

**Biennial Plan**  
**Fiscal Year**  
**2016 - 2017**  
(July 1, 2015 - June 30, 2017)

Submitted to the MN State Arts Board  
on May 15, 2015 and Updated on July 29, 2015

by **Brenda Byron, Executive Director**

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Available Upon Request:

1. Organization Needs Assessment Survey/Summary Report 2012
2. Individual Artist Needs Assessment Survey/Summary Report 2012

## **MISSION STATEMENT**

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

## **USE OF THIS PLAN**

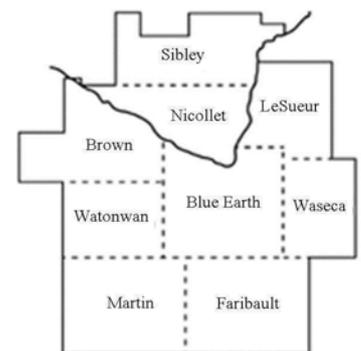
This document has been prepared to meet the requirements of the Minnesota State Legislature to qualify the Prairie Lakes Regional Arts Council for receipt of a block allocation to be used in funding local arts development programs and activities. In addition, this two year plan is to provide a basis for decisions to be made by the Prairie Lakes Regional Arts Council regarding awarding arts grants and overall activities as a Council; and to act as a guide against which progress can be measured as the Council strives to attain its stated goals and objectives in the next biennium FY 2016-2017 (July 1, 2015 – June 30, 2017).

## **OVERVIEW**

The Prairie Lakes Regional Arts Council was incorporated as a 501(c)(3) non-profit organization in 1993; and was designated as the official regional arts council to serve South Central Minnesota by the Minnesota State Arts Board. Previously, the Region Nine Arts Advisory Council served the area and was a small program of the Region Nine Development Commission, from 1977-1993. We are one of eleven regional arts councils in Minnesota. The Council provides services and programs for the development of local and regional artists, arts organizations and arts audiences. The premise underlying the regional arts council system is that local people should have both policy-making and grant-making power for developing the arts in their region. Brenda Byron has been the Executive Director of the Regional Arts Council since 1989.

## **REGIONAL UPDATE**

In the past population shifts have affected the availability of funding for arts experiences, since a major component of the regional funding, and the RAC Forum funding formula, is based on population. **The 2010 Census Data identified 231,302 people living in the Region 9 area.** Previously, the 2007 Census Data showed 228,031 and in 2000 the population was 222,790. This was about a 4% growth rate since the 2000 census for our region. The nine-county area we serve is Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca and Watonwan. Blue Earth County remains the most populated county in the region with 64,013 residents in 2010. No other county has more than 33,000 people, with Nicollet County being the second largest at 32,727. The least populated county is Watonwan with 11,211 people. **Mankato is the largest central city in the region with a population of 39,309.** Four cities with populations over 10,000 include: Fairmont (10,666), New Ulm (13,522), North Mankato (13,394) and St. Peter (11,196). One community approaching this size is Waseca (9,410). The largest growth area was New Prague at 7,321 with a 61% increase in population since 2000 (previously 4,559). Four mid-size towns having populations ranging from 3,300 – 4,700 are: Blue Earth (3,353), LeSueur (4,058), St. James (4,605) and Sleepy Eye (3,599). The majority of other small towns range in size from 87 – 2,500 on average. Small towns tend to focus on local events at the school, sporting events, and community concerts and plays. Many of the arts organizations in the region have been serving their communities for years. Thus, they may have received grants from the regional arts council for several years. Some arts activities are concentrated in the population hub cities of Mankato, North Mankato and St. Peter. However, many art organizations and



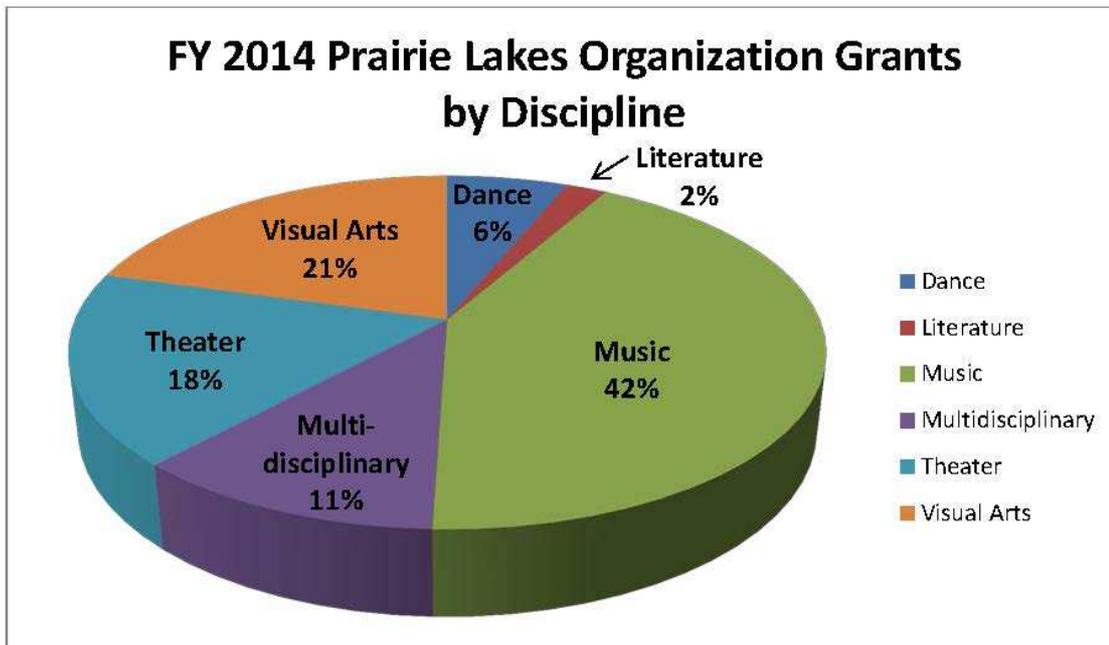
community groups in outlying towns are sponsoring arts events. Communities that have colleges are also more active in the arts. The four colleges and universities include: Bethany Lutheran College, Mankato; Gustavus Adolphus College, St. Peter; Martin Luther College, New Ulm; and Minnesota State University, Mankato. The two year schools are Rasmussen College in Mankato and South Central College, North Mankato.

PLRAC primarily serves small and mid-size arts organizations, community groups and schools that are sponsoring arts activities. On average we fund about 100 organizational grants per year. The budget size of our arts organizations, community group and school arts activities/projects is listed below. Only one of our arts organizations in the region, the Mankato Symphony Orchestra, applies directly to the Minnesota State Arts Board for an Operating Support Grant however, they also apply to PLRAC for a project grant annually.

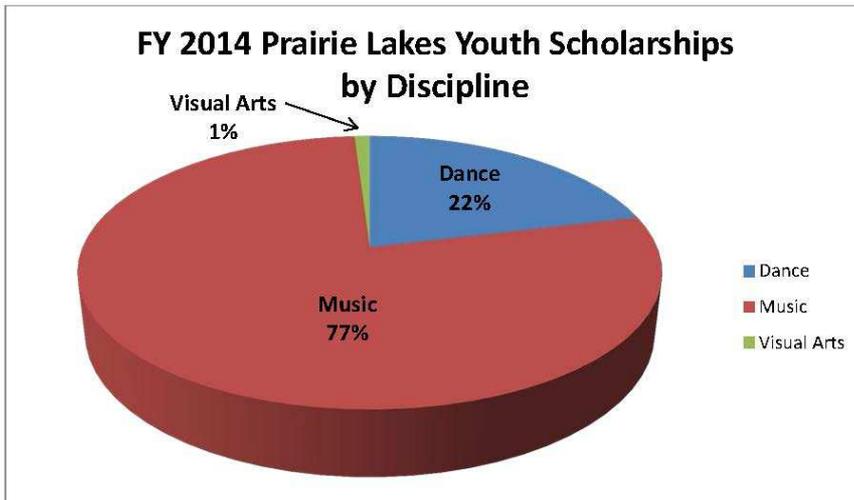
Budget size of arts organizations, community group and school arts activities/projects funded by PLRAC.

- 70% have budgets under \$25,000
- 10% have budgets from \$25,001 to \$50,000
- 9% have budgets from \$50,001 to \$100,000
- 6% have budgets from \$100,001 to \$150,000
- 5% have budgets over \$150,001

In assessing the number and types of art projects funded to Organizations, Community Groups and Schools it is evident that several art disciplines are more prevalent in our region and are consequently awarded more grants. **In FY 2014 there were 97 Organizational Grants Awarded by Discipline.** In Region Nine we are fortunate to have a large variety of musical organizations and activities, both vocal and instrumental. The diagram below represents our 97 grants awarded to Arts Organizations, Community Groups and Schools by discipline and the total amount funded was \$329,047 in FY 2014. Music activities represent the largest art discipline we funded through grant applications (Music is 42%). Visual Art projects and exhibitions compose about 21% of all funded activities, Theater performances 18%, Multi-disciplinary 11%, Dance 6% and Literary events 2%.



**The diagram below represents 96 Youth Scholarships Awarded by Discipline.** In FY 2014 there were 96 Youth Scholarships awarded to students in grades 7-12 at \$300 each, totaling \$28,800 from Arts and Cultural Heritage funds. The largest art discipline funded was Music scholarships for a variety of lessons in cello, drum, flute, piano, and violin. Students can also use funds to pay their membership fee in a youth chorus, dance group or orchestra. Music Scholarships were 77% of the total. Dance scholarships were 22% and Visual Arts were 1%. As noted on page 21, having this scholarship program assists our youth organizations that have fees and lesson costs that may be too expensive for students to participate in the program. Youth organizations students are involved in include: Dance Conservatory of Southern MN, Mankato and New Ulm Suzuki School of Music, Mankato Area Youth Symphony Orchestra, Mankato Ballet, Mankato Children’s Chorus, Mankato Lancers Marching Band, etc.



**Prairie Lakes Funding Details.** State funding has increased and decreased over the last decade and we are pleased to award funds from the Clean Water, Land and Legacy Amendment; known as the Arts and Cultural Heritage (ACH) Fund. A summary of the last eight years of state funding is listed below.

State General Funds: FY 2008 - \$171,637 and FY 2009 - \$171,753

FY 2010 - \$140,537 (*reduction*) + ACH \$363,398 = \$503,935

FY 2011 - \$131,639 (*reduction*) + ACH \$363,398 = \$495,037

FY 2012 - \$122,641 (*reduction*) + ACH \$368,994 = \$491,635

FY 2013 - \$122,641 + increase to ACH \$388,815 = \$511,456

**FY 2014 - \$122,641 + increase to ACH \$440,245 = \$562,886**

**FY 2015 - \$122,641 + same amount ACH \$440,245 = \$562,886**



**In FY 2014 Prairie Lakes awarded 217 arts grants totaling \$401,847.** The total grants amount is anticipated to be larger in FY 2015 since we had some carry-over funds from FY 2014 and these additional grants were awarded as ACH Equipment and Facilities grants in FY 2015, with a maximum of \$5,000 each. State general funds of \$98,635 (57 grants); Arts and Cultural Heritage funding \$259,212 (40 organizational grants and 96 youth scholarships); and the McKnight Foundation supported our Artist Grant Program \$44,000 (24 grants for Emerging and mid-career Fellowships) with amounts of \$1,000 and \$3,000.

**Anticipated FY 2015 Grants will total \$464,639 representing 222 grants.** We anticipate awarding State general funds of \$88,497 (51 grants) and Arts and Cultural Heritage funding of \$333,142 (51 organizational grants and 97 youth scholarships). The McKnight Foundation supported our Artist Grant Program \$43,000 with 23 grants awarded for Emerging and mid-career Fellowships.

## **PLANNING PROCESS**

We began our planning discussion in November 2014 and concluded on April 23, 2015. At the time of our planning for FY 2016-17 we anticipated similar funding to our past State general arts appropriation from FY 2015, and stable funding from the Arts and Cultural Heritage Fund (ACH), through the Clean Water, Land, and Legacy Amendment. On April 8, 2015 we were given the tentative increased amounts for ACH but those were changed in June 2015 and FY 2016 funding was reduced by about \$23,000 from anticipated. We have prepared our planning documents to take into account the number of applicants we anticipate in each grant program and have set grant maximums for each. The McKnight Foundation funding for our Artist Grant Programs will remain the same at \$70,000.

**FY 2016 - \$122,641 + increase to ACH \$442,615 = \$565,256**

**FY 2017 - \$122,641 + increase to ACH \$516,767 = \$639,408**

Arts and Cultural Heritage Funding will increase by \$2,370 in FY 2016 and \$76,522 in FY 2017. Although there will not be a substantial increase in ACH funds for FY 2016 we will still proceed with an annual ACH Equipment and Facilities grant program in FY 2016 and 2017, with a maximum of \$5,000 each. In FY 2017 the ACH amount is larger so we will increase the grant maximum of our ACH Festival grants from \$4,000 to \$5,000; and this will benefit about 10 groups. As noted on page 12 of the plan; this increase is needed since we have not increased this maximum for several years and the festivals have grown in budget size over the last few years. We anticipate the number of applicants will increase in all programs in FY 2016-2017, and on average we fund about 100 arts organizations, community groups and schools per year.

## **PLANNING PROCESS TIMELINE**

This plan was developed through the following process:

November 20, 2014 PLRAC Board Meeting. Staff discussed the FY 2014 Final Report submitted to the MN State Arts Board (MSAB) on 8/13/14 and noted how this information will be used as the board plans for the next biennium. Staff noted that PLRAC will continue to utilize the Constituent Survey that was conducted in June 2012 in the 9-county area served by Prairie Lakes Regional Arts Council. This information is currently contained in the FY 2014-15 Plan to the MSAB. Board members were encouraged to reference this document. Two Survey Forms were created for Artists and Organizations in an electronic format using Survey Monkey. The surveys were sent out 6/7/12 with a deadline of 6/29/12. We received 104 Artist surveys and 83 Organizational survey responses, for a total of 187. This was a larger constituent response than in 2009. Staff will continue to use this survey information in planning for FY 2016-17.

January 22, 2014 PLRAC Board Meeting. Staff presented a Three Year Summary of Grants Awarded in each Program from FY 2012 to FY 2014. This allowed the board to see the number

of applicants per program and the amount awarded each fiscal year. This information illustrates the need for grant maximums in all program areas to meet the current and increased demand for funding. The Arts and Cultural Heritage, state general funds and McKnight grants were summarized in this report. It illustrates the increased number of Youth Scholarship applications requested and funded during the last fiscal year.

The board anticipates keeping a similar amount of funding in the scholarship program \$29,100 to award 97 scholarships at \$300 each for students in grades 7-12. Also if there is carry-over Arts and Cultural Heritage Grant funds the board will allow for ACH Equipment and Facility Grants again in FY 2016-17.

- March 23, 2015 News Release was sent to local media for Public Meeting: FY 2016-17 Biennial Plan.
- March 26, 2015 PLRAC Board Meeting. There was discussion on current grant programs, amounts, and any needed changes to the grant guidelines. The board approved these revisions.
- April 23, 2015 PLRAC Board Meeting. PLRAC Staff presented a FY 2016-2017 Plan and Budget showing that Arts and Cultural Heritage Funding increased by \$27,126 and \$51,766 for the two respective years. Also a couple policy manual updates were approved. The Public Meeting was held at 7:00 p.m. to review the FY 2016-2017 Biennial Plan with constituents, in Room 215, Honsey Hall, Bethany Lutheran College, Mankato.
- The PLRAC staff and board reviewed grant program areas and distribution of grant funds per program. Public commentary was solicited from those in attendance. The board had time to discuss any further changes needed. **The FY 2016-2017 Biennial Plan and Budget was approved by the board.**
- May 15, 2015 PLRAC Staff will make any further changes needed to the plan, as directed by the board on 4/23/15. PLRAC Staff will email the FY 2016-2017 Biennial Plan and Budget to the Minnesota State Arts Board.
- June 26, 2015 PLRAC Staff informed the Executive Committee that the Arts and Cultural Heritage Grant funds were reduced for FY 2016 at their meeting on 6/26/15. An outline of revisions to the plan and budget were discussed and approved by the Executive Committee. The updated FY 2016-17 Budget and Plan revisions were then presented and approved by the full board on 7/23/15.

## NEWS RELEASE

March 23, 2015  
FOR IMMEDIATE RELEASE

Contact: Brenda Byron, Executive Director  
Prairie Lakes Regional Arts Council, Waseca  
(800) 298-1254 or 507-833-8721

### **Regional Arts Council will hold Public Hearing April 23 on FY 2016-17 Arts Plan**

The Prairie Lakes Regional Arts Council's Biennial Plan to the Minnesota State Arts Board for Fiscal Year 2016-2017 will be discussed during a public hearing on April 23, 2015. The hearing will begin at 7:00 p.m. in Room 2154, Honsey Hall, Bethany Lutheran College, Mankato.

Individuals or groups can present oral testimony about the arts council's programs, policies and budget at the Mankato meeting. The Arts Council anticipates stable funding from the state and Arts and Cultural Heritage Fund and the McKnight Foundation for the next two year period. **Prairie Lakes' board members are asking the public to comment on grant programs and use of State arts funding and how the arts are vital to you and those in your community.** Written comments about the grant programs may be submitted by April 13, 2015 by email to [plrac@hickorytech.net](mailto:plrac@hickorytech.net) or sent to Brenda Byron, Executive Director, Prairie Lakes Regional Arts Council, 105 22<sup>nd</sup> Avenue NE, Suite A, Waseca, MN 56093.

A summary of the biennial plan and budget is available upon request. Commentary and recommendations will be considered at the board meeting on April 23, 2015. The council awards grants to a variety of arts activities in the region including: artist residencies in the school, community choirs, dance activities, literary readings, music presentations, orchestras, theatre productions, visual arts classes and exhibitions, etc. In FY 2014 Prairie Lakes awarded 217 arts grants totaling \$401,847 to artists, arts organizations, community groups and schools. To view the list of funded activities refer to our website [www.plrac.org](http://www.plrac.org). The Prairie Lakes Regional Arts Council serves the nine-county area including Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, and Watonwan Counties.

###

## **NEEDS ASSESSMENT**

The Prairie Lakes Regional Arts Council continuously assesses and responds to the needs of the region through a variety of channels including day-to-day contact with constituents, feedback from applicants and grantees on their Final Reports, public workshops, meetings, etc. In addition to our ongoing evaluation of programs and services, the Council conducts a formal needs assessment every four years to provide an accurate and comprehensive understanding of the characteristics of the region, as they relate to the arts, and to identify needs and problems that may be addressed by our regional arts council. We used a web based survey service (Survey Monkey) in June 2012 to develop and distribute two different online surveys, one for Artists and one for Arts Organizations, Community Groups and Schools. The questions asked were different in the two surveys. **We disseminated our survey using our internal email database of constituents. We also had an article in our PLRAC Newsletter and sent News Releases to all media in our 9-counties asking for input and directing folks to the “Survey Monkey link”.** The organizational survey was emailed to 410 arts organizations and community groups and 317 school contacts; for a total of 727. The artist survey was emailed to 484 individuals. The results from these surveys were used for our FY 2016-2017 planning. Copies of the Survey Summary Reports are available upon request.

## **2012 SURVEY RESULTS**

A constituent survey was conducted in the 9-county area served by Prairie Lakes Regional Arts Council. **Two different electronic Survey Forms were created for Artists and Organizations, with different questions asked for each.** The surveys were sent out 6/7/12 with a deadline of 6/29/12. The survey information was compiled and shared with the board verbally on 7/26/12 and a written summary was presented at their January 2013 meeting. We received 83 Organizational surveys and 104 Artist survey responses, for a total of 187. This was a higher response than what we received in 2009, which we were pleased with. The survey asked questions in regard to the types of programs offered, referencing current funding and grant maximums in each category, needs for services, trends in the community, etc. Highlighted results of the survey are listed below. According to the survey results the Council is currently on track with their allocation of State resources for Arts and Cultural Heritage, Small Arts Projects, Arts-In-Education Grants, and McKnight funds for the Artist grants.

### **Organization Survey:**

**We received a response from all nine counties in the region.**

A total of 83 Surveys were received and at least 4 people completed the survey in every county, displaying a 4.8% response. The total percentage by county was: Blue Earth 22.9%, Brown 15.7%, Faribault 9.6%, LeSueur 8.4%, Martin 4.8%, Nicollet 21.7%, Sibley 4.8%, Waseca 7.2% and Watonwan 4.8%.

### **Identifying features of respondents:**

- **52.5%** Identified themselves as a Non-Profit Arts Organization
- **28.8%** School/Community Education/College
- **17.5%** Non-profit Community Group (*Chamber of Commerce, County Fair, Historical Society, Independent Living Center, Library, etc.*)
- **1.3%** Unit of Government/City/County

### **How many years the organization has been in existence?**

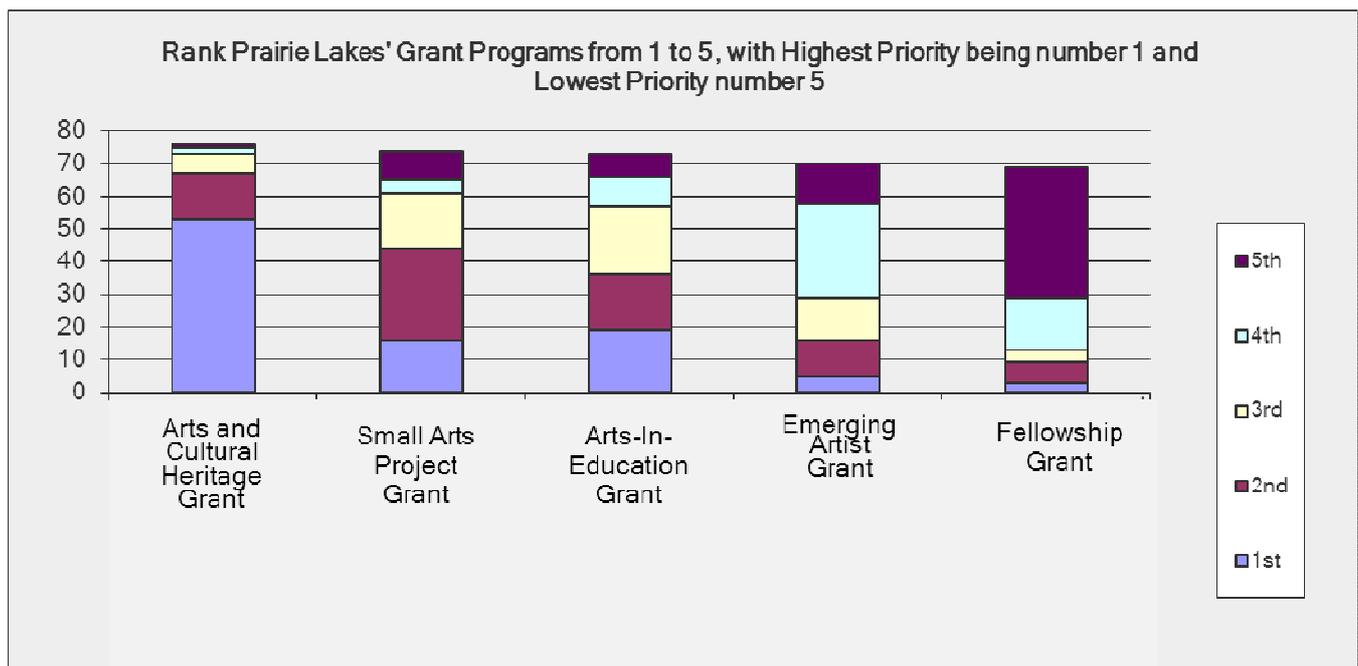
- **57.8%** Have been in existence for 26 or more years
- **20.6%** Have been in existence for 16-25 years
- **12.0%** Have been in existence for 5-15 years
- **8.4%** Are under 4 years old

**What activities is the organization involved in?**

- **41.0%** Produce their own events
- **15.7%** Sponsor other artists and groups to perform
- **43.4%** Do both Producing and Sponsoring.

**1. Priority of Current Grant Programs**

Organization respondents were asked to prioritize the Councils current grant programs. The highest priority was the Arts and Cultural Heritage grant program with 53 respondents out of 83 selecting it as number one in importance. The second was Small Arts Grants, third Arts-In-Education Grants to Schools and then Emerging Artist and Fellowship grants. Three people did not respond to this question.

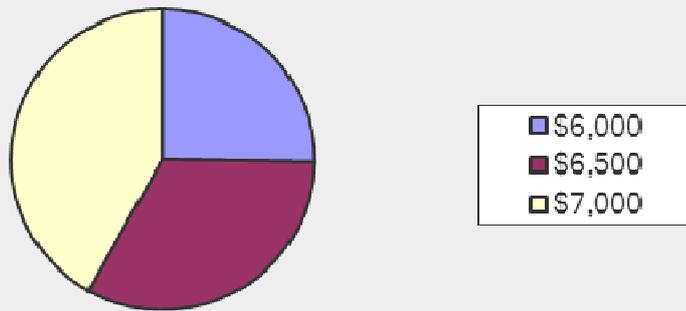


**Interpretation:** The Council is currently on track with their allocation of State resources for Arts and Cultural Heritage, Small Arts Projects, Arts-In-Education Grants, and McKnight funds for the Artist grants. In FY 2015 Small Arts and AIE grants had a maximum of \$2,500 with a 25% cash match requirement.

**2. Grant Maximums for Arts and Cultural Heritage Arts Programming Grant.**

Organization respondents were asked in question #23 to select the maximum size of an ACH Grant for Arts Programming and Arts Access, given that the demand for these grants is high, and that there are limited funds available. In FY 2013 the maximum grant was \$6,500; in FY 2014 it was increased to \$7,500 and in FY 2015 the Council raised the grant maximum to \$8,000; and it requires a 50% cash match.

**If Arts and Cultural Heritage Arts and Arts Access maximums were continued, what size should they be?**



**23. If Arts and Cultural Heritage Arts and Arts Access maximums were continued, what size should they be?**

Answer Options	Response Percent	Response Count
\$6,000	25.3%	20
\$6,500	32.9%	26
\$7,000	41.8%	33
<i>answered question</i>		<b>79</b>
<i>skipped question</i>		<b>4</b>

**Interpretation:** The Council is currently on track with their allocation of State resources for Arts and Cultural Heritage Grants that are for Arts Programming and Arts Access, by increasing the maximum yearly based on the amount of Arts and Cultural Heritage funds received. In FY 2013 the grant maximum was \$6,500, in FY 2014 it was increased to \$7,500 grant; and in FY 2015 the maximum increased to \$8,000.

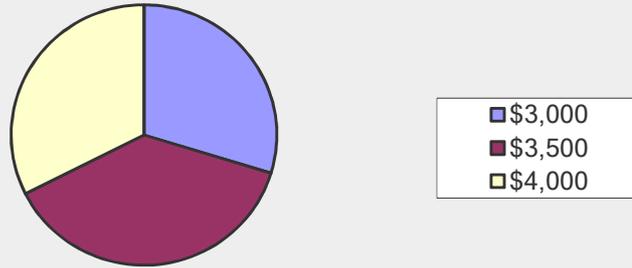
**3. Grant Maximums for Arts and Cultural Heritage – Arts Learning Grant.**

Organization respondents were asked in question #24 to select the maximum size of an ACH Grant for Arts Learning Grant, given that the demand for these grants is high, and that there are limited funds available. In FY 2013 the maximum grant was \$3,500, but in FY 2014-15 it was increased to \$4,000.

**24. If Arts and Cultural Heritage Arts Learning (Schools) maximums were continued, what size should they be?**

Answer Options	Response Percent	Response Count
\$3,000	29.7%	22
\$3,500	37.8%	28
\$4,000	32.4%	24
<i>answered question</i>		<b>74</b>
<i>skipped question</i>		<b>9</b>

**If Arts and Cultural Heritage Arts Learning (Schools) maximums were continued, what size should they be?**



**Interpretation:** The Council is currently on track with their allocation of State resources for Arts and Cultural Heritage Grants that are for Arts Learning, by increasing the maximum from \$3,500 to \$4,000.

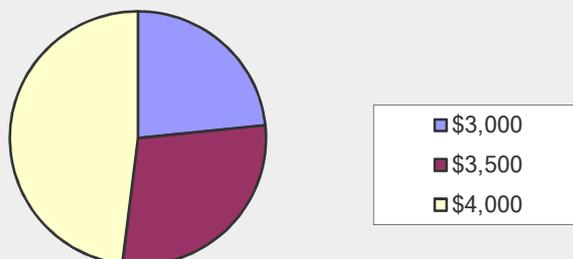
**4. Grant Maximums for Arts and Cultural Heritage – Arts and Music Festival Grant.**

Organization respondents were asked in question #25 to select the maximum size of an ACH Grant for an Arts and Music Festival, given that the demand for these grants is high, and that there are limited funds available. In FY 2013 the maximum grant was \$3,500. In FY 2014-15 the Council raised the grant maximum of the ACH Arts and Music Festival grant to \$4,000. The festival maximum will remain the same at \$4,000 for FY 2016 but will increase to \$5,000 in FY 2017 due to increased ACH funds and that we've not increased this maximum for several years and the festivals have grown in budget size over the years.

**25. If Arts and Cultural Heritage Arts and Music Festivals maximums were continued, what size should they be?**

Answer Options	Response Percent	Response Count
\$3,000	23.4%	18
\$3,500	28.6%	22
\$4,000	48.1%	37
<i>answered question</i>		<b>77</b>
<i>skipped question</i>		<b>6</b>

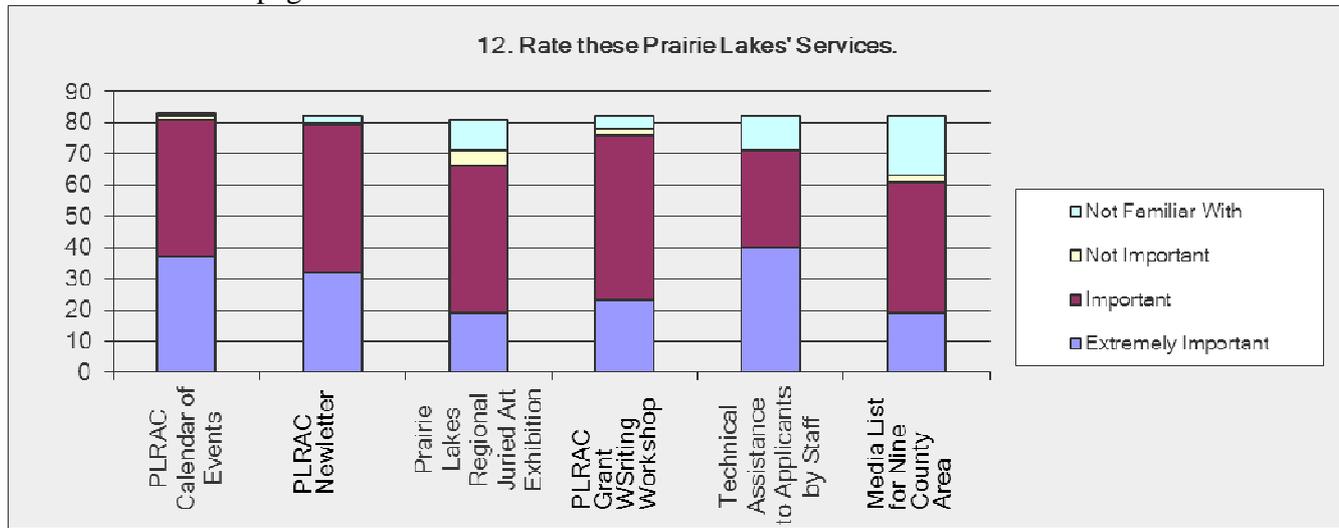
**If Arts and Cultural Heritage Arts and Music Festivals maximums were continued, what size should they be?**



**Interpretation:** In FY 2013 the maximum festival grant was \$3,500. In FY 2014-15 the Council raised the grant maximum of the ACH Arts and Music Festival grant to \$4,000 since 48.1% of the respondents selected this larger size of grant. The festival maximum will remain the same at \$4,000 for FY 2016 but will increase to \$5,000 in FY 2017 due to increased ACH funds. Also we have not increased this maximum for several years and the festivals have grown in budget size over the last few years.

**5. Priority of General Arts Services**

Organization respondents were asked in question #12 to rate the following general services currently offered by the Council. Technical assistance to constituents ranked the highest, with 48% stating it was “Extremely Important” and 37% as “Important” for a combined total of 85% by the respondents. The PLRAC Calendar of Events and PLRAC Newsletter also rated highly as “Extremely Important” 45% and 38% respectively. Also rating high were the PLRAC Grant Writing Workshops, Juried Exhibition and Media List. The chart follows on the next page.



**Interpretation:**

The Council needs to continue to dedicate resources and staff time to all of these arts service areas. With emphasis on technical assistance to constituents, the PLRAC Calendar of Events, PLRAC Newsletter and the Grant Writing Workshops. The Media List was less familiar to some respondents, as well as the PLRAC Regional Juried Art Exhibition as noted by the chart.

**Artist Survey:** 104 Artist surveys were received.

**Identifying Features of Artists:**

- 48.9% Identified themselves as an Emerging Artist
- 27.3% Established Professional Artist
- 18.2% Arts Educator
- 3.4% Hobbyist
- 2.3% Crafts Person

**How many years have you been an artist?**

- 64.4% Have been an artist for 20 or more years
- 30.8% Have been an artist for 6-19 years
- 4.8% Under 5 years

**What arts discipline do you primarily work in?**

- 59.2% Visual Art
- 18.4% Instrumental Music
- 8.7% Literature
- 8.7% Theater
- 2.9% Vocal Music
- 1.9% Dance

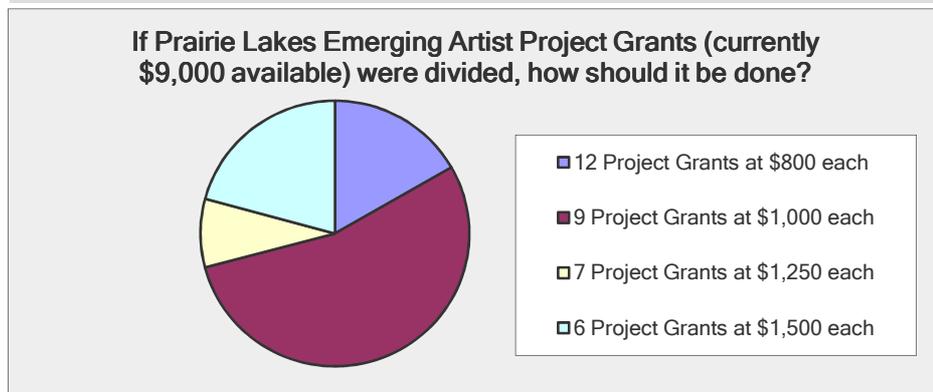
**Overview:** The Artist Survey provides valuable background information regarding artists' discipline, years of experience and training, and level of participation in the Councils sponsored programs and services.

**1. Artists Priority of Current Grant Programs**

Artists were asked how the artist grants should be allocated for Emerging Artist and Fellowship Grants.

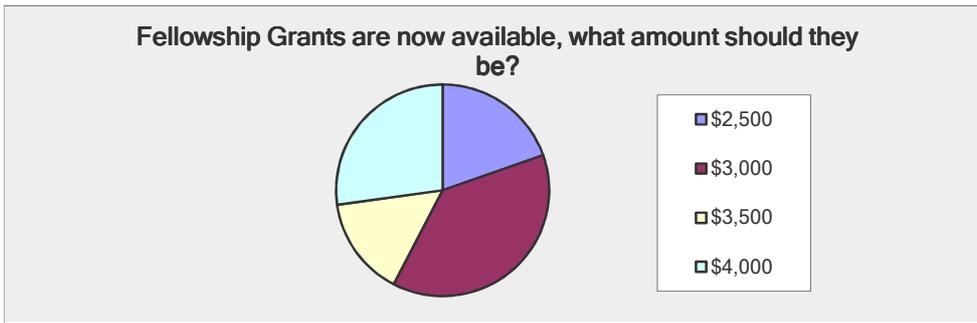
**16. If Prairie Lakes Emerging Artist Project Grants (currently \$9,000 available) were divided, how should it be done?**

Answer Options	Response Percent	Response Count
12 Project Grants at \$800 each	16.7%	16
9 Project Grants at \$1,000 each	54.2%	52
7 Project Grants at \$1,250 each	8.3%	8
6 Project Grants at \$1,500 each	20.8%	20
Other (please specify):		7
<b>answered question</b>		<b>96</b>
<b>skipped question</b>		<b>8</b>



**17. Fellowship Grants are now available, What amount should they be?**

Answer Options	Response Percent	Response Count
\$2,500	19.6%	18
\$3,000	38.0%	35
\$3,500	15.2%	14
\$4,000	27.2%	25
<b>answered question</b>		<b>92</b>
<b>skipped question</b>		<b>12</b>



**Interpretation:** The Council is currently on track with annually allocating resources for Emerging Artist and Fellowship Grants. There were 54.2% of respondents that selected Emerging artist grants remain at the current amount of \$1,000 to award 9 grants. There were 38% of respondents that selected Fellowship grants remain at the current amount of \$3,000 to award 10 grants. The Artist grant maximums will therefore remain the same in FY 2016-17. However the number of grants may increase based on McKnight funds.

The Prairie Lakes Regional Arts Council has accepted the Vision, Guiding Principles, Goals and Key Strategies developed in partnership by the Minnesota Regional Arts Councils and the Minnesota State Arts Board and is committed to work together to accomplish this vision over the next 25 years.

**Vision of the Minnesota Regional Arts Councils and Minnesota State Arts Board**

**In 25 years, Minnesotans will have made a significant investment in the arts. As a result ...**

In Minnesota, the arts define who we are. This is a place where people are transformed by high-quality arts experiences, and see the arts as essential to their communities. The arts are integrated into all aspects of our lives, connecting people of all ages and cultures, fostering understanding and respect.

Arts and culture are central to Minnesota’s educational system and lifelong learning opportunities. The arts develop creative minds that maximize new opportunities and find solutions to life’s challenges.

In Minnesota, the arts industry is an integral part of the economy. Because of the arts, Minnesota communities are successful, dynamic, attractive places to live and work.

Minnesota is a recognized national arts leader. It attracts, nurtures, and sustains creative people and organizations and recognizes them as assets. It is a magnet for arts enthusiasts and a destination for tourists. Residents and visitors are assured a world-class, quality arts experience.

Every Minnesotan appreciates, creates, attends, participates and invests in the arts. Minnesota’s effective, innovative, vibrant, public-private support for the arts is the strongest in the country. Universal support and appreciation for the arts help ensure the state’s exceptional quality of life.

**Guiding Principles**

Decisions that the Minnesota State Arts Board and the Regional Arts Councils make about how best to use the funds will be grounded in the following guiding principles:

1. Statewide approach – The needs and interests of the entire state will be considered when determining how best to allocate funds.

2. Demographic and geographic fairness – Minnesotans of all types, and in every community, will recognize and experience the tangible results of the arts and cultural heritage fund.
3. Comprehensive – The full spectrum of arts providers and arts disciplines will be considered when determining how best to serve Minnesotans with these funds.
4. Sustainable – Some arts activities are meant to be one-time or short term; others are meant to exist and thrive over time. All are valuable and will be eligible for support. In the latter case, funds will be allocated strategically so that the activity or organization funded can be successful into the future, beyond the life of the arts and cultural heritage fund. Funds also will be used to create a sustainable climate in which artists can live and work.
5. Anticipatory and flexible – Decisions about how best to allocate the funds will be reassessed on a regular basis and will adapt as needs and opportunities change.
6. Transparency and public involvement – Broad public input and engagement in decision making will be vital to produce the outcomes that Minnesotans’ expect.
7. Accountability and stewardship – Public funds belong to Minnesotans. The Arts Board and regional arts councils will use them in the most effective manner possible and will routinely report the outcomes achieved through the uses of the funds.

**Goals and Key Strategies**

In order to realize our legacy vision, the Minnesota State Arts Board and the Forum of Regional Arts Councils must work together to accomplish the following goals:

**Overarching Goal The arts are essential to a vibrant society**

<b>Goal</b>	<b>The arts are interwoven into every facet of community life</b>
Strategy	Develop strategic relationships and partnerships
<b>Goal</b>	<b>Minnesotans believe the arts are vital to who we are</b>
Strategy	Enhance public understanding of the value of the arts
<b>Goal</b>	<b>People of all ages, ethnicities, and abilities participate in the arts</b>
Strategies	Fully engage with nontraditional and underrepresented participants Transform everyone's life by experiencing the arts
<b>Goal</b>	<b>People trust Minnesota's stewardship of public arts funding</b>
Strategies	Provide an accountable arts support system Be responsible stewards of public funds
<b>Goal</b>	<b>The arts thrive in Minnesota</b>
Strategies	Foster visionary, skilled arts leaders and organizations statewide Ensure sufficient resources to sustain the arts and artists

As a result of ongoing structured regional planning efforts which include needs assessments, public forums, constituent meetings, board planning sessions, Prairie Lakes Regional Arts Council has identified and developed programs to reach our shared overarching goal that the arts are essential to a vibrant society.

## **Summary of Assessed Needs**

The Prairie Lakes Regional Arts Council has carefully reviewed all the collected data in regards to the arts development needs of the region. Several program and services priorities are made clear through survey results, professional contact with individual artists and candid discussions with other arts professionals. In order to best serve the priorities and needs, the Council has designed the following Work Plan with Goals and Objectives which outlines programs and services that specifically address arts issues for artists, arts organizations, community groups and schools within the nine-county area.

## **FISCAL YEAR 2016–2017 WORK PLAN**

The Prairie Lakes Regional Arts Council (PLRAC) work plan describes eight objectives for the council to pursue in order to meet our three goals of service, providing grants and board development.

### **A. SERVICE GOALS**

The service goal is to increase the visibility of the arts and to ensure proper use of state and foundation funding in the region by encouraging citizen participation, providing technical assistance, planning, public information, and administrative assistance.

### **OBJECTIVES**

1. **To encourage citizen participation through an active arts council.**
  - a. Convene at least five board meetings per year during the biennium.
  - b. Provide an annual open forum allowing constituents to communicate concerns and needs to the arts council and staff.
  - c. Inform the arts council and constituents about the activities of MN Citizens for the Arts.
  - d. Promote advocacy participation of art council members and constituents at all levels of government, local and statewide.
  
2. **To provide assistance to local arts organizations and artists to help them reach their goals.**
  - a. Assist organizations in the preparation of grant applications individually, collectively or through a grant writing workshop. We will utilize new technology like YouTube when feasible. We recorded several videos about how to apply for the Artist Grants and Organizational grants and posted them on YouTube. These videos are also posted on our website and Facebook page.
    - \* Fellowship Link: <http://www.youtube.com/watch?v=lQfhyM0wTx4>
    - \* Emerging Artist Link #1: <http://youtu.be/6UhTGZwmOq8>
    - \* Emerging Artist Link #2: <http://youtu.be/CQSjqiD3niQ>
    - \* Organizational Grants Link #3: [http://youtu.be/eJc5\\_mbl0AY](http://youtu.be/eJc5_mbl0AY)
  - b. Provide information about programs and resources available to artists and arts organizations from PLRAC and other organizations throughout the state.
  - c. Improve communications by being a liaison among area organizations.
  - d. Initiate collaboration among arts organizations region wide and provide follow-up assistance if needed.
  - e. Provide individual consultations upon request.

- f. Provide an annual meeting for artists, arts organizations and community members to communicate their concerns to the PLRAC.
- g. Provide educational workshops for artists and arts organizations.
- h. Provide information on the Americans with Disabilities Act (ADA) and the resources available to arts organizations to develop an Access Plan.

**3. To provide arts information to the general public.**

- a. Publicize workshops, grant cycles and arts events through news releases to the media and on Facebook.
- b. Publicize the awarding of grants by the PLRAC to the media through news releases and on Facebook.
- c. Provide arts information and a calendar of events through a monthly newsletter, which will be emailed to our email database posted to our website: [www.plrac.org](http://www.plrac.org). The Email Database includes: 459 Arts Organizations and Community Groups; 571 Artists; 308 School contacts, 85 Media contacts, 17 Legislators and 95 Other; for a total of 1,534.

We also periodically update the Constituent Mailing List maintained by Prairie Lakes; and provide it upon request to constituents. The Mailing List is used to send a printed newsletter, if funds allow. It includes: 385 Arts Organizations and Community Groups; 936 Artists; 374 School contacts, 16 Legislators and 23 Other; for a total of 1,727.

- d. Maintain accessibility with toll-free 800 phone number and use of Internet. We utilize e-mail, website, posting the newsletter monthly on the website, and posting information on Facebook. Our website also has links to other Arts resources.

**4. To provide fiscal and program accountability to the state legislature and the Minnesota State Arts Board.**

- a. Submit timely plans, reports, annual audits, and information to the Minnesota State Arts Board (MSAB) and the Minnesota Legislative Library.
- b. Update the fiscal year budget at the end of the first year of the biennium.
- c. Participate with the Minnesota State Arts Board and the Regional Arts Council Forum in updating rules and policies of the MSAB and the RAC's.

**B. GRANT GOALS**

The grant goals are to provide a variety of funding opportunities, which will promote artistic growth, organizational development and exposure to quality arts experiences.

**5. To encourage all forms of art in the region through grant funding.**

- a. Fund a Small Arts Project Grant Program that focuses on production or sponsorship of community arts activities. This program accommodates activities that may have a smaller budget or occur outside the main timeline of Arts and Cultural Heritage Grants.
- b. Fund an Arts-In-Education Grant Program that focuses on artist residencies, arts related field trips and and/or live arts performances organized by a public or private school.
- c. With new constitutional funds from the Clean Water, Land and Legacy Amendment we have created an Arts and Cultural Heritage grant that encompasses the three areas of Arts and Arts Access, Arts Education and Arts and Cultural Heritage.
- d. Fund art projects offering exposure to professional performances and exhibits. Promote the performing arts through funding of theater, dance and music performances.
- e. Assist the literary arts through funding of projects in creative prose, poetry, playwriting, nonfiction, fiction, etc.
- f. Assist the visual and design arts through funding for displays, exhibits, and other projects.
- g. Encourage and fund new and innovative projects, as funds allow.

- h. Fund collaboration projects involving arts organizations and artists, or the arts needs of the general community by being commonly administered or coordinated by one organization. (i.e. a regional art exhibition, public art projects that connect an artist with an arts organization and/or city, etc.)
- 6. To maintain and enhance non-public arts funding.**
- a. Seek funding from private foundations if appropriate and if staff time allows. However, we will not do so if it competes for resources with the arts constituents that we serve in the region.
  - b. Maintain funding from the McKnight Foundation to continue the individual artist grants for Emerging artists and Fellowships for mid-career artists. A McKnight Artist Grantee Exhibit began in 2010 and we will continue to coordinate the PLRAC/McKnight artist grantee exhibit.
  - c. Partner or individually respond to requests for proposals from foundations. (i.e. collaboration with another regional arts council for a specific project, workshop, etc. )

### **C. BOARD DEVELOPMENT GOALS**

The staff will provide information and education to the board to help them fulfill their mission.

**7. To provide information to the board for grant review.**

- a. Assess the past grant review process, noting patterns and changes and to refine the process, if necessary.
- b. Present information about other Regional Arts Council's review process.

**8. To provide information to the council that will assist them in designing future programs and services for the local artists and arts organizations.**

- a. Present information about other Regional Arts Councils programs and services.
- b. Present information about local, state and federal arts organizations' issues, programs and services.

### **FY 2016 - 2017 STATE GRANT PROGRAM INFORMATION**

**A. GRANT DEADLINES** Annual deadlines: Timeline for Fiscal Year: July 1 - June 30

- July 1 thru May 1** Small Arts Project Grant and Arts-In-Education Grant  
\*Monthly deadlines are July 1<sup>st</sup>- May 1<sup>st</sup>, or until funds are exhausted.
- Aug. 1 and Feb. 1** Arts and Cultural Heritage Grant
- Sept. 15** PLRAC/McKnight Fellowship Grant
- Oct. 1** ACH Youth Scholarship/Mentorship Grant, grades 7-12
- Dec. 1** Arts and Cultural Heritage Equipment & Facilities Grant (tentative)
- Jan. 15** PLRAC/McKnight Emerging Artist Grant

### **B. GRANT CATEGORIES FOR STATE FUNDS**

It is the intent of the Prairie Lakes Regional Arts Council (PLRAC) to stimulate and maintain a high quality of artistic experiences. Grants will be made to those organizations directly engaged in the creation of art, the production of art or arts services, or the sponsorship of arts activities. Grant funds may be redistributed amongst grant program categories depending upon the number of applicants per deadline, program and/or grant review scores of the applicant. PLRAC will fund proposals from regional, non-profit tax-exempt 501(c)(3) arts organizations, non-profit community groups, units of government and non-parochial schools that are sponsoring an arts activity in dance, literature, media arts, music, theater and visual arts. This may include: community choirs, dance activities, literary readings, music presentations, orchestras, theatre

productions, visual arts classes and exhibitions, etc. The applicant or organization must have an address and provide programming within the nine county region PLRAC serves. Counties include: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, and Watonwan.

### **1. Small Arts Project Grant**

Grants are for non-profit arts organizations, community groups, and public organizations that produce and sponsor arts activities in their local community. The maximum is \$2,000 and the cash match required is 25% of the Total Project Expenses. Projects or activities which are intended to develop and enhance artists and art resources within the community (i.e. dance, literature, music, theatre, visual arts, etc.) and sponsorship of touring artists. This may include: community choirs, dance activities, literary readings, music presentations, orchestras, theatre productions, visual arts classes and exhibitions, etc. To enable an arts organization, community group or public organization to sponsor or produce a community arts activity that may have a smaller budget or occur outside the main timeline for the Arts and Cultural Heritage (ACH) Grant deadline. Applicants may submit only one grant application per fiscal year. An applicant cannot receive both an ACH Grant and Small Arts Grant from Prairie Lakes within the same fiscal year. The yearly maximum of \$8,000 per organization, per year is allowed for an ACH grant. The exception is if PLRAC adds an ACH Equipment and Facilities grant during the fiscal year, as funds allow. The Small Arts Project Grant funding will be combined with the Arts-In-Education; and are reviewed on a monthly basis. Applicants cannot list travel expenses outside of the state of Minnesota as a PLRAC grant expense (use of funds) on their budget.

### **2. Arts-In-Education Grant**

This grant program is designed to encourage schools to join in an educational partnership with regional professional artists within the nine county area and artists throughout the state to provide artist residencies, mini-workshops, live art performances and arts-related field trips. The maximum is \$2,500 and the cash match required is 10% of the Total Project Expenses. Its purpose is to enhance the current arts curriculum. This grant program is open to all public or private non-parochial elementary, middle, or secondary schools (K-12) in the nine county area. Public and private school applicants are encouraged to collaborate with parochial schools in providing AIE experiences for all students in the area. Only one AIE grant per school building is allowed each fiscal year. Applicants may submit only one grant application per fiscal year. Grants are reviewed on a monthly basis. Residencies, mini-workshops and/or live art performances must involve the general community in some significant aspect, i.e. receptions, poetry readings, exhibitions, or public performance. Field trips could include: joint bus trip, slide show review, volunteer guides, or follow-up program with a local community group.

### **3. Arts and Cultural Heritage Grant**

Prairie Lakes Regional Arts Council will fund proposals from regional, non-profit tax-exempt 501(c)(3) arts organizations, non-profit community groups, units of government and non-parochial schools that are sponsoring an arts activity in dance, literature, media arts, music, theater and visual arts. Activities may include: community choirs, dance activities, literary readings, music presentations, orchestras, theatre productions, visual arts classes and exhibitions, etc. Proposals are encouraged to address more than one of the three program areas. The maximum is \$8,000 and the cash match required is 50% of the Total Project Expenses.

#### **A. General Information. The ACH Fund was established for three specific purposes:**

**1. Arts Programming and Arts Access:** to support Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing the arts; and to instill the arts into the community and public life in this state.

**2. Arts Education:** to support life-long learning and appreciation of the arts, including support for school K-12 activities that enhance but not replace school arts curriculum.

**3. Arts and Cultural Heritage:** for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.

This program is made possible by the Arts and Culture Heritage Fund, a fund created by the people of Minnesota to support the arts and preserve our heritage. The Prairie Lakes Regional Arts Council (PLRAC) grant programs and services will address these areas: Arts and Arts Access 80%, Arts Education 14% and Cultural Heritage 6%. Deadlines will be in August and February each year. The grant period is one year or the fiscal year the applicant designates. **Arts and Cultural Heritage (ACH) Grants are intended to support Minnesota artists and arts organizations, therefore grant funds should be paid primarily to Minnesota Artists in the proposal budget.** The maximum ACH grant an organization can receive in a fiscal year is \$8,000.

**1. Arts Programming and Arts Access – Maximum proposal \$8,000.**

If the total project expenses are \$16,000, then 50% or request may be \$8,000. If project expenses are \$6,000, grant maximum is 50% or \$3,000. The cash match is 50% of the Total Project Expenses. **The organization should describe their arts programming and request funds for those activities in the expense categories listed on the application budget, with not more than half of the funds requested for salaries of paid staff.** Funds may be used for on-going programs, but groups are encouraged to offer new and different activities with the grant funds or enhance their events. Funds may also be used for equipment that enhances the artistic ability of the organization and includes but is not limited to: office equipment and software, instruments, risers, theater lighting, theater curtains, sound system, display cases, etc. This also includes public art, sculpture, murals, etc.; and activities that plan to reach new audiences such as youth, ethnic groups, senior citizen groups, etc. and engage the public in new ways.

**2. Arts Education - There are three categories of support.**

**A. Schools – Maximum proposal \$4,000 with a 10% cash match of the Total Project Expenses.**

This is available to all public or private non-parochial elementary, middle or secondary schools (K-12) in the nine county area. The focus is to provide educational partnerships between local and regional professional artists, arts organizations and (K-12) schools.

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

**B. Non-profit and Community Groups – Maximum proposal \$4,000 with a 50% cash match of the Total Project Expenses.** To support life-long learning and appreciation of the arts, through arts activities conducted by a non-profit arts organization, community group, early childhood education, community education, library, senior citizen's organization, unit of government, etc.

**C. Youth Scholarship/Mentorship – Maximum \$300 with No match required.**

Youth Scholarships and Mentorships provide selected students in grades 7-12, the opportunity to study their chosen art with a practicing professional artist, attend an arts workshop, series of classes or special training opportunity or performance. The scholarship can also be used to take lessons or pay fees to a non-profit arts organization serving youth (i.e. Arts Center of Saint Peter, Dance Conservatory of Southern MN, Mankato

Ballet Company, Mankato Children's Chorus, Mankato Area Youth Symphony Orchestra, Mankato or New Ulm Suzuki School of Music, other art centers which offer classes to youth, etc.). Applicants should contact staff directly for a separate application. There is one application deadline per year October 1<sup>st</sup>.

**3. Arts and Cultural Heritage Festivals – Maximum proposal \$4,000 in FY 2016 and \$5,000 in FY 2017.** Grants are for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state. This may include folk art classes, single performances, a series of cultural activities, arts and music festivals, etc.

**4. Arts and Cultural Heritage Equipment and Facilities Grant – Maximum proposal \$5,000 with a 10% cash match of the Total Project Expenses.** This program may be added if ACH funds are available, and one deadline is anticipated December 1, 2016. There is a strong need for this type of grant. A deadline in 2017 may be added if funds are available, TBD. The Equipment and Facilities Improvement Grant must describe how they will create a legacy for the arts in their community. Equipment items which improve and increase the artistic capabilities of the organization are eligible. This may include but is not limited to: classroom table and chairs, display areas, instruments, computer and software, lighting, risers, sound system, theater curtains, etc. Upgrades to the facility to make it more user-friendly and add arts programming area for the organization are eligible; this includes upgrades for a handicapped accessible bathroom or entrance. (This excludes the purchase or major renovation of buildings.)

## **Goals: Arts and Cultural Heritage Fund**

Five goals with accompanying objectives were adopted to accomplish our mission and address the organizational and individual artist needs through our Arts and Cultural Heritage fund.

**1. Goal: Increase Access to the Arts by supporting Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state.**

**Objective A:** Provide financial support to eligible individual artists and organizations for activities that support access to the arts.

**2. Goal: Increase Art Education by supporting life-long learning and appreciation of the arts, including but not exclusive to K-12 activities.**

**Objective A:** Provide financial support to eligible individual artists and organizations for activities that support lifelong Arts Education.

**3. Goal: Increase Arts & Cultural Heritage activities by supporting events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.**

**Objective A:** Provide financial support to eligible individual artists and organizations for activities that support arts and cultural heritage.

**4. Goal: Provide Services and Support to individuals and organizations that provide arts activities in our region.**

**Objective A:** Provide Publicity/Public Awareness services to support and increase the visibility and understanding of the arts.

**Objective B:** Provide networking opportunities to share best practices and build relationships.

**Objective C:** Provide workshops to increase knowledge and expertise of individual artists and organizations.

**Objective D:** Provide individualized support through one-on-one meetings with PLRAC staff to explore how to best utilize Arts & Cultural Heritage funds.

**5. Goal: Achieve Accountability of Arts and Culture Fund** by acting as responsible stewards of public funds.

**Objective A:** Work with our arts delivery partners to develop and refine a strategic plan for best use of the amendment funding, based on feedback from the state's residents.

**Objective B:** Develop methods to increase our system's level of accountability, including but not limited to: peer review, checks and balances and public involvement.

**Objective C:** Maintain a strong and highly functional Board of Directors.

### **Outcome Evaluation: Arts and Cultural Heritage (ACH) Fund**

**1. Goal: Increase Access to the Arts** by supporting Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state.

**2. Goal: Increase Art Education** by supporting lifelong learning and appreciation of the arts, including but not exclusive to K-12 activities.

**3. Goal: Increase Arts and Cultural Heritage festivals and activities** by supporting events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.

#### **For Goals 1, 2, 3:**

**Objective A:** In FY 2016-17 the PLRAC will determine if the base line of the number of ACH organizational and student applicants established in the last two years can be maintained. We plan to maintain the same average number of applicants. A significant increase is not anticipated. Staff will provide additional technical assistance to potential applicants. This will be measured by the PLRAC grantee data base. In FY 2015 there were 55 ACH organizational applicants and in FY 2014 there were 43. A few of the applicants in FY 2015 were new to this program. It should also be noted that some applicants did not reapply for an ACH Grant in FY 2015 because the requirements were more difficult and time consuming; so they applied for a Small Arts Grant. Many applicants were not prepared to do Evaluation Surveys and really measure their outcomes. There is a big learning curve for small all volunteer non-profit organizations to meet all of the requirements of the ACH Grant Program. Our student program for grades 7-12 is called ACH Youth Scholarship. In FY 2015 there were 108 student applicants; FY 2014 there were 97 applicants; and in FY 2013 there were 69 student applicants. Therefore, the Youth Scholarship program had a steady increase over the last three years.

**Objective B:** In FY 2016-17 of those receiving grants and services from the PLRAC, 75% will indicate that their project was artistically successful, reached the target constituency and had community impact. This will be measured by the final reports.

#### **4. Goal: Provide Services and Support to organizations that provide arts activities in our region.**

**Objective A:** At the conclusion of FY 2016-17 the PLRAC will provide publicity and public awareness services for a minimum of 40 Arts and Cultural Heritage grant recipients. This will result in an increased awareness of the arts in the PLRAC region. This will be measured by staff tracking the publicity releases.

In FY 2015 PLRAC sent Arts & Cultural Heritage (ACH) Grantee News Releases and a photo three times per year to all media in the 9-county area announcing the 40 organization grantee projects and 97 ACH Youth Scholarships awarded to students; therefore 100% of grantees were acknowledged in FY 2015. The media in the nine-county area includes 40 newspapers, 12 radio stations and 1 TV station. News releases are grouped by county and are adapted to highlight the organizations/students from that area to make it more

relevant to the community. The ACH Grantees were listed in our printed newsletters as the front page article and photo and also included photos of these “big check” presentations” for organizations grouped by county. Photos continue on the next three pages. The newsletters were November 2014, February 2015 and May 2015. The Artist Grants awarded to our Emerging Artist and Fellowship grantees are also announced through a news release and a photo of recipients twice a year to all media in the 9-county and included in the PLRAC Newsletter February 2014 and May 2015.

## November 2014 - Arts and Cultural Heritage Grants Awarded

A total of \$154,230 was awarded to 23 Area Organizations



**November 2014: Arts and Cultural Heritage Grantees.** Row 1 (L to R): Mary Hillmann, South Central Service Cooperative; Diane Storvick, Mankato Children’s Chorus; Deb Johnson, Children’s Museum of Southern Minnesota; Jennifer Veltsos, Good Thunder Reading Series, Minnesota State University, Mankato; Taylor Tolchin, Kearney International Center, Minnesota State University, Mankato; Alice DeYonge, Project G.E.M.; Pat Prange, Minnesota Valley Sweet Adelines; Patricia Beckmann, Waseca Arts Council; and Ann Rosenquist Fee, Arts Center of Saint Peter. Row 2 (L to R): Pat Kearney, Irish Cultural Society of New Ulm; Mary Jane Glawe, Christkindlmarkt; Sara Buechmann, Mankato Symphony Orchestra; Kent Menzel, New Ulm Actors Community Theatre; Sara McKay, Saint Peter Choral Society; Fred Slocum, Musicorum; Richard Miller, Blue Earth Valley Concert Association; Elaine Hardwick, Merely Players Community Theatre; Mark Wamma, Mankato Area Youth Symphony Orchestra; Kylie Ahlschwede, Minnesota Valley Chorale; Krystal Erickson, New Prague Community Education and Brenda Byron, PLRAC Executive Director.



## The May 2015 Newsletter will announce that 17 Arts and Cultural Heritage Grants were awarded for \$105,100.

This includes arts activities for non-profit arts organizations, community groups, and public schools in all artistic disciplines.

A variety of activities including Art and Music Festivals, Dance performances, Instrumental and Vocal Music concerts, Theater performances, Artist Residencies and Visual Art exhibitions were funded.

**Arts and Cultural Heritage (ACH) Grants ranged from \$4 ,000 to \$8,000.**

Photos continue on the next page.

**A Total of \$29,100 was awarded to 97 Area Youth  
for \$300 Scholarships from the Arts and Cultural Heritage Fund**

One large group photo could not be taken due to the large number of students. Therefore, photographs by county were taken and below are the PLRAC Board members with Students for Blue Earth County (\$6,300) and Nicollet County (\$8,700) for Youth Scholarships, grades 7-12. The recipients represented twenty-two different communities in all nine counties of our region.



**McKnight/PLRAC Fellowships of \$30,000 were announced in Feb. 2015**



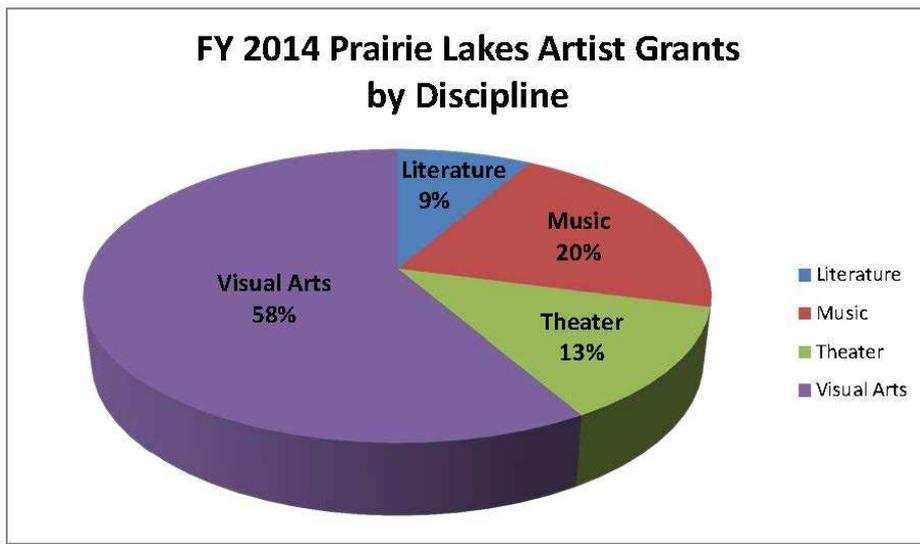
**February 2015 Newsletter announced PLRAC/McKnight Fellowship Grantees**

Ten artists from nine different communities each received a \$3,000 grant, for a total of \$30,000.

Row 1 (L to R): Debra Evans Paige, LeSueur (ceramic jewelry); Brenda Byron, PLRAC Executive Director; and Ann Heymann, Winthrop (Gaelic harpist). Row 2: Tom David Barna, Eagle Lake (Playwright); Charlie Heymann, Winthrop (Irish Musician); and Eric Ouren, Kasota (Banjo designer).

Other artists not pictured include: Steve DeLaitsch, Waseca, landscape painter; Bryan Holland, St. Peter, painter; Tim James, Good Thunder, public sculpture; Dale Looft, Montgomery, photographer; and Reed White, North Mankato, oil painter.

In FY 2014 Prairie Lakes awarded 24 grants to Artists, totaling \$44,000. Visual art is still the largest Artist discipline we fund at 58%, but Music was 20%, Theater 13% and Literature 9%.



## **Outcome Evaluation: Arts and Cultural Heritage Fund (continued)**

### **4. Goal: Provide Services and Support to organizations that provide arts activities in our region.**

**Objective B:** By the end of FY 2014-15 the PLRAC will conduct two Arts and Cultural Heritage Evaluation and Survey Training Meetings for grantees in the fall and spring each year. An Exit Survey will measure the success of the training meeting. Several questions will be asked to gauge the usefulness of the information presented at the training meeting. The survey questions will be based on a scale of 1-5; with 1 being low and 5 being high. **A majority of all respondents will rank the usefulness of the information/questions as a 4 or 5 on the scale.**

**Objective C:** By the end of FY 2016-17 the PLRAC will facilitate one educational workshop per year with 75% attendees responding that they were impacted favorably. This will be measured by an exit survey.

**Objective D:** During FY 2016-17 PLRAC will provide a minimum of two grant writing workshops held with constituents interested in the Arts and Cultural Heritage Fund. Participants in those workshops will show that 75% of constituents rated these meetings as beneficial. This will be measured by an exit survey. In FY 2016-17 PLRAC will also utilize YouTube as a tool for providing information about how to apply for the Arts and Cultural Heritage grants.

## **C. TECHNICAL ASSISTANCE & SPECIAL PROJECTS AND MEETINGS**

Technical assistance is available, on request, to developing and already existing arts organizations. Information on other funding programs, services and educational workshops is also available in the office. On an annual basis we provide grant writing workshops for artists and organizations on PLRAC grants. We also partner with the Minnesota State Arts Board (MSAB) in providing joint workshops to discuss their grant programs. Occasionally, we also coordinate workshops in Mankato for the Bush and Jerome Foundation. Participants at workshops and grantees often need further assistance and we have begun to provide extra information over the phone, in the office, and occasionally through site visits. We would like to continue this service to both artists and organizations. We have found this method more effective for our organizations and artists who find it difficult to attend workshops. We continue to maintain educational materials for organizations and artists in our office. These include beginning a non-profit organization, state and federal requirements, long-range and cultural planning, board development, historic renovation and ADA accessibility. Information for artists includes: career planning; consignment agreements and contracts; creating an artist resume and artist statement; portfolio presentation; and social media.

**Cultural Data Project.** Prairie Lakes held additional meetings/workshops in spring 2014 to introduce the Cultural Data Project (CDP) to our Arts Organizations and to encourage their participation. We developed a plan to provide these trainings and budgeted for monetary incentives for arts organizations that participated. This resulted in very good participation! We were pleased that a majority of the organizations responded to this challenge and several organizations submitted their CDP Funder Reports for FY 2015 and the grant deadline on August 1, 2014. The CDP Report has become a requirement for organizations applying to our Arts and Cultural Heritage Program. We have 38 organizations that have completed their CDP Profile!

**Statewide Economic Impact Survey.** Each region was asked to take an active role in the Statewide Economic Impact Survey in 2014. We developed a plan and timeframe for PLRAC to accomplish the task. The program manager and I created an outline for the process and we selected which arts events would be surveyed, for a total of six survey events. This required PLRAC Staff to make the “curtain call speeches” to stress the importance of the survey and we followed through with mailing the surveys to MCA in a timely manner. Prairie Lakes was the first Region to complete the required number of 250 surveys!

### **Announcement of Creative MN Report in Mankato in March 2015.**

We had 29 Arts Advocates attend the “Creative MN” Report on the Economic Impact of the Arts on March 2<sup>nd</sup> in Mankato. Sheila Smith, MCA presented the Report and Sue Gens, MSAB attended the meeting. The 89 area organizations that participated in the "Creative Minnesota" study support 348 full-time jobs in the nine-county region, generating more than \$13.6 million in economic impact. More than 358,000 people attend nonprofit arts and cultural events annually in the region, which includes: Fairmont, Mankato, North Mankato, New Ulm, St. Peter and Waseca. *Download the report at [www.creativemn.org](http://www.creativemn.org).*



### **D. ELIGIBILITY AND RESTRICTIONS**

Grant programs funded with state money are made to non-profit tax exempt organizations and can include units of government and non-parochial schools. Eligible projects are those which have local or regional impact in the nine county area; in other words, those which are intended for the development or enhancement of arts resources, artists, or art audiences within a community or the region. This may include: community choirs, dance activities, literary readings, music presentations, orchestras, theatre productions, visual arts classes and exhibitions, etc. The Prairie Lakes Regional Arts Council requires applications to be on a matching basis from all eligible applicants, the percentage match varies for each program. An application shall not be eligible to be funded when one or more of the following activities, conditions, or use of funds exist or are proposed:

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. ACH Funds are requested for non-Minnesota artist fees and costs. Applicants have listed travel expenses outside of the state of Minnesota as a PLRAC state grant expenses (use of funds) on their budget.
5. The application form and all required materials are not postmarked 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 proposals that are essentially historical, and lack a strong artistic component.
12. Funds are requested to support strictly commercial activities intended for mass-market distribution.
13. Funds are requested for activities that attempt to influence any state/federal legislation or appropriation.
14. Funds are requested to pay for endowment funds, property acquisition, new construction or major building improvements that are not directly related to arts programming, are not eligible.
15. Funds are requested for new building projects.
16. Funds are requested for payment of debts incurred before the grant application is approved.
17. Funds are requested to support activities which are essentially for the religious socialization of the participants or audience (a religious service cannot be any part of a proposal).
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. 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, after the school position is eliminated.
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 proposal 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 proposal’s total cash expenses. No more than 50% of the income can be from State Grants; PLRAC and MSAB combined.
28. The proposal 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 their arts project and use of funds are different, if they are the recipient of other ACH Funding through another agency.

## **E. FISCAL AGENTS**

Organizations that are eligible to apply for grant assistance from the PLRAC, but have not received status as a non-profit tax-exempt organization, may apply through a fiscal agent. A fiscal agent may be any non-profit 501(c)(3) tax-exempt organization or a governmental unit. The fiscal agent must sign the application form, and if a grant is awarded, the fiscal agent must also sign the grant contract. The fiscal agent is legally responsible for the completion of the project and for the management of the grant funds. Fiscal agents and the group actually carrying out the project must enter into a formal agreement, which outlines the working relationship between the two parties. An example of a Fiscal Agent contract is available from the PLRAC office should the project applicant organization dissolve, all property purchased with PLRAC funds will go to the fiscal agent (where applicable) or to PLRAC. PLRAC will transfer the property to another non-profit arts organization.

## **F. GRANT REVIEW PROCESS**

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

## **G. REVIEW CRITERIA FOR GRANTS**

**Small Arts Project Grant Review Criteria** (0-10 points per category for a total of 30 points)

1. Artistic quality and merit of the project.
2. Ability of the organization to carry out the proposed project.
3. Artistic need for the project by the organization and/or community.

**Arts-In-Education Grant Review Criteria** (0-10 points per category for a total of 30 points)

1. **Artistic Quality and Merit of the project.** Demonstrated by the artistic quality of the artist to perform the activity (schools must submit the required support materials as outlined below); the merit of the activity and stated goals; the involvement of parents and community in the activity; and effective use of artist - teacher contact time.
2. **Ability of the school to accomplish the project.** Demonstrated by budget feasibility; how the activity will be publicized, documented, and evaluated; and feasibility of the plan and schedule.
3. **Artistic Need for the Project.** Enhancement to the current arts curriculum and availability of arts experiences in the area.

**Arts and Cultural Heritage Grant Review Criteria** (0-10 points per category for a total of 30 points)

### **1. Artistic Quality and Merit of the project**

Question A. Summary of proposed grant funds.

Is the organization's mission & proposal meritorious?; Does the proposal have artistic impact relative to the community and public life?; Are the planning processes, marketing and publicity appropriate?; Is the management of their organization strong?; Do the staff and volunteers have good qualifications?; Is the proposal reaching other counties or communities?; Are the expenses and income on the budget page appropriate for the project?; Does the group appear to have sufficient initiative and ability?

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

Question B. Arts & Cultural Heritage Investment Summary.

Does this proposal provide a high quality arts experience?; Does this proposal instill the Arts into the community and public life?; Does the proposal help to represent diverse ethnic and cultural arts traditions?; Does the proposal help to develop knowledge, skills and understanding of the arts?; Does this proposal help to overcome barriers so Minnesotans can access high quality arts experiences?

### **3. Artistic Need for the Project by the organization or community**

Questions C & D. Goal Statements and How They Correspond to Activities; and Outcome Evaluation.

Are the goals reasonable and clearly described?; Are the results reasonable and clearly described?; Are the community benefits reasonable and clearly described?; Does it contribute to the artistic

development of the respective art form and/or audience?; Is there community involvement and support for the project?; Was the information regarding the target population clearly noted?; What evaluation methods will they use such as creating a survey, distributing and tabulating results, increased audience and/or participation numbers, etc.? Do they seem reasonable and specific? If Evaluation information is lacking in this area, the application may have to be tabled; so we can obtain more specific information and/or provide technical assistance to this applicant.

## **H. APPLICATION PROCEDURES**

Organizations interested in applying to the Prairie Lakes Regional Arts Council for assistance should contact the office at 105 22<sup>nd</sup> Avenue NE, Suite A, Waseca, MN 56093, (507) 833-8721, (800) 298-1254 or plrac@hickorytech.net. Subsequent to the initial contact with the office, the following process occurs:

1. Staff will discuss the project by phone or in person with the applicant. If a grant request is deemed feasible, staff may provide technical assistance relating to the development of the application, if so requested.
2. The completed application form is submitted to the Prairie Lakes office on or before the deadline date. Following a preliminary analysis of the application, staff will request any necessary modifications and additional information prior to sending the grant applications to the arts council members. Applicants are in all cases responsible for the quality and completeness of their applications. All grants are sent to the council members one week prior to the review session.
3. Grant deadlines will be publicized in news releases to the general public and posted on the PLRAC website. Prospective applicants will be notified of upcoming grant deadlines through the media, emails from our office and our monthly newsletter.
4. The arts council will convene to review all applications and may decide to fund applications at the full amount, fund partially, or deny funding. The Arts and Cultural Heritage Grant applicants are invited to attend the review session to answer questions, which may arise during the discussion. Other grant applicants may attend our public meetings, but they are not required to do so.
5. Following the review, the staff will notify the applicants of the council's decision.
6. Appeals must be based on alleged procedural errors. Appeals on judgments of merit or creative prose, quality or ability will not be heard. The appeals process is outlined in this plan and also in the PLRAC Policy and Procedures Manual.

## **I. GRANTEE CONTRACT & RESPONSIBILITIES**

Grantees are responsible to follow the following grant contract guidelines:

1. The grant will be carried out in compliance with the project description, budget, and dates as set forth in the original application and this contract which reflects all revisions, if any, made to the original application by the Prairie Lakes Regional Arts Council, Inc., (PLRAC). The project will be accomplished as described within twelve months of award notification. Any changes must be requested and cleared, in writing and in advance, with PLRAC. If a fiscal agent is utilized, the agent and the organization carrying out the project must have a formal agreement. The fiscal agent must sign the grant contract and is responsible for the completion of the project and for the proper management of the grant funds. *This fiscal agent is not responsible for completing the Final Report Form, but is responsible for the verification of it through their signature.*
2. Our organization, as an Arts and Cultural Heritage grantee, or Small Arts Project or AIE grantee, will receive 80% of the grant one-month prior to the project start date and the final 20% will be paid after the project has been completed and the Final Report Form is returned and accepted by Prairie Lakes. McKnight Artist Grantees also receive 80% and 20% payments.

3. Our organization, as a grantee of state funds, agrees to send a Thank You letter to our state senator and representative. We will attach a copy to the Final Report.
4. Our organization, as a Small Arts Project or AIE grantee, will acknowledge this financial assistance on all our programs and publicity related to the project. We will use the following credit line on our news releases, brochures, newsletters, posters, programs, and paid newspaper ads: *“This activity is made possible by a grant provided by the Prairie Lakes Regional Arts Council, from funds appropriated by the Minnesota State Legislature.”*

**Arts and Cultural Heritage grantees must use the legacy Logo and this credit line:**

*“This activity is made possible by the voters of Minnesota through a grant from the Prairie Lakes Regional Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.”  
A shortened version of this credit line is not acceptable.*

5. Our organization, as a grantee, agrees to complete the Evaluation and Survey Methods for Arts and Cultural Heritage Funds. We will attach a copy to the Final Report.
6. We will submit a Final Report Form to the PLRAC within sixty (60) days after the completion of the project. If the final report is not filed within six (6) months after completion of the project, the final 20% payment will not be paid. If after an additional six (6) months the final report has still not been submitted to the PLRAC, our organization will not be considered for funding for two (2) years from the completion date of the project.
7. If the project is not completed as stated, (*i.e. Total Cost/Expenses are much lower than anticipated*) a portion of the grant amount or the entire grant amount will be returned by our organization. The amount of the grant award may not exceed 50% of the Total Project Cost. We understand we must match the grant award (*i.e. if we received a \$2,000 grant, the matching income must equal or exceed \$2,000; Total Project Cost = \$4,000 or more.*)
8. Our organization, as a grantee, agrees to comply with all applicable laws relating to nondiscrimination and affirmative action. Access to participation in the project will not be limited on the basis of national origin, race, color, religion, handicap, age or sex. As a grantee we will also comply with all the requirements of the Federal Americans with Disabilities Act.
9. This grant contract may be terminated at any time upon written request of the grantee, but such termination does not necessarily relieve the grant recipient of the responsibilities set forth in the grant contract. PLRAC may terminate a grant contract at any time upon the failure of the grantee to comply with one or more of the conditions of the grant contract, or a grant contract may be terminated at any time by mutual agreement.
10. Our organization, as a grantee, may be required to submit a certified audit report of the organization or of this specific project funded by PLRAC. We will maintain records for 3 years beyond the completion of the project.
11. Any profits realized by this project out performing the anticipated income, will be used by our organization for future arts related projects. Our organization will account for any profit made with this project as part of the organizational funds budgeted for our next year’s project. Our organization understands that future grants will be contingent upon complete compliance with the terms of this grant contract.
12. Our organization, as a grantee, will send the PLRAC office two (2) complimentary tickets to an activity described in this application or notice of the upcoming performance at least three weeks prior to the activity so board members may attend.
13. PLRAC retains secondary ownership of any or all property purchased with Arts and Cultural Heritage funds. Should the applicant organization dissolve, all property purchased with Arts and Cultural Heritage funds will go to the non-profit fiscal agent (where applicable) or PLRAC. PLRAC will transfer the property to another non-profit arts organization.

## **J. APPEALS PROCESS**

Groups and organizations applying to the PLRAC 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 PLRAC.
2. Appellants will receive written notification from PLRAC 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 eight 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, 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.

## **K. PAYMENT PROCESS**

1. A copy of the Contract, Request for Payment Form, and a Final Report Form are sent to the grantee. In cases of partial funding, the grantee must also submit a revised budget and project description explaining how the project will be modified in response to reduced funding.
2. The grantee indicates agreement with the contract terms and completes both the Contract and Request for 80% Payment Form, and returns them to the PLRAC office.
3. The grant funds of 80% are paid to the grantee one-month prior to the event start date.
4. Within 60 days of completion of the project, the Final Report and Request for Final 20% Payment must be submitted. After approval of this report, the remaining 20% of the grant is paid to the grantee.

## **L. GRANT MONITORING PROCESS**

Grantees are required to file a final report with the council 60 days after completing their projects. Grantees are instructed in their contract letter that any significant changes must be reported promptly, and that permission for changes or extensions must be requested through the Executive Director. If the changes represent a major change in direction for the project, the Executive Director will bring the request before the

council for approval. If the final report is not filed within six months after completion of the project, the grantee will not be considered for funding for two years from the completion date of the project. The Executive Director periodically reviews the grant files to see whether organizations have outstanding final reports. Should an overdue report be indicated, the Executive Director sends a reminder letter to the grantee. The staff sends additional letters or makes calls as needed to close the files of completed projects. Grantees are reminded of the responsibilities they share with the council for full accountability of public funds. The staff reviews all final reports and files them. Final reports are always available for review by council members, and may be brought to regular meetings for review. Members and staff who have attended funded projects are encouraged to report on them. Staff and council members make every attempt to attend as many programs as possible.

## **M. RECORD KEEPING**

The PLRAC has implemented a fund accounting system for program and general support expenses. We are using QuickBooks, a software package for accounting recommended by our accountant. Staff prepares a monthly financial statement of revenue and expenses and a balance sheet for the monthly council meetings. An audit is done by a certified public accountant at the end of each fiscal year. The accountant also prepares Federal IRS Form 990 and the Minnesota Charitable Organization Annual Report.

## **N. AMERICANS WITH DISABILITIES ACCESS PLAN**

The Prairie Lakes Regional Arts Council (PLRAC) does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its services, programs or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all PLRAC services, programs and activities. PLRAC has designated the Executive Director as the coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulations. He/she will coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.53 of the U.S. Department of Housing and Urban Development regulations. Upon request, any of our information will be made available in alternative formats such as Braille, large print, audio tape or computer disk. A request must allow reasonable time for PLRAC to work towards accommodating needs.

The following statement will appear on our grant program guidelines and organization brochure. Upon request, PLRAC grant application materials will be made available in an alternate format such as large type or on audio tape. Please call the PLRAC office in Waseca at 1-800-298-1254. For TTY, contact the Minnesota Relay Service at 1-800-627-3529.

Visual or Hearing Impairments: Upon request the PLRAC may use a sign language practitioner to facilitate communication for hearing impaired individuals. We will contact a disability specialist in Mankato for names of area sign language practitioners. We will use the Minnesota Relay Service for TTY phone users. We also have an e-mail address for those who choose to communicate via the Internet.

Mobility Impairments: Monthly board meetings will be held in an accessible location. Upon request, PLRAC staff will meet with constituents outside the office in a barrier-free, accessible location.

Grantees of PLRAC: PLRAC requires its grantees to work with persons with disabilities who wish to access the funded project. Requests may involve an individual's access to a facility or to the content of the project.

## **MCKNIGHT FOUNDATION ARTIST PROGRAM INFORMATION**

We will administer artist programs with McKnight funds in the nine counties of south central Minnesota. These grant programs and services have been extremely successful and well utilized in the past few years. These programs really complement our state-funded programs and have allowed us to reach and serve our individual artists better. McKnight funding is a valuable resource and very much appreciated by our artists. It is essential to have this partnership with the McKnight Foundation which funds artist grants, a McKnight grantee exhibit, services for artists and technical assistance. The McKnight budget is \$70,000. We recorded videos about how to apply for the Artist Grant programs and posted them on YouTube. These videos are also posted on our website and Facebook page.

**Artist Workshops.** We had very good attendance at our artist workshops the last two years. The topics included: Grant Writing, Social Media for Artists, Studio Recording Workshop for Musicians, Writing an Artist Statement and Resume, Literary Workshop/Mentorship, and Photographing Your Own Work. We have 906 Individual Artists on our PLRAC database, representing all mediums. Annually we estimate that we serve about 200 artists through our McKnight Grantee Exhibit, regional art show, workshops and grants.

We have a hands-on attitude in assisting our artists in the application process and the Executive Director spends a lot of time assisting artists through a grant writing workshop, individual consultations in the office, over the phone and through email notes. Several artists were first time applicants and had questions about how to describe their project and explain how it related to their professional growth, and how to select work samples that are relevant to their application. The majority of artist applicants have been primarily visual artists over the past ten years however, in the last few years we have had a significant increase in the number of musicians, literary artists and playwrights applying.

### **A. GRANT PROGRAMS AND SERVICES**

#### **1. McKnight/PLRAC Emerging Artist Project Grant of \$1,000.**

The purpose of this emerging artist grant program is to provide financial support to developing artists committed to advancing their work and career, or to take advantage of an upcoming opportunity to perform or exhibit their work. Grants are available to emerging artists, in their formative stages of career development. Project grants are available in all art disciplines for specific projects that contribute directly to the artist's growth and development as a professional. Funds may be used for supplies, matting and framing, production of audio or videotape, workshops, training, research, mentorship, equipment, etc. The grant is for \$1,000, with a total of \$12,000 available. The annual deadline is January 15th.

#### **2. McKnight/PLRAC Fellowship Grant of \$3,000.**

The purpose of this fellowship is to provide "professional mid-career artists and beyond" with financial support that enables them to further their work and their contribution to their communities. It is intended to recognize, reward, and encourage outstanding individual artists in the region. Applicants for the Fellowship are expected to demonstrate professional achievement in their disciplines. Professional "mid-career and beyond" artist defined: professional achievement includes, but is not limited to: juried exhibitions, performances, and publications. Eligible artists are beyond the "emerging" stage in their careers. They have proved to be deeply engaged in their art form and may be ready to take a "leap" in their career. They are committed to being artists and to creating a body of work. A Fellowship can support a broad range of study or activities, including exploration of new directions, continuation of work already in progress, or accomplishment of work not financially feasible otherwise. A Fellow may choose to take time for solitary work or reflection, engage in collaborative or community projects, embark on travel or research, or pursue other activity that contributes to their life as an artist. The grant is for \$3,000, with a total of \$33,000 available. The annual deadline is September 15th.

### **3. McKnight/PLRAC Artist Grantee Exhibition**

As part of our service to artists we coordinated PLRAC/McKnight Artist Grantee Exhibitions, which were held in January 2014 and 2015 at the Arts Center of Saint Peter. It featured grantees from the previous year. **In FY 2016 and FY 2017 we plan to facilitate this grantee exhibit again in mid-January through mid-February each year.** We anticipate having the 2016 exhibit at Bethany Lutheran College's Fine Arts Center, and in 2017 it will be at the Arts Center of Saint Peter or it may travel to another art center based upon availability. Coordination starts each fall by contacting the visual artists to display their work and writers and performing artists to be featured at the opening reception in January. Artists have been very pleased to be featured in this group exhibition and in past years we have created a very nice brochure for the exhibit. In January 2015 it was a very successful exhibition and about 130 people attended the opening reception.

### **B. REGIONAL JURIED ART EXHIBITION**

Although not currently funded with McKnight money we will still host the Prairie Lakes Regional Juried Art Exhibition. We anticipate utilizing state funds in FY 2016 and 2017. The annual juried exhibition will allow artists in the nine county area an opportunity to display their work in a professional setting. Since there are limited exhibiting opportunities for artists in rural communities, this exhibition provides a valuable resource to artists at all levels in their professional development. The Prairie Lakes Regional Arts Council will work in cooperation with a local Art Center to sponsor the annual regional exhibition and possible locations are the Arts Center of Saint Peter, Carnegie Art Center in Mankato, or Waseca Arts Center. The Regional Art Exhibition will be supported with program funds from the state Arts and Cultural Heritage fund. The location of the exhibit may change from year to year based upon the availability of the arts centers to host the exhibit. The twenty-third annual exhibit for FY 2016 will be held in September 2015 at the Arts Center of Saint Peter (ACSP). We also plan to have another regional juried exhibition in FY 2017.

The Regional Arts Council has successfully held twenty-two regional art exhibitions in both Mankato and St. Peter over the years. We have collaborated with the Carnegie Art Center, Mankato and the ACSP to host our Annual Prairie Lakes Regional Art Exhibition, the last few years. There is always a large number of entries and about half are selected by the juror for the exhibit. The six week exhibition draws a crowd of about 1,000 people. The Prairie Lakes staff facilitates the Opening Reception and presents the Cash Awards to sixteen artists. Brenda Byron promoted the exhibit on KEYC TV Community Update program. This regional exhibition is another tangible example of the many talented visual artists in our area and it represents the artistic diversity and quality of our rural artists. We will continue to highlight the regional exhibition and the award winners in our newsletter and on our website, [www.plrac.org](http://www.plrac.org).

### **ARTS COUNCIL STRUCTURE AND MEMBERS**

The Prairie Lakes Regional Arts Council was incorporated July 1, 1993 under the provisions of Chapter 317 of Minnesota Statutes, known as the Minnesota Non-Profit Corporation Act. The PLRAC has been determined to be exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. It is exempt from State of Minnesota taxes as well under the provisions of Section 297A.25, Subdivision 1 (p) of the Minnesota Sales and Use Tax Law. The By Laws of the PLRAC were adopted November 10, 1993; and amended on Oct. 17, 1996, May 16, 2002, and May 27, 2010. The Prairie Lakes Regional Arts Council (PLRAC) is comprised of representatives of the nine counties, each of the cities with over a 10,000 population (Fairmont, Mankato, New Ulm, North Mankato and St. Peter).

There are fourteen board members and each serve a three-year staggered term; July 1 through June 30; and are limited to two consecutive terms of three years or a maximum of six consecutive years. The arts council

members will make replacement of vacancies or re-appointment. Vacancies and the procedure for applying will be publicized in the media. Board members will be appointed for their knowledge, expertise in a particular artistic discipline or other area of need identified by the board, and their involvement in the arts. The membership will represent a cross-section of the arts community that includes teachers, artists, arts organization members, and interested consumers. The variety of art disciplines and arts background of members will assure a balanced, grassroots consideration of all arts programming and services conducted by the PLRAC. A president, vice-president, treasurer, and secretary will be elected at the first meeting each fiscal year, and will serve as the Executive Committee.

### **Current Board Members of Prairie Lakes Regional Arts Council**



**Blue Earth County** – Gina Mumma Wenger, Mankato. Gina has a BA in Art and Music, MA in Art Education and PhD in Art Education and Women's Studies. She is a Professor at Minnesota State University, Mankato in Art and Art Education. Gina has been touring the United States recently giving lectures on Children's Artworks of the Japanese American Internment Camps and she has been volunteering to teach photography. She previously was a public school art teacher and sang with Musicorum in Mankato 2007-2009. This is Gina's second term. She began on 8/1/11 and was re-appointed 8/1/14.

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

**Faribault County** – Lill Robinson, Blue Earth. Lill is president of the Blue Earth Town and Country Players, and is a retired Middle School Language Arts teacher from the Blue Earth Area Public School. She is involved in the Masterpiece Art Program and the Retired Senior Volunteer Players. Lill was co-founder of the CAPP Committee of Blue Earth Schools. Term began 9/1/09. Lill serves as President.

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

**Martin County** – Bonnie Taplin, Fairmont. Bonnie is chairman of Interlaken Heritage Days Festival of the Lakes, Fairmont and is a member of the Red Rock Center for the Arts, Fairmont. She has served as Chairman for the Granada Centennial, Women of Today Junior Miss Program and Family Fest. She has also served on a variety of community and church boards and programs. Term began 8/1/10.

**Nicollet County** – Diane Harms, St. Peter. Diane has a BS in Music Performance in Voice and French Horn, Minor in Piano. She is an active singer with the Saint Peter Choral Society and the Minnesota Valley Chorale. She previously sang with the Minnesota Chorale, Twin Cities Catholic Chorale, Plymouth Music Series and the Oratorio Society of MN. She played French Horn for 40 years as a professional and also with numerous non-profit community orchestras, most notably was the Golden Valley Orchestra. Term began 8/1/14.

**Sibley County** – Dennis Van Moorlehem, Arlington. Dennis has a degree in Secondary Education and has taught Auto Mechanics. He is a board member of the Sibley County Fair, MN Federation of County Fairs, and the Arlington Chamber of Commerce. Term began 7/22/13.

**Waseca County** – Jessica Barends, Waseca. Jessica has a BA in Art History and currently works at the Waseca-LeSueur Regional Library, as the Director of Children’s Services. She serves on the Advisory Council for Waseca Community Education and annually participates with KMSU radio station in Mankato, with the music morning show “Shuffle Function”. Term began 8/1/14.

**Watonwan County** – Joe McCabe, St. James. Joe has a B.S. in Accounting and is the St. James City Manager. He is the co-chair for the St. James Community Theater and involved with the St. Mary’s Church Choir. Joe has been stage manager for over 20 productions, performed in plays, and assisted in high school one act plays. He is a member of various community organizations. Term began 8/1/10. Joes serves as Treasurer.

**City of St. Peter** – Lauren Shoemaker. Lauren has a B.S. in Music Education and a M.A. in Liberal Studies. Lauren is the Band Director for St. Peter Schools (2002-present); Adjunct Professor at Gustavus Adolphus College (2005-present); and Costumer for the Mankato Ballet Company (2010-present). Previously she taught at Sibley East Schools and Glencoe-Silver Lakes Public School. Lauren previously served on the PLRAC from 1995-2003. Term began 7/22/13.

**City of Fairmont** – OPEN. Position will be appointed 7/23/15.

**City of Mankato** – Gregory Wilkins. Greg has a BA in Intercultural Studies/History/Political Science and a minor in Visual Art, a MS in Educational Leadership, and ABD in University Administration. He is the Associate Director of the Centennial Student Union and Student Activities at Minnesota State University, Mankato. He has been active in the Arts as a painter, photographer, writer, actor, singer, dancer and musician. He has traveled the world extensively working with indigenous people and as a volunteer and consultant for arts and nongovernmental organizations. This is Greg’s second term. He began on 8/1/11 and was re-appointed 8/1/14. Greg serves as Vice-President.

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

**City of North Mankato** – Dana Sikkila. Dana has a MA and BFA in Printmaking. She is an Adjunct Professor at Minnesota State University, Mankato; Executive Director of the 410 Project, Mankato and is also an instructor for youth and adult art classes at the 410 Project. She is the Artistic Director of Black Water Press, Mankato. Dana received an Emerging Artist Grant from Prairie Lakes Regional Arts Council in 2014. She is an active artist exhibiting locally and throughout MN. Term began 8/1/14.

## **STAFFING AND JOB DESCRIPTIONS**

The Prairie Lakes Regional Arts Council, Inc. employs an Executive Director, Brenda Byron who has been with the council since its inception in 1993; and our predecessor organization Region Nine Area Arts Council, since 1989; for a total of 26 years. The full-time Program Manager & Bookkeeper, Cindy Lewer has worked with the organization for 20 years; and the part-time Administrative Assistant Pam Trumbull has worked with the organization for 5½ years. The Executive Director is accountable directly to the president and all staff is accountable to the Prairie Lakes Board. The Prairie Lakes Policy and Procedures Manual were updated on April 23, 2015 and previously on May 27, 2010. Staff performance reviews occur annually.

### **EXECUTIVE DIRECTOR** (Full time 40 hours)

1. Provide technical assistance and general information to local artists, arts organizations, community groups, schools, and others as requested. Provide assistance to artists and organizations to help them complete a PLRAC application form.
2. Oversees grant applications and selection process by publicizing availability of grants, answering questions of potential grantees, reviewing and screening grant applications and presenting applications to arts council for review and selection. Provides support to the council on grant policy and procedural issues.
3. Directs development of State Biennial Plan based on direction from arts council, which includes assessing the needs within the region; determine program objectives, priorities, and budget levels. Submits proposal to the McKnight Foundation, Minneapolis and other foundations, as needed; and prepares final reports for foundation grants.
4. Prepares agenda, minutes, and supplementary material for and attends art council meetings as technical advisor. Provides orientation for new members.
5. Responsible for accounting and other management activities directed by the council. Supervises other staff.
6. Researches and analyzes arts related issues to be presented to the arts council to augment into existing plans and programs and create new ones as necessary. Responds to proposed arts legislation as necessary.
7. Develops applications, forms and handouts that relate to existing programs and to new programs as they develop. Maintains an ongoing assessment of each grant program's structure and proposes possible revisions when necessary.
8. Represents the regional arts council to outside groups, such as: community groups, service organizations, Regional Arts Council (RAC) Forum, MN State Arts Board, MN Citizen's for the Arts, grantee's special events, public funding agencies and state meetings. Is an active participant in the RAC Forum and statewide projects. Advises council of statewide arts information discussed at RAC Forum meetings.
9. Compiles information and articles for arts calendar, newsletter and news releases. Receives and disseminates information regarding arts related activities occurring within the nine county area and prepares special reports.
10. Organizes workshops and special projects as identified in the State Biennial Plan and other grant proposals. Organizes the annual regional art exhibition and coordinates with a host facility in the

region. Attend workshops and seminars, in needed areas of expertise, which relate to the regional arts council.

11. Prepares proposals that will maintain and expand the arts program. Researches sources of other funds, with council assistance, to expand the granting capabilities and meet the needs of the "arts" community.

**PROGRAM MANAGER** (Part-time position 25 hours)

The Program Manager position provides content-specific expertise and assists with the management of the new Arts and Cultural Heritage grants, and other grant programs. This is a year around, part-time position, based on 25 hours a week.

1. Provides technical assistance and general information about grant programs to local artists, arts organizations, community groups, schools, and others as requested. Provide verbal assistance to arts constituents to complete the application form. Convey a positive image of the PLRAC to the public and to Prairie Lakes' constituents.
2. Oversees grant applications and selection process by publicizing the availability of grants, answering questions of potential grantees, reviewing and screening grant applications and presenting applications to arts council for review and selection.
3. Develops applications, forms and handouts that relate to existing programs and to new programs as they develop. Maintains an ongoing assessment of each grant program's structure and propose possible revisions when necessary.
4. With the assistance of PLRAC office staff, administer the grants process, including determining the eligibility of grants, preparing grants for review, notifying grant applicants of the status of their grants, keeping accurate records of all grant applications received and awarded, and monitoring final reports.
5. Oversee office management, i.e. filing, typing correspondence, etc. associated with administering the grant programs.
6. Manage the grant programs budget and payout schedule.
7. Work in association with the Executive Director to review policies, program services, accounting, and other management activities related to the grant programs.
8. Take ownership of the PLRAC web site by developing and executing a plan that will bring it up to date and research how to expand its presence as a useful communication and distribution tool for the Council's activities and services.
9. Attends monthly council meetings.

**BOOKKEEPER** (Part-time position 15 hours)

The bookkeeper is directly responsible to the Executive Director and assists with program administration and performs the following tasks:

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

**ADMINISTRATIVE ASSISTANT** (Full time 40 hours)

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

Qualifications: Typing and computer skills (Microsoft Office, Excel, Access, Publisher, etc.) and experience in general office administration. Have knowledge of social media, Facebook, etc. Has ability to deal effectively with the general public, artists and arts organizations. Duties include but are not limited to:

1. Assists with general office duties: typing, filing, copying, sorting, collating, labeling, and mailing of information. This includes the maintaining of forms, applications and newsletter. This also includes updating the mailing lists in the Access Program, sending bill and grant payments after checks are prepared by Bookkeeper, updating monthly staff timecards and assisting with cleaning the office. Have computer skills to assist with updating forms, applications, and creating the monthly newsletter. This also includes inputting and compiling the Needs Assessment Survey on the online Survey Monkey program every four years for planning purposes.
2. Provides general information about grant programs to local artists, arts organizations, community groups, schools and others as requested. Reply to Arts Council phone calls and visitors in the absence of the Executive Director and Program Manager. Convey a positive image of the PLRAC to the public and to Prairie Lakes' constituents.
3. Updates and maintains the various computer databases in the office, assists the Program Manager with updating the website, and updates our Facebook page.
4. Compiles Data Collection Report each Fiscal Year to submit to the MN State Arts Board.
5. Prepares the arts calendar and newsletter.
6. Attends monthly council meetings in Mankato to record the minutes and compiles the Board mailing documents each month.
7. Make business calls or send email letters related to the Arts Council's grants and programs.
8. Assists with the maintenance of the grant files, contracts, payment of grants, grantee descriptions, news releases and other clerical duties assigned by the Executive Director, Program Manager and council within the hours available.

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

As revised by action of the Board of Directors on May 27, 2010; original by-laws in 1993.

### **ARTICLE I: NAME, MISSION**

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

### **ARTICLE II: OFFICES, CORPORATE SEAL**

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

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

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

### **ARTICLE III: MEMBERS MEETINGS, PROPERTY RIGHTS**

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

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

### **ARTICLE IV: BOARD OF DIRECTORS**

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

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

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

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

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

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

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

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

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

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

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

**Section 4.11. Board Action.** Policy matters must pass by a majority vote of the full board, or those members present at the meeting. Non-policy matters may pass by a majority vote of the Executive

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

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

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

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

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

## **ARTICLE V: OFFICERS**

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

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

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

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

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

**Section 5.06. President.** The President shall be the chief executive officer of this corporation and shall have general active management of the business of this corporation; shall when present, preside at all meetings of the Board of Directors and all meetings of the Executive Committee, if any; shall see that all orders and resolutions of the Board of Directors are carried into effect; may execute and deliver in the name of the corporation (except in cases in which such execution and delivery shall be expressly delegated by the directors or by these Bylaws to some other officer or agent of this corporation, or shall be required by law to be otherwise executed and delivered) any deeds, mortgages, bonds, contracts or other instruments pertaining to the business of this corporation including without limitation any instruments necessary or appropriate to enable this corporation to donate income or principal of this corporation to or for the account of such corporations, associations, trusts, foundations, and institution as are referred to or described in the Articles of Incorporation of this corporation, and as this corporation was organized to support; shall perform such other duties as may from time to time be described by the Board of Directors; and in general shall perform all duties usually incident to the office of the President.

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

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

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

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

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

## **ARTICLE VI: EXECUTIVE COMMITTEE**

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

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

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

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

## **ARTICLE VII: FINANCIAL MATTERS**

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

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

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

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

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

**Section 7.04. Compensation.** The Board of Directors of this corporation may at any time and from time to time, by resolution adopted by two-thirds (2/3) of the total number of directors, provide for the payment of compensation to, and for the payments or reimbursement of expense incurred by, any director, officer, agent or employee of this corporation on behalf of the corporation, but only if and to the extent that the incurred of such expenses is directly in furtherance of the charitable purposes of this corporation and the amount paid or reimbursed as the case may be is reasonable and not excessive.

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

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

### **ARTICLE VIII: WAIVER OF NOTICE**

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

### **ARTICLE IX: AUTHORIZATION WITHOUT A MEETING**

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

### **ARTICLE X: AMENDMENTS**

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

### **ARTICLE XI: GOVERNANCE**

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

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

Expenses	McKnight Foundation	State Grant Gen. Fund	Fund-raising	General Admin.	ACH Arts Arts Access	ACH Education	ACH Cult Heritage	Total
Grants	\$45,000	\$82,150	\$0	\$0	\$226,313	\$43,000	\$16,500	\$412,963
Salaries	\$15,425	\$14,995	\$1,285	\$12,815	\$84,750	\$18,970	\$4,936	\$153,176
Payroll Taxes	\$1,180	\$1,153	\$95	\$980	\$6,483	\$1,460	\$377	\$11,728
Employee Benefits	\$1,800	\$2,000	\$0	\$200	\$3,800	\$800	\$200	\$8,800
Newsletter	\$0	\$0	\$0	\$0	\$4,172	\$1,116	\$135	\$5,423
Council Meeting Expense	\$425	\$400	\$0	\$0	\$925	\$225	\$50	\$2,025
Council Travel	\$800	\$890	\$0	\$0	\$2,902	\$400	\$109	\$5,101
Staff Travel	\$325	\$609	\$0	\$0	\$1,400	\$500	\$100	\$2,934
Telephone/Internet	\$400	\$320	\$25	\$250	\$1,540	\$250	\$150	\$2,935
Postage	\$240	\$250	\$10	\$100	\$1,820	\$406	\$150	\$2,976
Office Supplies	\$300	\$400	\$25	\$80	\$960	\$300	\$200	\$2,265
Publicity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rent	\$1,030	\$876	\$0	\$630	\$5,577	\$1,653	\$218	\$9,984
Computer/Copier Supplies	\$200	\$228	\$0	\$100	\$995	\$100	\$100	\$1,723
Insurance	\$55	\$0	\$0	\$290	\$525	\$0	\$0	\$870
Professional Serv/Audit	\$500	\$635	\$0	\$0	\$2,090	\$0	\$0	\$3,225
Membership/Dues	\$0	\$0	\$0	\$615	\$1,020	\$0	\$0	\$1,635
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Workshops/Conference	\$1,000	\$235	\$0	\$0	\$2,031	\$928	\$144	\$4,338
Special Programs	\$1,320	\$0	\$0	\$0	\$1,835	\$0	\$0	\$3,155
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$70,000</b>	<b>\$105,141</b>	<b>\$1,440</b>	<b>\$16,060</b>	<b>\$349,138</b>	<b>\$70,108</b>	<b>\$23,369</b>	<b>\$635,256</b>

Total of 3 columns = \$122,641

\$442,615

Total ACH

**State funding \$122,641**

**ACH \$442,615**

McKnight funding \$70,000

**Total Income \$635,256**

Expenses	McKnight Foundation	State Grant Gen. Fund	Fund-raising	General Admin.	ACH Arts Arts Access	ACH Education	ACH Cult Heritage	Total
Grants	\$44,000	\$84,250	\$0	\$0	\$270,550	\$47,481	\$16,400	\$462,681
Salaries	\$18,225	\$13,200	\$1,285	\$12,815	\$88,928	\$18,172	\$4,603	\$157,228
Payroll Taxes	\$1,165	\$1,010	\$95	\$980	\$6,926	\$1,400	\$360	\$11,936
Employee Benefits	\$0	\$1,838	\$0	\$200	\$5,962	\$500	\$300	\$8,800
Newsletter	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Council Meeting Expense	\$300	\$400	\$0	\$0	\$1,700	\$227	\$56	\$2,683
Council Travel	\$850	\$990	\$0	\$0	\$2,800	\$500	\$250	\$5,390
Staff Travel	\$350	\$669	\$0	\$0	\$1,900	\$500	\$200	\$3,619
Telephone/Internet	\$325	\$320	\$25	\$250	\$800	\$250	\$150	\$2,120
Postage	\$100	\$100	\$0	\$100	\$300	\$100	\$50	\$750
Office Supplies	\$200	\$400	\$25	\$80	\$800	\$300	\$200	\$2,005
Publicity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rent	\$1,030	\$876	\$0	\$630	\$6,185	\$1,353	\$518	\$10,592
Computer/Copier Supplies	\$200	\$228	\$0	\$100	\$594	\$100	\$100	\$1,322
Insurance	\$55	\$0	\$0	\$290	\$200	\$0	\$0	\$545
Professional Serv/Audit	\$500	\$635	\$0	\$0	\$10,290	\$180	\$120	\$11,725
Membership/Dues	\$0	\$0	\$0	\$615	\$1,020	\$0	\$0	\$1,635
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Workshops/Conference	\$1,000	\$235	\$0	\$0	\$5,030	\$528	\$546	\$7,339
Special Programs	\$1,700	\$0	\$0	\$0	\$1,835	\$0	\$0	\$3,535
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$70,000</b>	<b>\$105,151</b>	<b>\$1,430</b>	<b>\$16,060</b>	<b>\$405,820</b>	<b>\$71,591</b>	<b>\$23,853</b>	<b>\$693,905</b>
Total of 3 columns = \$122,641					\$501,264 Total ACH			

Note: Budget reflects 3% ACH reduction of \$15,503 from ACH Grants.

State funding \$122,641  
 ACH \$501,264; and amts. per category received 6-16-16  
 McKnight funding \$70,000  
 Total Income \$693,905