other like organizations
- A c. To provide assistance through the Technical Assistance program for organizational development to those networking organizations.

GOAL 9: TO MAKE THE ARTS AVAILABLE TO ALL CITIZENS BY WORKING IN PARTNERSHIP WITH MINNESOTA'S TEN OTHER REGIONAL ARTS COUNCILS AND THE MINNESOTA STATE ARTS BOARD.

A **1. To act in accordance with the Regional Arts Councils of Minnesota Policy Manual.**

- A a. To complete procedures that are ongoing, routine tasks of the relationship.
- A b. To attend at least six meetings yearly of the Regional Forum.
- A c. To update, in unanimity with the other regional arts councils, the policy manual.

A **2. To administer jointly the McKnight Regional Arts Council funds.**

- A a. To develop yearly plans for those funds which serve our joint constituencies
- A b. To act as liaison on at least one committee of the Forum.
- A c. To act in concert with the other ten regions in contracting for a part-time administrative support person to serve our joint needs.

A **3. To develop joint strategies for funding projects which serve our joint constituencies.**

- A a. To continue to work together to administer the RAC/MSAB/Locals "Arts Partners of Minnesota" Program.
- A b. To continue to solicit funds through the Bush Foundation for the Locals Technical Assistance Project.
- A c. To help administer this project if it is funded, in conjunction with the other RACs and the MSAB.

A **4. To work with the other ten regional arts councils and the MSAB to compile and maintain information about applicants and grantees of the various programs administered by the regional arts councils and the MSAB.**

- A a. To complete procedures that are ongoing, routine tasks of the database.
- A b. To finalize database integration on informational needs shared.
- A c. To maintain part-time staff through the RAC Forum for the purpose of database integration and needs assessment.

PA **5. To hold a minimum of two joint information planning and exchange meetings with the Regional Forum and the MSAB.**

GOAL 10: TO AUGMENT THE FUNDING BASE FOR THE ARTS IN SOUTHWEST MINNESOTA THROUGH PARTNERSHIPS WITH GOVERNMENT, THE PUBLIC SECTOR, AND THE PRIVATE SECTOR.

A **1. To request and obtain an appropriation from the State of Minnesota.**

- A a. To complete procedures that are ongoing, routine tasks of the activity.
- A b. To brief area legislators about grants awarded in their districts.

A **2. To maintain membership activities of the Corporation.**

- A a. To seek individual and organizational memberships through membership drives and mailing efforts.
- A b. To seek increased corporate contributions from area corporations.

A **3. To seek grants from public and private sources.**

- A a. to write and submit at least two grant applications to public and private foundations.
- A b. To continue to examine the aspects of revenue from state charitable gambling sources.
- A c. To investigate applicable NEA programs individually and in conjunction with the ten other regional arts councils and submit relevant applications.
- A d. To explore possible opportunities available to apply to federal agencies other than the NEA for matching program support.
- A e. To seek matching support for existing programs through local business and corporate financing.

GOAL 11: TO OPERATE AN ADMINISTRATIVE OFFICE WHICH IS ACCOUNTABLE TO THE CITIZENS OF MINNESOTA AND OTHER FUNDING SOURCES.

A 1. To lease and maintain an office at SS231 of the Southwest State University Social Science Building, Marshall, P.O. Box 1193, to serve as the agency's primary place of business.

A 2. To employ a staff of at least two and a half persons to administer the grants, programs, and services of the agency.

- A a. To complete procedures that are ongoing, routine tasks of the personnel system.

A 3. To conduct no fewer than eight business meetings and five board committee meetings annually, with one meeting annually of the membership at a location other than our corporate offices, to be held in the October of each year.

- A a. To complete procedures that are ongoing, routine tasks of the board.
- A b. To conduct the FY 1992 annual meeting at a location to be announced in accordance with the corporate guidelines.
- A c. To plan live artistic presentations to be held in conjunction with at least one board meeting.
- D d. To increase the number of information presentations by guest resource people.
- A e. To hold at least one board meeting at a board, panel or staff person's home, or public location in conjunction with some artistic event.

A 4. To recruit, orient, and maintain no fewer than two advisory panels.

- A a. To complete procedures that are ongoing routine tasks of the panel system.
- A b. To hold at least one joint panel and board informational exchange meeting.
- A c. To hold a panel recognition event after one board meeting.

A 5. To comply fully with all contracts, preliminary and final reports as required by the public and private funding sources received.

- A a. To complete procedures that are ongoing, routine tasks of the objective.
- A b. To review and revise all grant contracts to reflect changes identified yearly.
- A c. To maintain up-to-date lists of all site evaluations needed and attended, and to act as intercessor in arranging those evaluation visits.

A 6. To maintain reliable computerized office records and word processing systems that can be used by staff at varying levels of computer expertise.

- A a. To complete procedures that are ongoing, routine tasks of the system.
- A b. To seek and purchase computerized hardware and software applicable to this purpose.

A 7. To maintain a financial accounting system in full compliance with State of Minnesota standards and Generally Accepted Financial Standards.

- A a. To complete procedures that are ongoing, routine tasks of financial management.