

**A. Policy Information and Grant Deadlines**

Updates have been made to this program starting on December 1, 2020. The applicant or organization must have an address and provide arts programming within the Prairie Lakes Regional Arts Council region; the counties are: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County. Non-profit tax-exempt 501(c)(3) arts organizations, non-profit community groups, public organizations, or units of government that produce or sponsor arts activities within the region are eligible. Applications from individuals or for-profit businesses are not eligible. This program is made possible by State General funds provided by the Minnesota State Legislature, under a program designed by Prairie Lakes Regional Arts Council.

**The purpose of the Small Arts Project Community Grant 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 that may have a smaller budget.** This may include dance, literature, media arts, music, theater, and visual arts activities. Public Art projects are also fundable. A variety of activities including art and music festivals, community choirs, dance performances, literary readings, instrumental and vocal music concerts, theater productions, visual art classes and exhibitions are eligible. 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. 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. Further details and restrictions are on page 4.

**Due to the current COVID-19 health situation, and cuts to our State Arts funding Prairie Lakes Regional Arts Council will prioritize funding arts organizations so they can survive and adapt.** Funds may be used to develop or deliver ways of meaningfully engaging students, participants, or audiences during the pandemic and after. This arts programming may be online or through virtual activities and events. Expenses may include artist fees, salaries, rent, promotion, technology (online software for virtual meetings i.e. Zoom, Go To Meeting), etc.

- Due to COVID-19 applicants must plan for events that include “social distancing” and wearing masks. You are required to follow the Governor’s Stay Safe Plan and the MN Department of Health’s recommendations.
- No projects or arts activities can take place that risk the health of the participants or audience.

Update: Prairie Lakes is encouraging arts projects for cultural activities and underserved populations as identified in our PLRAC Diversity, Equity, and Inclusion Statement. This includes: BIPOC (Black, Indigenous and People of Color), Economically Disadvantaged, Youth, Senior Citizens, People with Disabilities and LGBTQ+.

1. **Small Arts Project Community Grants have increased to \$4,000 and no cash match is required.** We are interested in receiving new applications for arts projects for cultural activities and/or underserved populations. No in-kind is allowed on the budget page of the application or travel expenses outside of Minnesota. The arts council encourages innovative programming and growth. **Update: Applicants will now be allowed to receive more than one grant per fiscal year** and projects must be completed within one year of the awarding of the grant. **We request that arts organizations seeking a second grant describe how their activity will expand and reach new audiences and engage the public in new ways by trying to be more inclusive in their programming.** For example, 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. Please contact the PLRAC office staff to discuss your project idea.

2. **The monthly deadlines are August 1, 2020 thru May 1, 2021 or until funds are exhausted.** The monthly deadlines allow for more flexibility in the planning, but groups are still recommended to plan 6 months in advance and apply for this grant at least 60 days prior to the project starting date, and preferably 90 days. The review and notification process takes approximately 4 weeks; payment is one month prior to the event.

3. **New applicants or groups with different projects (those not receiving a grant in FY 2020) must contact staff prior to submitting an application to review the project, budget and inquire about funds available; otherwise the applicant will not be considered eligible for funding.** Apply early as this is a first come, first serve program. Applications must be submitted online by the deadline date, before 11:59 p.m., to be eligible for consideration. No grant will be considered complete without the electronic signatures of the Grant Manager and Board President (or officer of your organization) and Fiscal Sponsor (if applicable, see letter G. on page 6). A different program available to larger arts organizations with larger budgets and year-round programming is the Arts and Cultural Heritage (ACH) Project Grant with a maximum of \$6,000. 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. Arts Organizations are eligible to receive both a Small Arts Project Community Grant and an ACH Grant in the same year, if they are for completely different projects. We request that arts organizations seeking a second grant describe how their activity will expand and reach new audiences and engage the public in new ways by trying to be more inclusive in their programming.

### **B. Equity and Inclusion in our policies, programs, and the community we serve.**

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. These questions encourage applicants to think broadly and plan intentionally to reach more people through their arts programming and activities.

This may include historically marginalized and underserved groups such as:

- \* **BIPOC** (Black, Indigenous and People of Color) including Native American, Black/xAfrican/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 Senior Citizens
- \* People with Disabilities
- \* LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, etc.)

### **C. How to Apply: Online Grant Process**

1. Go to our website [www.plrac.org](http://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 a Small Arts Project Community Grant in FY 2020, log into the account that is already created to apply for a new grant in FY 2021. A draft of your last year's grant can be copied by PLRAC staff and contact us for information. **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 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](mailto: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.
- a. Click on **Apply**, on the horizontal toolbar.
  - b. Several different grant programs will be listed, and you will select the appropriate one, and click on **Apply** under that section.
  - c. The grant programs include: Arts and Cultural Heritage (ACH), ACH Youth Scholarship, Small Arts Project Community and School Arts Project 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](http://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, Small Arts Project Community 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 Small Arts 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 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](mailto:plrac@hickorytech.net) to discuss eligibility.
  - a. **Applications must be submitted online 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. Staff assistance does not guarantee or imply that a grant request will be funded. The content and accuracy of an application are solely the responsibility of the applicant.

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 their 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.

#### **D. Application Review Procedure**

Small Arts Project Community Grant applications will be reviewed on a monthly basis; however, there is not a board meeting in December or June. Applications must be submitted by the 1st of each month to be eligible for review that month. Those received after that date will be reviewed the following month. The board may recommend approval at the full amount requested, a partial grant, or denial of funding. On occasion the board may request clarification or modification of the grant application; prior to approval and applicants will be contacted. Notification is approximately 4 weeks after the grant deadline.

#### **E. Restrictions and Non-Fundable Small Arts Project Community Grants**

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 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 or 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 that are essentially for the religious socialization of the participants or audience (a religious service cannot be any part of 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.
29. State funding restriction: Funds are requested for costs for relocating the applicant’s legal address/residence outside the state of Minnesota.
30. Funds are requested to pay for costs for projects that will take place outside the geographic boundaries of the nine-county PLRAC region.

## **F. 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 of the project. Is the organization's mission and project appropriate? Does the project have artistic impact relative to the community?
2. Ability of the organization to carry out the proposed project. Is the management of their organization strong? Are the qualifications of the personnel to be used in the project good? Does the group appear to have sufficient initiative and ability? Are the planning processes, marketing, and publicity appropriate for the project? Are the expenses and income on the budget page appropriate for the project? Does the project discuss including “social distancing” and following the Governor’s Stay Safe Plan and the Minnesota Department of Health’s recommendations?
3. Artistic need for the project by the organization and/or community. Have they described the method used to determine that the project is needed? Is there community involvement and support for the project?

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.

### **G. 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 project grant application.
3. Be responsible for completion of the project and for proper management of the grant.
4. Maintain records and receipts 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, printed programs, and promotional material: **“This activity is made possible in part by a grant from the Prairie Lakes Regional Arts Council from funds appropriated by the Minnesota State Legislature from its general fund.”**

### **H. Payment Process**

1. A Contract and a Final Report 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 project 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 project, the Final Report must be submitted online. A copy of each Thank You letter sent to both 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. Provide documentation that your group used the credit line in their advertising, news releases, printed programs, and promotional material: “This activity is made possible in part by a grant from the Prairie Lakes Regional Arts Council from funds appropriated by the Minnesota State Legislature from its general fund.”

### **I. General Information for Small Arts Projects Community Grant**

1. **Fundable Small Arts Project Community Grant.** **Projects that involve the creation, performance or exhibition of art.** Activities which are intended to develop and enhance artists, art resources or arts audiences within the community or region. This could include, but is not limited to, dance, literature, media arts, music, theater and visual arts. Activities may include art and music festivals, community choirs, dance performances, literary readings, instrumental and vocal music concerts, theater productions, visual art classes and exhibitions, etc. Public art projects are also fundable. Below is a general description about Public Art and what is involved with that process.

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 proposal 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. 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. <http://forecastpublicart.org/toolkit/didactic.html>. *Please contact the Prairie Lakes office for more guidance and information on Public Art projects if needed.*

**2. 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. 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.

**3. Projects may also include the sponsorship of touring artists from within our region, state or nation.** The artist fee for outstate artists is permitted, but not their travel expenses in this state funded program. In FY 2021 the state legislature has enacted a restriction on travel expenses outside of Minnesota.

#### **4. 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.

#### **5. Non-Profit and Tax-Exempt Information**

Attach Articles of Incorporation and 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.

#### **6. Fiscal Sponsor**

Minnesota Statutes require that public money may be distributed to unincorporated organizations only through a Fiscal Sponsor, 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 sponsor, your organization should enter into a specific contractual agreement with the non-profit 501(c)(3) fiscal sponsor prior to applying for grant funds and attach a copy of the contract to your grant application. A Chamber of Commerce (501c4) does need to use a fiscal sponsor when applying for a grant. A fiscal sponsor 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 Sponsor Contract is available from the Prairie Lakes office or download it from the online grant application. The Fiscal Sponsor 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).

#### **J. Small Arts Project Community Grant Budget Form**

Applicants should list all cash expenses related to the project under this heading. If an expense is not applicable, please put NA or \$0 in the blank. The grant requires a 10% cash match of the project expenses. In-kind contributions cannot be included on the budget form or travel expenses outside the state of Minnesota. An Excel document called Art Project Budget Form is included in the application to be completed. saved and uploaded into the grant application.

## **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. Round all numbers to nearest \$10.

1. **Artist(s) Fees** - List artist fees or stipends for music groups, artists, etc. that will be part of the project and budget. For music groups, you must list the music genre per group, the city they are from, and the cost per group. Prairie Lakes encourages the payment of fair market wages for all professional artists involved in projects seeking Council support.  
*Note: The artist fee for outstate artists is permitted, but not their travel expenses in this state funded program. In FY 2021 the state legislature has enacted a restriction on travel expenses outside of MN.*
2. **Artist(s) Travel and Expenses** - Include transportation, hotel and food for guest artist(s); 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. *Pro-rate or list only a portion of the Publicity expenses, if this project is part of a larger community celebration.*
4. **Rental Fees** - Rental of space or equipment specifically needed for the activity.
5. **Salaries or Wages** - List may include project director, artistic director, clerical staff or other personnel assisting with specific arts activities with this project. 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 perform this function as part of their job.*)
6. **Expendable Supplies and Materials** - List may include costumes, music, playbooks, audio and videotape, supplies needed for project administration, etc. Music stands, microphones and some equipment that directly relates to the arts programming you are doing is eligible.
7. **Miscellaneous** – office supplies, postage, telephone, royalties, piano tuning, insurance, scholarships, etc. **Scholarships are required 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.

## **Project Income**

Identify and document amounts of Cash that your organization has to "match" 10% of the project expenses. Use the list below. Round all numbers to the nearest \$10.

1. List Organizational funds committed or budgeted for the project. This may also include “profits from the previous years’ Small Arts Project Community Grant” which was noted in the FY 2020 Final Report.
2. List sources of other grants, other than the Small Arts Project Community Grant requested. Tell us whether these grants have been received or are anticipated.
3. List estimated Earned Income and details. For instance, ticket sales and fees should show the 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, Eagles, Fireman’s Association, Lions, Lutheran Brotherhood, Rotary, VFW, etc.

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

## **J. 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. 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.

### **K. Survey**

A survey is not required for Small Arts Project Community Grants at this time. However, a survey is required for the larger Arts and Cultural Heritage Grants. Some Small Arts Project Community Grantees are already utilizing a survey at their events to assist them when planning their project. Small Arts Project Community Grants can use the example survey listed on page 9-10.

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### **Audience Survey Form for Small Arts Project Community Grant**

Arts organizations should personalize their audience survey form with their organization name and use these seven questions in all of their 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 Regional Arts Council 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.

- Native American/Alaska Native                                       Black/African American  
 Hispanic/Latino                                       Native Hawaiian/Pacific Islander  
 White/not Hispanic                                       Asian  
 Middle Eastern/North African                                       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? Weekday evenings, Sunday afternoon, etc.  
11. Would you like to see more opportunities for youth to be involved? List 3-5 new youth activities.

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Thank you for your assistance in completing this survey form!