

FINAL REPORT FOR FISCAL YEAR 1994

for Regions 6E, 6W, and 8

Submitted to

Minnesota State Arts Board

as

fiscal agent

for

SOUTHWEST MINNESOTA ARTS AND HUMANITIES COUNCIL

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October 15, 1994

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John Bowden, Treasurer

Robert J. Ross, Executive Director

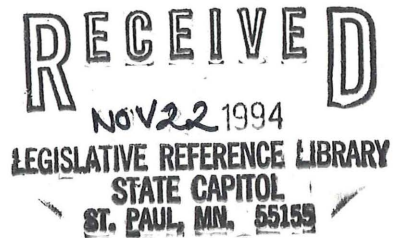
Greta Murray, Administrative Assistant

## ATTACHMENTS

1. Production and Sponsorship Grants Summaries
2. "VOICES" 7/93 - 6/94
3. McKnight/SMAHC FY1994 Final Report
4. FY 1994 Audit\* \* will be sent after board approval October 30, 1994
5. FY 1994 SMAHC Highlights

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

1. FY1994 Operating Budget
2. FY1994 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 Linkage 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. Linkage Grant
  - e. Cultural Bank
10. Final Report Forms
  - a. Sponsorship/Production
  - b. Arts in Rural Education
  - c. Emerging Artists
  - d. Linkage Grants
  - e. 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



#### IV. FISCAL 1994 OBJECTIVE STATEMENTS BY GOALS

**Y = ACCOMPLISHED**

**P = PARTIALLY ACCOMPLISHED**

**A = ABANDONED**

**D = DEFERRED**

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

**Y 1. To administer a Sponsorship Assistance Grant Program which will provide funding in grants to qualified organizations.**

- Y** a. To continue procedures that are ongoing routine tasks of the program.
- Y** b. To continue panel appointments for FY94, schedule and hold three panel meetings.
- P** c. To schedule evaluations of each sponsorship grant by panel or board members.
- Y** d. To publicize the availability and grant round deadlines via media and direct mail to potential applicants.
- Y** e. To provide technical assistance on request to applicants by phone, letter and personal contact.
- Y** f. To recruit two first-time applicants for this program
- D** g. To raise the grant maximum level from \$2,000 to \$2,500.

**Y 2. To administer a Production Assistance Grant Program which will provide funding in grants to qualified organizations.**

- Y** a. To continue procedures that are ongoing routine tasks of the program.
- Y** b. To continue panel appointments for FY94, schedule and hold three panel meetings.
- P** c. To schedule evaluations of each production grant by panel or board members.
- Y** d. To publicize the availability and grant round deadlines via media and direct mail to potential applicants.
- Y** e. To provide technical assistance on request to applicants by phone, letter and personal contact.
- Y** f. To recruit a minimum of two first-time applicants to this program.

##### **GOAL 2: TO OPERATE AN ADMINISTRATIVE OFFICE WHICH IS ACCOUNTABLE TO THE CITIZENS OF MINNESOTA AND OTHER FUNDING SOURCES.**

**Y 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.**

**Y 2. To employ a staff of at least three persons to administer the grants, programs, and services of the agency as funding permits.**

- Y** a. To continue procedures that are ongoing, routine tasks of the personnel system.

**Y 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.**

- Y** a. To continue procedures that are ongoing, routine tasks of the board.
- Y** b. To conduct the FY 1993 annual meeting at a location to be announced in accordance with the corporate guidelines.
- Y** c. To plan live artistic presentations to be held in conjunction with at least one board meeting.

Y d. To increase the number of information presentations by guest resource people.

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

Y a. To continue procedures that are ongoing routine tasks of the panel system.

Y b. To hold at least one joint panel and board informational exchange meeting.

Y c. To hold a panel recognition event after one board meeting.

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

Y a. To continue procedures that are ongoing, routine tasks of the objective.

Y b. To review and revise all grant contracts to reflect changes identified yearly.

Y c. To maintain up-to-date lists of all site evaluations needed and attended, and to act as intercessor in arranging those evaluation visits.

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

Y a. To continue procedures that are ongoing, routine tasks of the system.

D b. To seek funds to purchase computerized hardware and software applicable to this purpose.

Y c. To be a part of the RAC Forum Computer network, if it is an agreed upon goal of the RAC Forum.

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

Y a. To continue procedures that are ongoing, routine tasks of financial management.

**GOAL 3: TO PROVIDE ASSISTANCE TO QUALIFIED AREA ARTS ORGANIZATIONS.**

Y **1. To seek avenues of support for local arts organizations.**

Y **2. 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:**

Y a. statewide RAC/PARTNERSHIP sponsored Technical Assistance Programs for Local Arts Councils.

Y b. the SMAHC Technical Assistance Program and advocacy.

Y **3. To continue the SMAHC/McKnight Challenge Fund Program for qualifying organizations.**

Y a. To continue procedures that are ongoing routine tasks of the program.

Y b. To utilize McKnight Arts Plan funds for this purpose.

Y **4. To develop and implement a program for Education/Community Arts Linkage between public schools and local arts organizations and individuals.**

Y a. To develop this program along the lines of the Sponsorship/production Grant process.

Y b. To solicit two year funding for the program from the Bremer Foundation, the McKnight Foundation and/or other sources, and implement the program when and if funds become available in this fiscal year.

- Y c. To develop guidelines and evaluation forms for a program providing matching support to arts organizations needing such support.
- Y d. To administer matching grants to no less than one qualified organization.
- Y e. To publicize availability of the program through established channels throughout the region.
- Y f. To provide technical assistance upon request from applicants.
- Y g. To evaluate both individual projects and the entire program at the end of one year.
- Y h. To continue procedures that are ongoing routine tasks of the program.
- Y i. To sustain the Arts Linkage program as funded by the McKnight Foundation to administer a portion of the Arts Linkage Program for FY94.

**P 5. To develop a partnership with the state's arts-related organizations for an area network model for arts in educational settings.**

- Y a. To seek to develop a project in conjunction with the MAAE, and the RAC Forum.
- D b. To take steps to participate in this project as time allows.

**GOAL 4: TO SUPPORT THE PROFESSIONAL DEVELOPMENT AND ARTISTIC GROWTH OF SOUTHWEST MINNESOTA'S INDIVIDUAL ARTISTS.**

**Y 1. To administer an Individual Rural Artists grant program that will provide funding in grants to individuals for projects which will advance their professional artistic careers.**

- Y a. To continue procedures that are ongoing routine tasks of the program.
- Y b. To publicize the availability and grant round deadlines via media and direct mail to potential applicants.
- Y c. To provide technical assistance on request to applicants by phone, letter and personal contact.

**Y 2. To maintain a continuing financial partnership with the McKnight Foundation to administer \$..... of McKnight grants to individual artists for project support.**

- Y a. To continue procedures that are ongoing routine tasks of the program.

**Y 3. To hold one conference or a series of workshops to address the professional needs of area artists.**

- Y a. To utilize the SMAHC Conference Committee to identify topics, conference or workshop location(s), and identify personnel.
- Y b. To continue tasks applicable to advertisement, scheduling, monitoring, and evaluation of the activity.
- Y c. To utilize McKnight funds for this purpose.

**Y 4. To update an Artists Directory of area artists and arts services.**

- A a. To pursue funding for the purpose of creating and distributing a 1994 edition of this directory.
- Y b. To seek an intern for this purpose in the summer of 1993.
- Y c. To provide publicity for the submission of area artists information
- Y d. To process, collate, edit, and publish a booklet of at least 1,000 copies.
- Y e. To make the directory available upon request to all area sources.
- Y f. To advocate use of this directory in other SMAHC programs and arts-related programming throughout Minnesota.

**GOAL 5: TO FOSTER TWO-WAY COMMUNICATION WITH THE PUBLIC AND ARTS CONSTITUENTS.**

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

- Y a. To continue procedures that are ongoing, routine tasks of the program.
- Y b. To seek alternative funds for this purpose in FY1994.
- Y c. To continue to seek additional appropriate area names and addresses for this mailing resource, and to edit the database as necessary.

**Y 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.**

- Y a. To schedule and hold informational meetings as needed in any of the eighteen counties to distribute information on SMAHC, MSAB and other arts and humanities programs availability.
- Y 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.
- Y c. To provide existing brochures about SMAHC, the RAC's, the MSAB, and the availability of other arts and humanities organizations upon request to any interested individuals or organizations.
- Y 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 6: TO AUGMENT THE FUNDING BASE FOR THE ARTS IN SOUTHWEST MINNESOTA THROUGH PARTNERSHIPS WITH GOVERNMENT, THE PUBLIC SECTOR, AND THE PRIVATE SECTOR.**

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

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

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

- Y a. To seek individual and organizational memberships through membership drives and mailing efforts.
- Y b. To seek increased corporate contributions from area corporations.
- Y c. To seek additional funds from public agencies in southwest Minnesota.

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

- Y a. To write and submit at least two grant applications to public and private foundations.
- Y b. To investigate applicable NEA & NEH programs individually and in cooperation with the ten other regional arts councils in the submission of relevant applications.
- Y c. To explore possible opportunities available to apply to federal and or state agencies other than the NEA & NEH for matching program support.
- Y d. To seek matching support for existing programs through local business and corporate financing.

**GOAL 7: TO NURTURE THE ARTS IN PUBLIC EDUCATIONAL SETTINGS.**

**Y 1. To administer an Artist in Education grant program which will provide funding in grants to area schools for projects which will provide artist residencies and field trips to professional arts events and to maintain a continuing financial partnership with the McKnight Foundation to administer S of McKnight support.**

- Y a. To continue procedures that are ongoing, routine tasks of the program according to the guidelines in order to maintain the program as it exists.
- Y 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.
- Y 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.
- Y d. To make available information on other SMAHC, MHC, MAAE and MSAB Programs and the Artist Directory for use in educational settings to all participants in this program.
- Y e. To strengthen the Community Event and Instructor Training components of the program.

**Y 2. To utilize both the Production and Sponsorship Grant categories in conjunction with school residencies.**

- Y a. To ensure that all school districts in the area receive information appropriate to application for these programs.
- Y b. To investigate the feasibility of setting categorical funding guidelines specific to this subdivision of the  
Sponsorship Assistance Program.

**GOAL 8: TO PROVIDE TECHNICAL ASSISTANCE FOR LOCAL ARTS DEVELOPMENT AND PUBLIC EDUCATION TO ARTS-RELATED ORGANIZATIONS IN THE SMAHC REGION.**

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

- Y 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.
- Y b. To publicize the availability of organizational/career development materials and of SMAHC staff to provide technical assistance.
- Y c. To provide technical assistance by mail and phone, and by attendance at meetings or individual consultations on request.
- Y d. 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.

**Y 2. To provide an ongoing information and referral service.**

- Y a. To complete procedures that are ongoing, routine tasks of the program.
- Y 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.
- Y c. To update listings of local organizations, artists and humanists, and touring programs.
- Y d. To maintain staff and volunteer participation in state and national organizations affecting southwestern Minnesota (RAC Forum, MCA, MAAE, etc.)
- Y e. To respond to a minimum of 20 monthly requests for information by in-house research or referral to

other sources.

- Y f. 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.

**GOAL 9: TO HELP MAKE THE ARTS GEOGRAPHICALLY ACCESSIBLE TO THE PUBLIC.**

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

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

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

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

**GOAL 10: 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.**

**Y 1. To comply with the Regional Arts Councils of Minnesota Policy Manual.**

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

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

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

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

- Y a. To continue to work as the liaison for the NEA Local's Program.
- Y b. To urge the RAC Forum to solicit funds through one additional foundation for an identified statewide goal in FY1994.
- Y c. To help administer this project if it is funded, in conjunction with the other RACs and other partners..

**Y 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.**

**Y a. To continue procedures that are ongoing, routine tasks of the database.**

**Y b. To develop and upgrade an information network on computer database called RACnet for integration on informational needs shared.**

**Y c. To maintain part-time staff through the RAC Forum for the purpose of database integration and needs assessment.**

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

**GOAL 11: TO INCREASE THE ACCESSIBILITY TO HIGH QUALITY ARTS EXPERIENCES TO THE REGION'S SENIOR CITIZENS.**

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

**Y a. To seek additional sources and to commit additional funds as secured through foundation requests in FY1994.**

**Y b. To develop local resources for the program through partnerships with area Community Education, civic and senior groups.**

**Y c. To approach membership drives with this goal included as matching support.**

**Y d. To utilize both the Production and Sponsorship Grant categories in conjunction with organizations that serve senior populations.**

**Y e. To ensure that all organizations that serve senior populations in the area receive information appropriate to application for these programs.**

**Y f. To publicize the availability and grant round deadlines via media and direct mail to potential applicants.**

**Y g. To provide technical assistance on request to applicants by phone, letter and personal contact.**

**GOAL 12. TO ENCOURAGE ARTISTIC EXPRESSION REPRESENTATIVE OF THE CULTURAL DIVERSITY IN SOUTHWESTERN MINNESOTA.**

**Y 1. To provide technical assistance to organizations and individuals representative of the broad range of cultural and ethnic groups within the SMAHC region.**

**Y 2. To provide all SMAHC programs in a manner consistent with meeting state and federal laws concerning Affirmative Action.**

**Y 3. To seek additional information about the racial and cultural composition of the SMAHC area, its organizations and individual constituencies, through increased data reports related to the granting process.**