



Application

147119 - FY 2024-2025 Regional Arts Council Documents

147772 - FY 2024-2025 Regional Arts Council Documents

Regional Arts Councils

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## Primary Contact

**Legal Name\*** Cindy Lewer  
First Name Middle Name Last Name

**Alternate Name**  
First Name Last Name

## Organization Information

**Legal Name:** Prairie Lakes Regional Arts Council, Inc.  
**Alternate Name**  
**City** Waseca

## Narrative

**Title**

*Your council's name or acronym followed by FY 2024-2025 Preliminary Biennial Plan (e.g., Prairie Lakes Regional Arts Council FY 2024-2025 Preliminary Biennial Plan)*

**(100 characters max)**

Prairie Lakes Regional Arts Council FY 2024-2025 Preliminary Biennial Plan

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**Mission statement**

*The biennial plan must include the regional arts council's mission statement which must describe the overall philosophy and aims of the organization concerning local and regional arts development.*

**(1,000 characters max)**

The Prairie Lakes Regional Arts Council serves the artistic communities of the 9-county area of southcentral MN by supporting the creation and presentation of diverse art forms, fostering equitable access to arts opportunities, and integrating arts and culture to enhance quality of life in our communities.

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

**(5,000 characters max)**

*Provide any necessary context about your region (i.e., economic, demographic, geographic, cultural, etc.) or about your organization that has a meaningful impact on your planning or your programs and services.*

Prairie Lakes serves the nine-county area in southcentral Minnesota which includes Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, and Watonwan counties. The region covers 5,133 square miles and includes 233,081 residents. Blue Earth County is the largest populated county in the region with 67,653 residents (includes city of Mankato with 42,931 residents) and Nicollet County is the second largest at 34,274. The least populated county is Watonwan with 10,897 people. There are five cities with populations over 10,000 and they include: Fairmont, Mankato, New Ulm, North Mankato, and St. Peter. Next is Waseca with about 9,000 residents and New Prague at 7,508; four mid-size towns having populations ranging from 3,300–4,600 are: Blue Earth, LeSueur, St. James, and Sleepy Eye. Most other small towns range in size from 87–2,500 residents. In general, we have low racial diversity in our region, the White Population is about 90% or higher in 7 counties in the region. In Watonwan County their population is 70.4% White, 26.9% Hispanic, 1.2% Black, 1.1% Asian, and 1.2% American Indian; and they have the largest Hispanic population in the region - specifically the cities of Madelia and St. James are noting they have a population that is over 35% Hispanic. Blue Earth County is the largest in size, their population is 87.2% White, 4.3% Black, 3.9% Hispanic, 2.5% Asian, 1.7% two or more races, 0.4% American Indian. The City of Mankato is more diverse than the rest of the county with a growing Somali population and residents that are 5.6% Black, 4.6% Hispanic, 3.2% Asian, and 2.7% two or more races.

Current state of the Arts and Cultural community in the PLRAC region, from 2019 Creative MN Report.

Although sixth in population size among the state's eleven regions, South Central Minnesota ranks 2nd in youth attendance, 3rd in economic impact from audiences, 3rd in average hourly wages for creative workers and 4th in overall audience attendance. The region also ranks 5th in economic impact per capita and in overall economic impact generated from the arts sector.

Participating Organizations by Discipline were 139 Total. Served 879,364 attendees and the number of students served was 289,800. There were 50 Performing arts, 17 Arts multipurpose, 6 Visual arts and architecture, 3 Media and

communications, 1 Literary art, 1 Humanities, 25 History and historical preservation, 36 Other.

Artists and Creative Workers: 3,161 Total. Full-time artists and creative workers 1,032 and Part-time artists and creative Workers 2,129.

Prairie Lakes adopted an Equity and Inclusion statement in FY 2019. Staff offered extra assistance to individuals and organizations to participate in our programs and identify barriers to their participation and remedy those barriers. PLRAC has worked to reach more BIPOC artists in the region. In FY 2017 no BIPOC artists were funded. We have successfully increased our outreach by having 14% of individual artists applicants in FY 2022 being BIPOC and 8% FY 2023.

Our youth scholarship programs have had many BIPOC applicants over the years and has continued to grow. In FY 2017 12% of the youth applicants were BIPOC and increased to 16% in FY 2023.

PLRAC has formed a DEI committee and have had workshops with consultant, Aamera Siddiqui. We plan to schedule additional workshops in FY 2024.

One grantee noted in their application that BIPOC students participating in their programming has grown from 31% to 61%! Saint Peter Community & Family Education provide sPARK Creativity: Mobile Art Studio to reach out to BIPOC and economically disadvantaged children in Preschool - Grade 6 by bringing free art opportunities to locations near homes where children live.

The goal of Prairie Lakes as an organization is to strive for Equity and Inclusion in our policies, programs, and the community we serve. This may include historically marginalized and underserved groups such as: BIPOC (Black, Indigenous people and People of Color) including Native American, Black/African/African American, Afro Latino, Caribbean, Chicano/Mexican, Central American, South American, Middle Eastern/North African, Southeast Asian/Asian/Pacific Islander, Immigrants, Refugees, and Muslim individuals. Also, economically disadvantaged, youth and seniors, people with disabilities and LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, etc.)

We encourage applications from artists, students, arts groups, and community organizations in these underserved areas.

Our Value Statements are: We value the Arts, Artistic Merit, Creativity, Community, Accessibility, Diversity, Equity, and Inclusion.

Staff made contacts with BIPOC artists and organizations, and underserved populations who were not familiar with our programs in 2022.

Prairie Lakes board will revise the vision statement with emphasis on how our funding helps the arts grow and thrive at the October 2023 board meeting.

They have been in the process of hiring a new executive director.

**Attachment (optional)**

1617033248452\_9-ONEPAGER-Creative Mn Report 2019.pdf

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### **Needs assessment**

**(10,000 characters max)**

*The biennial plan must be based on a needs assessment carried out in a manner which ensured input from the arts community and the arts involved public. The components of the needs assessment shall be determined by the regional arts council and may consist of any combination of constituent meetings, focus groups, program evaluations, mail, e-mail, online, or telephone surveys, individual interviews, or other evaluative tools. The assessment shall be conducted to assess and prioritize constituent needs, to evaluate appropriate community and regional resources to meet those needs, and to determine the practicality of continuing existing programming activities, service and grants assistance programs, or the feasibility of developing new programs, services, or grants by the regional arts council. The needs assessment shall be updated at intervals determined and announced by the regional arts council, but no less frequently than once every four years. The results shall be included in the biennial plan.*

*In this section, describe:*

- 1. When the needs assessment was completed.*
- 2. The process used to generate input from the arts community and the arts involved public.*
- 3. The methods and/or tools used to gather input.*
- 4. The key findings identified through the needs assessment.*

We continuously assess the needs of the region including day-to-day contact with constituents, feedback from applicants and grantees on their Final Reports, public workshops, etc. In addition to our ongoing evaluation of programs, the Council conducts a formal online needs assessment every four years through Survey Monkey to provide a comprehensive understanding of the characteristics of the region and to identify needs that may be addressed by our regional arts council. In December 2022 two different surveys were completed, and we distributed them using our internal email database of constituents totaling 2,000+ and through our Facebook page. We also had an article in our PLRAC Newsletter asking people to complete one of the online surveys. This information was reviewed by the Prairie Lakes board and is included in our new FY 2024-25 Biennial Plan.

The Artist survey was completed by 22 individuals and details were discussed at the regular board meeting on 1/26/23. The purpose for the survey was to confirm preferences for the artist Grant Size in FY 2024-25, and they were asked if we should award a \$2,000 or \$1,500 grant. Artist's overwhelmingly chose the \$2,000 grant size with 82% of respondents selecting this option.

The secondary purpose was to ask Artists what Barriers they have when Applying for an Artist Grant. This is in direct correlation to our PLRAC Equity and Inclusion meetings, and information reviewed with our new Equity Taskforce that met in winter/spring 2021. The respondents were asked to identify Barriers that they have when Applying for an Artist Grant.

A total of 73% of the artists that participated in the survey, said that they do not have any barriers to participate when applying for an Artist Grant. The highest barrier at 18% was – I do not have the personal time to devote to my work right now; the second barrier at 13% was I do not have work samples ready to submit with my application; the third barrier at 9% was – I am too busy trying to make a living and it consumes all my time; the fourth barrier was a combination of I did not understand the online grant process, I do not know how to describe my artist project and plan a timeline to accomplish it, I do not have a resume and/or I need to update my resume, and I think the Artist grant amount size is too small and it is not worth my time to apply.

1. Identifying Features of Artists: 20% Identified themselves as an Emerging

Artist, 38% Established Professional Artist, 26% Arts Educator, 13% Hobbyist, 3% Crafts person.

2. What arts discipline do you primarily work in? 55% Visual Art, 23% Instrumental Music, 9% Literature, 4% Vocal Music, and 9% Theater.

3. Artist Development Grant Sizes. Artists were asked to select the Grant Size Amount preferred. 82% Chose the \$2,000 artist grant amount. 18% Chose the \$1,500 artist grant amount.

The 2022 survey results were reviewed by the board and are included in our FY 2024-25 Biennial Plan. We received 25 Organizational surveys. We received 22 Artist surveys. A summary of both surveys and the responses is included as an attachment.

1. The Organizational survey was emailed to 576 area arts organizations and community groups, 194 schools, and 12 PLRAC board members = 802 people.

2. The Artist survey was sent to 661 artists.

The questions asked were different for each survey. Artists completed a 13-question survey and the Arts organizations/community groups/schools survey had 19 questions. However, there were questions regarding an Artist's Race and the percentage of organization's board, staff, or audience that are ethnically diverse, or are people with disabilities.

Artist Racial/Ethnic Characteristics: White 100%. Artist with a Disability: Yes 14% and No 86%.

Organizations: What percentage of board and staff identify as People of Color? 100% of Respondents said their board/staff white. One person said this is not a question which should be asked.

Broader questions like do you agree or disagree with questions: "I can trust PLRAC's stewardship of public arts funding; PLRAC Programs and services and resources ensure that the arts are interwoven into every facet of community life; PLRAC programs, services and resources ensure that people of all ages, ethnicities, and abilities participate in the arts; PLRAC programs, services and resources play a significant role in the arts thriving in MN; etc."

All survey respondents were asked about PLRAC's Public Stewardship of

funding. All respondents overwhelmingly said they could trust PLRAC's stewardship of public arts funding. Also ranking high were PLRAC programs and services, and resources ensure that people of all ages, ethnicities, and abilities participate in the arts.

1. Organizational Needs Assessment Survey (Arts and Community Groups, Schools, etc.). Questions were asked regarding the types of programs offered, referencing current funding and grant maximums in each category, needs for services, trends in the community, etc.

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, School Grants, and McKnight funds for the Artist grants.

Organization Survey: We received 25 Surveys representing several counties. Respondents were asked about their Satisfaction with the following Application Process Components: online application form, contract and final report; staff assistance, transparency and communication. Satisfaction for the online processes was positive, and respondents answered Very Satisfied and Somewhat Satisfied to these questions; therefore, we are on track.

Arts Organizations and Community Groups Identified these specific needs: Financial support, Opportunities to connect with other arts organizations, Workshops: grant writing, marketing, fundraising, etc. Identifying features of respondents: 72% are a Non-Profit Arts Organization; 12% Non-profit Community Group (Chamber, Historical Society, Library, etc.); 12% School, Community Education, College; and 4% Unit of Government. How many years the organization has been in existence? 68% Have been in existence for over 20 years; 28% are 11-20 years; 4% are under 10 years old.

The activities organizations are involved in: 52% Produce their own events; 36% Do both Producing and Sponsoring; 8% Sponsor other artists and groups to perform; and 4% Not applicable.

The Primary Disciplines are: 48% Music, 28% Multi-Discipline, 16% Theater, 4% Visual Art, and 4% Literature.

2. The Artist Survey provides valuable background information regarding artists' discipline, years of experience and training, exhibition, and sales in the area. 35%



were Emerging Artists; 34% Established Professional Artist; 19% Arts Educator; 11% Hobbyist; and 1% Crafts person. 67% have been an Artist for over 20 years; 29% have been an artist for 6-19 years.

The level of artist participation in the Councils sponsored programs and services were very good. It showed that 49% of the artists said they have participated in the Career Development grant program, 35% in the Professional Mid-Career grant program, 41% participated in the Prairie Lakes Regional Juried Art Exhibition, 41% in a grant writing workshop and 22% participated in the Artist Workshops on specific topics.

Artists Identified these specific needs: Financial support, Opportunities to connect with other artists, workshops like grant writing, business skills for artists, etc.

**Attachment (optional)**

1678229424898\_Combined Surveys 2023.pdf

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#### **Description of the planning process**

**(5,000 characters max)**

*The biennial plan must include a description of the biennial planning process used by the council including a list of the steps included in the development of the biennial plan and the participants involved in the biennial planning process.*

The planning process has changed this year due to not having an executive director since July 2022. The board has been working on a 2023-2028 Strategic Plan which will be implemented when the executive director is hired. The board has designated several committees for the planning process. Short-Term Committees are: Hiring, Grant Alignment, Panel Review, Rubric, and Policy and Bylaws. Long-Term Committees are: Finance, DEI, Promotions and Education, and Panel and Board Recruitment.

Our planning process is Ongoing. The PLRAC Board and Staff participate in planning discussions at each Board Meeting (open to the public) to analyze and revise programs/services with assigned goals and outcomes. The timeline dates indicate board meetings unless otherwise noted.

July thru Aug. 2022. Staff reached out to arts organizations and community groups to discuss grants available, grantee responsibilities and gathered input on PLRAC programs and services, and priorities for the next year. A Zoom meeting was held on 8/23/22. An Artist Workshop was held in St. Peter on 7/21/22 and Zoom meetings were held on 8/2 and 8/9/22.

Aug. 25, 2022 PLRAC board reviewed the FY 2022 Interim Final Reports that was submitted to the McKnight Foundation.

Sept. 23, 2022 PLRAC board reviewed the FY 2022 Final Report that was submitted to the MSAB.

Oct. 27, 2022 PLRAC had a Board Member Retreat/Workshop in conjunction with the regular monthly board meeting. We discussed all grant programs, the roles of the board and staff and Nicole DeBoer from Southwest Minnesota Arts Council discussed information about their RAC and programming.

Nov. 17, 2022 PLRAC had another Board Member Retreat/Workshop in conjunction with the regular monthly board meeting. Kim Snyder, a consultant, did a presentation about the perceptions the Board had about PLRAC and the programming from her individual interviews with Board Members and staff prior to the meeting.

Jan. 26, 2023 PLRAC board discussed the structure of the grant programs. The Small Arts Project and School Arts Project Grant program will continue with monthly deadlines and a different maximum for BIPOC projects. The Arts and

Cultural Heritage Grant program will continue in a similar manner with two deadlines per fiscal year. The Arts and Cultural Heritage Youth Scholarship program will continue with two deadlines per fiscal year. The McKnight Artist Grant program will have two deadlines and programs consisting of Mid-Career Professional and Career Development. The PLRAC board reviewed the compiled Artist Survey and Organization Survey results. The board approved the artist and organization grant programs as noted with grant maximums to be updated later. March 10, 2023 Draft FY 2024-2025 Biennial Plan uploaded to our Website for Public Review/Comments.

March 10, 2023 Public Notice requesting feedback and comments pushed out to public via Constant Contact e-newsletter and social media posts. Legal Notice regarding Public Hearing sent to all regional media for the FY 2024-2025 Biennial Plan Hearing on 3/23/23.

**Attachment (optional)**

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

**(4,000 characters max)**

*The biennial plan must include a work plan which contains a description of services, programs, and grants available from the council, and the goals and objectives of these activities as related to the needs assessment, and the 25-year arts legacy outcomes.*

In the spirit of collaboration, the Prairie Lakes Regional Arts Council has accepted the vision, guiding principles and 25-year Legacy goals and outcomes. We have addressed these in our Work Plan and have identified six Biennial Plan Priorities for FY 2024-2025.

The joint vision reflects Minnesota as a community where the arts define who we are and recognizes artists as being essential to the quality of our lives. Arts thrive in our area because we provide financial resources to artists, youth, arts organizations, schools, and community groups in our region. Our needs assessment provides background on the vibrant arts community we have, what their needs are for funding and technical assistance and how we can address those through our grant programs and services. Specifically, Arts Organizations and Community Groups Identified these three needs: financial support, opportunities to connect with other arts organizations, and workshops. Therefore, our grants and services are directed to meeting these stated needs.

1. To offer grants to artists, arts organizations, and community organizations providing arts programming and activities. We anticipate awarding 90+ organizational grants and 30 artist grants per year.
2. To offer Youth Scholarships to Students in grades 7-12 and grades 3-6 to develop their skills in the arts. We anticipate awarding 100 Youth Scholarships per year.
3. To provide equitable access to grants and services to artists and organizations providing arts activities.
4. To offer programs, technical support and services that help artists, organizations, and community groups better serve and engage with their communities through the arts.
5. To act as responsible stewards of public funds.
6. To act as strong advocates for the arts.

Our needs assessment shines light on the fact that our constituents value the services that Prairie Lakes provides. This includes a monthly Newsletter, published electronically, which includes a calendar of arts events for the region and all grantee activities. We offer technical assistance from PLRAC staff, grant writing workshops several times a year, Artist professional development

workshops; and specific Grantee training sessions will be provided for Arts and Cultural Heritage grantees and Artists at least three times a year.

Attachment (optional)

1685464176228\_2024-25 Work Plan Overview PLRAC  
Priorities and Outcomes.pdf

Are you ready to work on work plan priority 1?

Yes

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Work Plan Priority 1 (2,000 characters max)

1. Priority: To offer grants to artists, arts organizations, and community organizations providing arts programming and activities.

Achieving 25 Year Outcome, #5b, Minnesota artists say they have access to the resources, information, etc. they need; and #5c, Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

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

Measurable Outcome (150 characters max)

Of those receiving grants, 75% will indicate that their project was Artistically Successful, reached the target constituency, had community impact.

*Which of the 25-year arts legacy outcomes will this measurable outcome address (select all that apply)?*

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota

Yes

Plan for measuring results (1,000 characters max)

This will be measured by the Grantee final reports.

Is there a second work plan priority?

Yes

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Work Plan Priority 2 (2,000 characters max)

2. Priority: To offer Youth Scholarships to Students in grades 7-12 and grades 3-6 to develop their skills in the arts. We anticipate awarding 100 Youth Scholarships per year.

Achieving 25 Year Outcome, #5a, Minnesota students' study/develop skills in the arts.

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

Measurable Outcome (150 characters max)

Of those receiving Scholarships 75% of students will indicate they developed skills in the arts/expanded their knowledge about an artistic discipline

*Which of the 25-year arts legacy outcomes will this measurable outcome address (select all that apply)?*

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota

Yes

Plan for measuring results (1,000 characters max)

This will be measured by the final report submitted by the instructor, who evaluates if the student's skill or knowledge improves.

Is there a third work plan priority?

Yes

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Work Plan Priority 3 (2,000 characters max)

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

Achieving 25 Year Outcome, #3b, Minnesotans are aware of arts offerings in their communities and believe the arts are available to them, #3c, Applicants, grantees and panelists believe that the PLRAC grant making process is equitable.

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

Measurable Outcome (150 characters max)

Applicants, grantees and panelists believe that the PLRAC grant making process is equitable.

*Which of the 25-year arts legacy outcomes will this measurable outcome address (select all that apply)?*

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

Yes

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota

Plan for measuring results (1,000 characters max)

In FY 2024-25, 75% of constituents will indicate that PLRAC provides equitable access to grants and services to artists and organizations. This will be measured by the FY 2027 Needs Assessment.

Is there a fourth work plan priority?

Yes

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Work Plan Priority 4 (2,000 characters max)

4. Priority: To offer programs, technical support and services that help artists, organizations, and community groups better serve and engage with their communities through the arts.

Achieving 25 Year Outcome, #5b, Minnesota artists say they have access to the resources, information, etc. they need; and #5c, Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

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

Measurable Outcome (150 characters max)

Of those receiving services 75% will indicate PLRAC services are important/or very important to them and have provided access to resources they need

*Which of the 25-year arts legacy outcomes will this measurable outcome address (select all that apply)?*

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota

Yes

Plan for measuring results (1,000 characters max)

This will be measured by the FY 2027 Needs Assessment survey and post activity surveys.

Is there a fifth work plan priority?

Yes

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Work Plan Priority 5 (2,000 characters max)

5. Priority: To act as responsible stewards of public funds.

Achieving 25 Year Outcome, #4a, Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources produce, #4b, Applicants and grantees understand the grant making process, feel that they have been treated fairly, and were provided with good service by PLRAC.

6. Priority: To act as strong advocates for the arts.

Achieving 25 Year Outcome, #4a. Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources provide.

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

Measurable Outcome (150 characters max)

The FY 2027 Needs Assessment survey will show that 80% of those responding agree that PLRAC acts as a responsible steward of public funds.

*Which of the 25-year arts legacy outcomes will this measurable outcome address (select all that apply)?*

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

People trust Minnesota's stewardship of public arts funding Yes

The arts thrive in Minnesota

Plan for measuring results (1,000 characters max)

This will be measured by the FY 2027 Needs Assessment survey; and the FY 2024 Arts & Cultural Heritage (ACH) Final Reports. A yearly procedural audit and reconciliation by the Minnesota State Arts Board and full financial audit by a Certified Public Accountant will result in a positive review of PLRAC's compliance with state grant making policies and state law.

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### Program information

(7,000 characters max)

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



PLRAC grant programs are divided into the three funding source areas below. Attached are the Arts and Cultural Heritage Grant Guidelines and Application Questions, which provide further details. Also attached are the Small Arts Project Grant Guidelines and Application Questions which have been reduced to simplify this grant.

I. Legacy: Arts and Cultural Heritage Fund.

A. Arts and Cultural Heritage (ACH) Grant. There are several categories of project-based funding within this program. Prairie Lakes Regional Arts Council will fund projects from non-profit tax-exempt 501c3 arts organizations or those using a fiscal sponsor that are sponsoring an arts activity in dance, literature, media arts, music, theater, visual art, folk/traditional arts, etc. Deadlines are Aug. 1 and Jan. 1.

1. ACH Arts Project Grant. Arts Programming/Access, maximum request \$9,000. Deadlines are Aug. 1 and Jan. 1. No specific cash match is required. Eligibility: They must be a 501c3 Arts Organization that has year-round arts programming. Use of funds: Arts programming may be online or through virtual activities and events, and in-person. Expenses may include artist fees, salaries, equipment/technology, training, promotion, monthly rent (lease payments) and utilities. 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. ACH Arts & Music Festivals Grant. Maximum request \$6,000. For non-profit tax-exempt 501c3 arts organizations that are sponsoring arts/music festivals and activities that represent diverse ethnic and cultural arts traditions.

3. Arts Education - There are three categories of support. Maximum request \$6,000.

a. Schools. 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 / regional professional artists, arts organizations, and schools (K-12).

\*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. 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. ACH Youth Scholarship. Youth Scholarship for Students (7-12) – \$300, and grades (3-6) - \$200. Students have the opportunity to study their chosen art with a practicing professional artist by taking lessons over a period of months. This is for all Art disciplines. Deadline for grades 7-12 and grades 3-6 is November 1.

Grant Review Criteria for Legacy: Arts and Cultural Heritage organizational program: (0-10 points per category, for a total of 30 points)

1. Artistic quality and merit.
2. Need for the project.
3. Ability of the organization to accomplish the project.

II. General State Appropriation.

A. Small Arts Project Community Grant. Maximum request \$2,500 and \$4,000 for BIPOC activity. We have reduced and updated the Small Arts Project Grant Guidelines and Questions for FY 2024. They are attached.

Non-profit arts organizations, community groups, or public organizations producing or sponsoring arts activities for their community are eligible. Fundable activities include arts and music festivals, community bands and choirs, theatre events, dance activities, literary readings, visual arts exhibitions/classes, folk/traditional arts, etc. Deadline: 1st of each month.

B. School Arts Project Grant. Maximum request \$2,500. Grants are for schools K-12 public and private and available to fund Artist residencies, Live art performances, Mini-workshops, or Arts related field trips. Deadline: 1st of each month.

Grant Review Criteria for General State funded program: (0-10 points per category, for a total of 30 points)

1. Artistic quality and merit.
2. Need for the project.
3. Ability of the organization or school to accomplish the project.

III. McKnight Foundation funding.

Professional Mid-Career Grant of \$3,000. These Artist Grants are to provide mid-career and beyond artists 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 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 new “leap” in their career. Deadline is October 1st.

Review Criteria for Professional Mid-Career Grant, with 0-10 points per category, for a total of 30 points.

1. Contribution to the Artist's growth.
2. Demonstration of work and exceptional talent.
3. Artistic commitment and public component.

Career Development Grant of \$1,500. These Artist Grants are for specific projects that contribute directly to an Artists growth and professional development in dance, literature, media arts, music, theater, visual art, folk/traditional arts, etc. Funds may be used for creative time, living expenses, matting, framing, equipment, attending a workshop, increasing online presence, studio time, or studying with a mentor, etc. Deadline is March 1st.

Review Criteria for Career Development Grant, with 0-10 points per category, for a total of 30 points.

1. Contribution to the artist's growth.
2. Demonstration of work and talent.
3. Artistic commmitment and public component.

## **Prairie Lakes Services**

1. PLRAC Newsletter, published electronically 12 times a year.
2. Grant Writing Workshops, offering several times a year for PLRAC grant programs.
3. Workshops, offering a minimum of three workshops for Artists per year.
4. Grantee Training Sessions: Required for Small Arts Project, School Arts Project, Arts & Cultural Heritage grantees and Artists.
5. Technical Assistance from PLRAC staff is available upon request to learn about PLRAC grants.
6. The PLRAC Website ([www.plrac.org](http://www.plrac.org)) provides online grant forms, expanded information about Prairie Lakes services, and access to our Monthly newsletter.

**Attachment (optional)**

1685628037918\_ACH and Small Arts Guidelines and Questions FY 2024.pdf

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### **Grant making and monitoring process**

**(5,000 characters max)**

*Provide a detailed description of the council's grant making process including the review process, the terms of the grant contract with grant recipients, the time needed and process followed in paying grant recipients, the responsibilities of grantees, and the grant monitoring process.*

Prairie Lakes uses the Foundant online grant management platform for applications and monitoring. Applications are posted online July 1st for the yearly programs and can be accessed through our website. Our website includes a PDF document of guidelines and Word document of application questions for all programs. After the deadline, applications are reviewed by staff for completeness and eligibility. All eligible grant applications are reviewed by the full board at the next regularly scheduled board meeting. The PLRAC Board meetings are open to the public (we follow open meeting laws) and we abide by a strict conflict of interest policy, based on the state's definition of conflict of interest. In FY 2024-25 we will continue to have hybrid meetings.

Each board member is given access to the online grant applications 2-3 weeks in advance of the review meeting. Staff makes no recommendations on the grants. The board reviews and scores each application based upon the specific grant criteria on their home computer. Staff compiles the online scores and comments and presents them to the board at the meeting. Staff averages the overall board scores to create a final ranked list of applicants by their score. At the meeting, the board members discuss the application scores and vote to fully fund, partially fund, or deny the application, based upon the scores and available funds.

Artists and Arts and Cultural Heritage grant applicants are invited to attend the review meetings to observe the grantmaking process and hear the council's discussion. Notices of the PLRAC funding decisions include an automated letter sent by the Foundant system once the staff assigns the contract. Second, applicants will be sent a note by email within five days of the review meeting to describe the process to submit their contract, if a grantee training session is required, list of grantee responsibilities, use of credit line, etc.

Each grant awarded requires a contract that outlines the responsibilities of the grantee and of PLRAC during the execution of the grant. Organizational final reports require documentation of publicity, final expenses and how grant funds were used, and two Thank You letters that were sent to their Senator and Representative stating that they received a State arts grant from PLRAC and how they used the funds for their arts activities.

Grants are monitored at the start and end of the grant with the requirement that if

the grant is significantly modified, prior approval must be received from the PLRAC Executive Director. Staff will continue to provide courtesy calls and emails to grantees periodically to check-in on how the project is going, if there are any changes to their program or budget, or postponed events. We will continue to be flexible with artist and organization grantees and provide assistance, as needed. Staff and board also regularly attend grant-funded events. At each monthly board meeting members verbally mention if they attended a grantee event and there is a Report form, they complete after attending an event. We also monitor publicity for funded events and websites of funded organizations to make sure state requirements related to Legacy funds are followed, and that they use the Legacy logo and credit line.

Grant review procedures, review criteria, grant recipient responsibilities, grant termination, revocation of funds, are included in the attached document.

**Attachment (optional)**

1678228508050\_Grantmaking and Monitoring process 2024-25.pdf

–

**Public meeting**

**(1,000 characters max)**

*Each council must hold at least one public meeting to solicit reaction to its preliminary biennial plan before it is approved and submitted to the Arts Board.*

*Provide the date(s) and location(s) of the public meeting(s). How was the public informed? Who participated in the meeting (types and numbers of attendees)?*

The March e-newsletter had a front-page article about our Biennial Plan Public Hearing on March 23rd at 6:00 p.m. It was sent to 1,500 constituents in our database on March 3. On March 10, our draft FY 2022-23 Biennial Plan and budget was uploaded to our Website for Public Review/Comments. On March 10, the Public Notice requesting feedback and comments went out to public via Constant Contact and legal notice was sent to all regional media, and again 3/16 and 3/22/23.

The FY 2024-2025 Draft Biennial Plan was presented so that the public could offer input. Five members of the public attended and there were no comments from them on the plan. The Prairie Lakes board met directly after the Public Hearing to review the final plan based on the board's comments. A written record of the public meeting will be kept on file at the PLRAC office for a period of one year. The FY 2024-2025 Biennial Plan and Budget was approved by the board on 3/23/23 and submitted to the MSAB on 3/31/23.

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## Attach Files Here

—

### Required attachments

**Council's bylaws**

1685041423886\_BYLAWS PLRAC 4-27-23.pdf

**Board information**

*Names and affiliations*  
*Arts experience and background requirements for membership*  
*Nomination process - including a statement of the council's commitment and methods used to identify, recruit, and appoint board members to provide representation from all counties*  
*Rotation system - to ensure replacement of members on a regular basis*

**Board information**

1678800390442\_2024-2025 Council Biographies 3-23.pdf

**Staff information**

*Names and titles*  
*Job descriptions*

**Staff information**

1678476484880\_2023 Staff Information for Plan.pdf

**Is council part of a regional development commission?**

*If yes, attach a memorandum describing the policies and procedures under which grants will be made including a statement that the regional development commission agrees to fund only organizations or projects which have been recommended by its arts advisory council and that the recommendations will be based on the regional arts advisory committee's review of the application's artistic merit, the applicant's ability, and the need for the project or program*

**Is council part of a regional development commission?**

No

**Is council using a 501(c)(3) fiscal agent?**

*If yes, attach a letter of agreement between the council and its fiscal agent stating that the fiscal agent has no jurisdiction over the council's review and awarding of arts grants.*

**Is council using a 501(c)(3) fiscal agent?**

No

—

### Projected budget

*Click here to download a blank: Biennial Plan Budget Template.*

**Biennial budget**

1685730276467\_FY 2024-2025 Biennial Plan Budget Prairie Lakes.pdf



# REGION 9: SOUTH CENTRAL MINNESOTA



COUNTIES: BLUE EARTH, BROWN, FARIBAULT, LESUEUR, MARTIN, NICOLLET, SIBLEY, WASECA, WATONWAN

## NONPROFIT ARTS & CULTURE ORGANIZATIONS AND THEIR AUDIENCES



TOTAL SPENT BY NONPROFIT ARTS AND CULTURE ORGANIZATIONS **\$8,624,330**

TOTAL SPENT BY ARTS AND CULTURE ATTENDEES **\$17,332,264**

TOTAL ECONOMIC IMPACT FROM ORGANIZATIONS AND THEIR NONPROFIT AUDIENCE **\$25,956,594**

## ARTISTS & CREATIVE WORKERS



SPENDING BY FULL-TIME ARTISTS AND CREATIVE WORKERS **\$4,944,183**

SPENDING BY PART-TIME ARTISTS AND CREATIVE WORKERS **\$6,044,383**

TOTAL ECONOMIC IMPACT FROM ARTISTS AND CREATIVE WORKERS **\$10,988,565**

### TOTAL ANNUAL IMPACT FROM

- NONPROFIT ARTS & CULTURE ORGANIZATIONS
- THEIR AUDIENCES
- ARTISTS & CREATIVE WORKERS

# \$36,945,160

Change in impact since 2017 report: +\$3,701,899 | Economic impact per capita in this region: \$160 | Area population in 2016: 231,336

## PARTICIPATING ORGANIZATIONS BY DISCIPLINE

- 50 Performing arts
- 17 Arts multipurpose
- 6 Visual arts and architecture
- 3 Media and communications
- 1 Literary arts
- 1 Humanities
- 25 History and historical preservation
- 36 Other
- 139 TOTAL**

NUMBER OF FULL-TIME ARTISTS AND CREATIVE WORKERS **1,032**

NUMBER OF PART-TIME ARTISTS AND CREATIVE WORKERS **2,129**

TOTAL NUMBER OF ARTISTS AND CREATIVE WORKERS **3,161**

*Includes creative workers employed full or part-time by others, as well as self employed. Does not include student, retired or hobbyist artists.*

## BY BUDGET SIZE

- 89 Under \$25K
- 27 \$25K – \$100K
- 14 \$100K – \$250K
- 8 \$250K – \$1M
- 1 \$1M – \$5M

## TOP 3 CREATIVE JOBS

PHOTOGRAPHERS | GRAPHIC DESIGNERS | MUSICIANS AND SINGERS

AVERAGE HOURLY WAGE FOR CREATIVE WORKERS **\$20.02**

*This is \$1.46 above the average for all workers in this area*

## ATTENDEES

TOTAL ATTENDEES **879,364**

NUMBER OF STUDENTS SERVED **289,809**

AVERAGE AMOUNT ATTENDEES IN THIS REGION SPEND PER PERSON ABOVE THE COST OF THEIR TICKET **\$19.71**

CHANGE IN ATTENDEES SINCE 2017 REPORT **+141,847**

## STUDY HIGHLIGHTS

Although sixth in population size among the state's eleven regions, South Central Minnesota ranks 2nd in youth attendance, 3rd in economic impact from audiences, 3rd in average hourly wages for creative workers and 4th in overall audience attendance. The region also ranks 5th in economic impact per capita and in overall economic impact generated from the arts sector.

**Total economic impact from the arts and cultural sector in South Central Minnesota is \$36.9 million per year.**





# REGION 9: SOUTH CENTRAL MINNESOTA

## STATE AND LOCAL GOVERNMENT REVENUES

GOVERNMENT REVENUE (TAXES & FEES) GENERATED BY ARTS AND CULTURE ORGANIZATIONS AND THEIR AUDIENCES

**\$2,579,725**



GOVERNMENT REVENUE GENERATED BY SPENDING OF ARTISTS AND CREATIVE WORKERS

**\$1,270,986**

**TOTAL GOVERNMENT REVENUE (TAXES & FEES) GENERATED BY THE ARTS SECTOR**

**\$3,850,711**

## PARTICIPATING ORGANIZATIONS

410 Project, Amboy Festival, American Guild of Organists, Sioux Trails Chapter, Arlington Area Chamber of Commerce, Arlington Historical Society, Arts and Heritage Center Montgomery, Arts Center of Saint Peter Inc., Bavarian Blast, Bethany Lutheran College, Betsy-Tacy Society, Blue Earth Community Education, Blue Earth Community Foundation, Blue Earth County Fair Association, Blue Earth County Historical Society, Blue Earth Valley Concert Association, Boy In Blue Civil War Memorial, Brown County Grant, Children's Museum of Southern Minnesota, Christkindlmarkt New Ulm, Christmas Misfits, City Center Partnership - Sculpture Walk, City of Hanska, City of Mankato, City of Saint James, City of Winthrop, Cleveland Cherry Creek Days, Community and Seniors Together, Concord Singers, Cornstalk Art and Peace Festival Inc., Curtain Call Theatre, DalekoArts, Dance Conservatory of Southern Minnesota, Fairmont Opera House, Fairmont Opera House Inc., Faribault County Agricultural Society, Friends of German Park, Gaylord Area Chamber of Commerce, GnomeMade Artisans, Govenaires Drum and Bugle Corps, Grand Center for Arts and Culture, GSR Fine Art Festival, Healthy Communities Healthy Youth of Brown County, Henderson Area Arts, Henderson Chamber of Commerce, Henderson Heritage Days, Henderson Sauerkraut Days, Hermann Monument Society, Irish Cultural Society of New Ulm, KTV Public Access, Lake Crystal Area Community Band, Le Sueur County Fair, Le Sueur County Historical Society, Le Sueur-Henderson Community Education, Lincoln Election Dramatic Play, Lind House Association, Live Music at Le Bon in Springfield, Madelia Area Chamber of Commerce, Madelia Community Theatre Inc., Mankato Area 77 Lancers Marching Band, Mankato Area Arts Council, Mankato Area Community Band, Mankato Area Community Education, Mankato Area Youth Symphony Orchestra, Mankato Ballet Company, Mankato Children's Chorus, Mankato Mosaic Theatre Company, Mankato Symphony Orchestra Association, Mankato TubaChristmas, Maple River Community Education, Martin County Historical Society, Martin Luther College Summit Avenue Music Series, Merely Players Community Theatre, Minnesota "Over-60" Band, Minnesota Shorts Play Festival, Minnesota State University - Mankato/Centennial Student Union, Minnesota State University - Mankato/Good Thunder Reading Series, Minnesota State University - Mankato/Kearney International Center, Minnesota State University - Mankato/Department of Anthropology History Project, Minnesota State University Mankato - KMSU-FM/KMSK-FM, Minnesota State University - Mankato/Music Performance Series, Minnesota Valley Chorale, Minnesota Valley Music Teachers Association, Minnesota Valley Sweet Adelines, Montgomery Area Community Club, Musicorum, New Prague Community Education, New Ulm Battery, Inc., New Ulm Film Society, New Ulm Oktoberfest Arts Activities, New Ulm Public Library, New Ulm Suzuki School of Music, New Ulm Turnverein - Turner Hall, Nicollet County Historical Society, Northside Elementary School, Old Main Village, Picnic in the Park Variety Show, Play With Your Food Theater, Prairie Lakes Regional Arts Council Inc., Prairie Piecemakers Quilt Guild, Project GEM, Riverblenders Chorus of Mankato, Rock Bend Folk Festival, Rural Advantage, Rural Route Dance Ensemble, Saint James Community Education, Saint Peter Ambassadors, Saint Thomas Oratory Jessenland, Sibley County Fair, Sibley County Historical Society, Sibley East Community Education, Sleepy Eye Area Concertina Club, Sleepy Eye Area Historical Society & Restoration Project, South Central College-North Mankato, South Central Minnesota Interpretive Center - Heritage Acres, South Central Service Cooperative, Southern Minnesota Independent Living Enterprises and Services, Southern Minnesota Real Big Band, Springfield Community Theatre, State Street Theater Company, String Theory Music Group, Three Trees Theater, Tri-City United Community Education, Truman Historical Association, Twin Rivers Council for the Arts, VINE Faith in Action, Wanda Gag House Association, Wanda Gag Monument Committee Inc., Waseca Arts Council Inc., Waseca Classic Inc., Waseca Community Education, Waseca County, Waseca County Historical Society, Waseca High School Jazz Festival, Waterville-Elysian-Morristown Community Education, Watonwan County Historical Society, Wellcome Manor Family Services, Wells Historical Society, Winnebago Area Museum

*Creative Minnesota is a collaborative effort to fill the gaps in available information about Minnesota's cultural field and to improve our understanding of its importance to our quality of life and economy.*

*It is part of a long term endeavor to collect and report data on the creative sector every two years for analysis, education and advocacy.*

*We hope that arts advocates, legislators, local government officials and arts and cultural organizations will use this report to find new ways to improve their lives and economies with arts and culture.*

*Creative Minnesota's statewide and eleven regional studies include:*

- The economic impact of Minnesota's nonprofit arts and culture organizations and their audiences
- An analysis of the impact of artists and creative workers on our economy
- Public opinion polling about the arts
- Local studies of the economic impact of the arts in Minnesota communities
- Analysis of the availability of arts education in Minnesota's schools

*Our team includes Minnesota Citizens for the Arts, McKnight Foundation, Minnesota State Arts Board, Forum of Regional Arts Councils of Minnesota, Target, Jerome Foundation, Mardag Foundation, Bush Foundation, Perpich Center for Arts Education, Springboard for the Arts and Minnesota Music Educators Association with in-kind support from the Minnesota Historical Society, City of Minneapolis, Ideas that Kick, the Center for Urban and Regional Affairs (CURA) at the University of Minnesota, Minnesota Compass, and others.*

Find much more at [creativeMN.org](http://creativeMN.org)

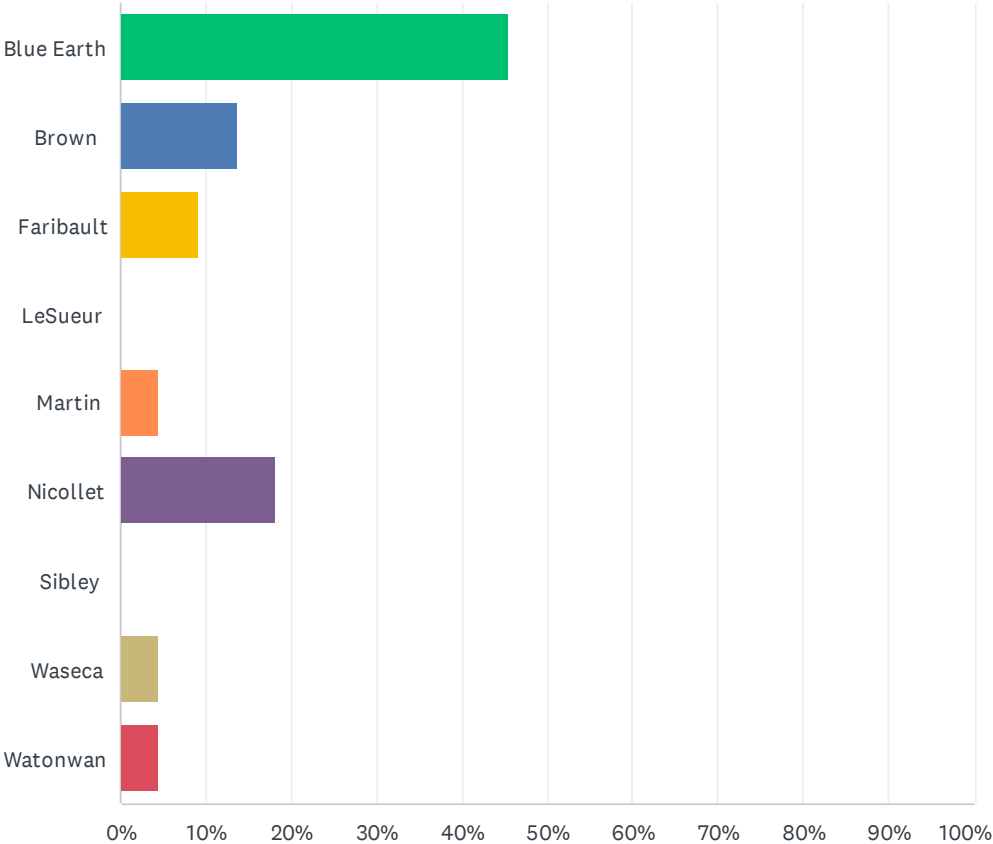


### Minnesota Citizens for the Arts

661 LaSalle Street #220  
St. Paul, MN 55114  
651-251-0868  
artsMN.org  
staff@artsMN.org  
@MNCitizen

# Q1 What County do You Live In?

Answered: 22 Skipped: 0



ANSWER CHOICES	RESPONSES	
Blue Earth	45.45%	10
Brown	13.64%	3
Faribault	9.09%	2
LeSueur	0.00%	0
Martin	4.55%	1
Nicollet	18.18%	4
Sibley	0.00%	0
Waseca	4.55%	1
Watonwan	4.55%	1
<b>TOTAL</b>		<b>22</b>

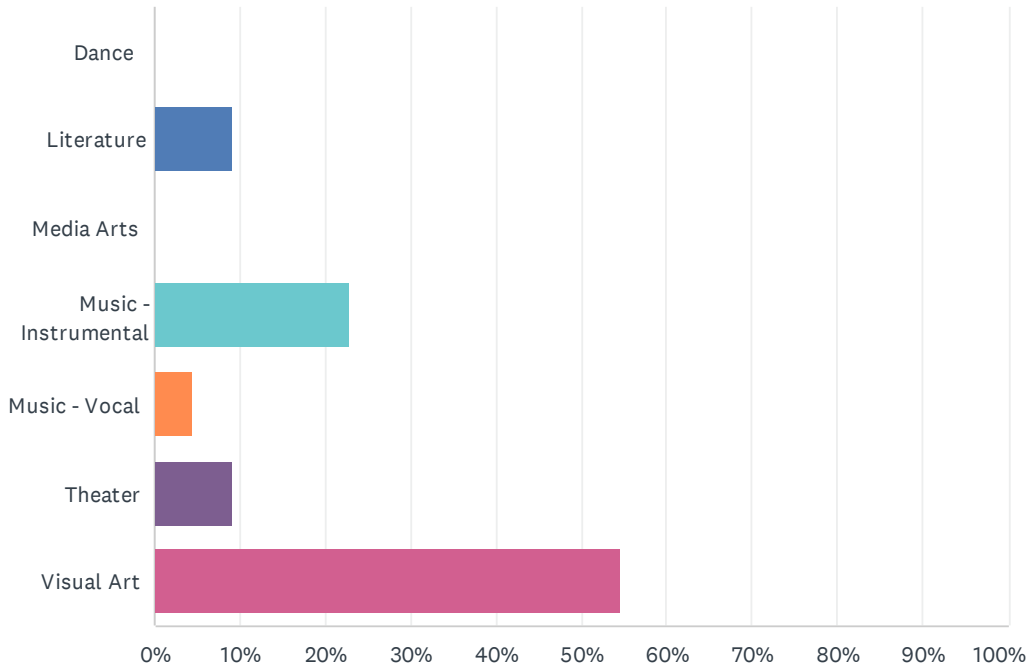
Q2 Please tell us about yourself. Information provided will be used to update Prairie Lakes' database. This information is optional.

Answered: 19 Skipped: 3

ANSWER CHOICES	RESPONSES	
Name	94.74%	18
Company	0.00%	0
Address	94.74%	18
Address 2	5.26%	1
City/Town	100.00%	19
State	0.00%	0
ZIP	100.00%	19
Country	0.00%	0
Email Address	94.74%	18
Phone Number	84.21%	16

### Q3 What is your primary arts discipline?

Answered: 22 Skipped: 0

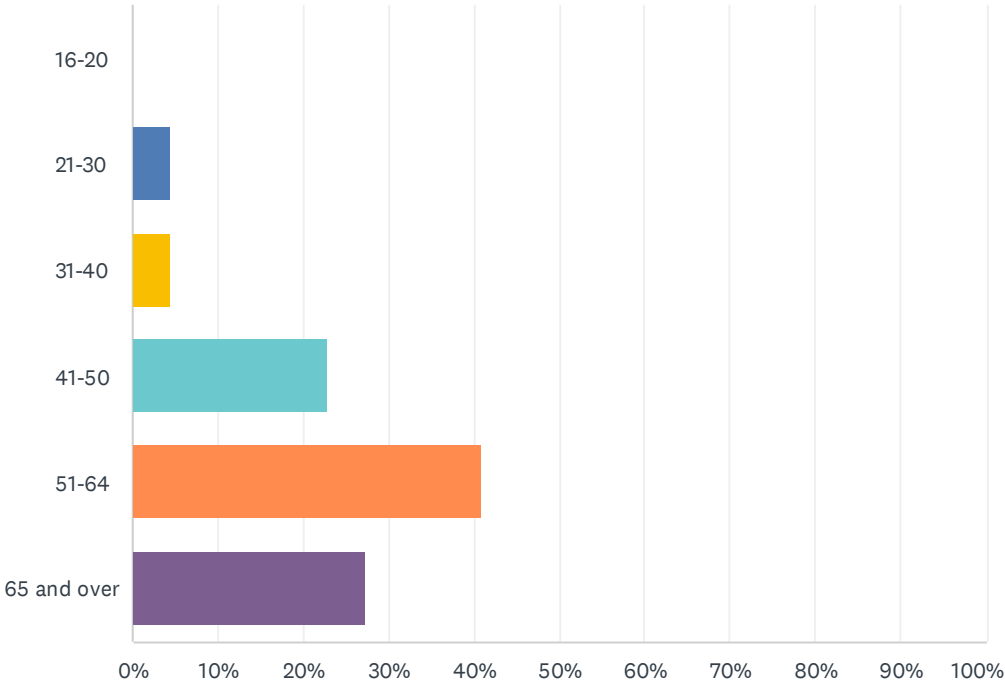


ANSWER CHOICES	RESPONSES
Dance	0.00% 0
Literature	9.09% 2
Media Arts	0.00% 0
Music - Instrumental	22.73% 5
Music - Vocal	4.55% 1
Theater	9.09% 2
Visual Art	54.55% 12
<b>TOTAL</b>	<b>22</b>

#	OTHER (PLEASE SPECIFY):	DATE
1	fiber arts	12/30/2022 4:41 PM
2	Play guitar and sing	12/27/2022 3:31 PM
3	Fiber Art on the canvas of an apron	11/30/2022 11:10 AM
4	Illustrator (also)	11/30/2022 7:06 AM
5	For Theatre	11/29/2022 1:01 PM

### Q4 Age Group:

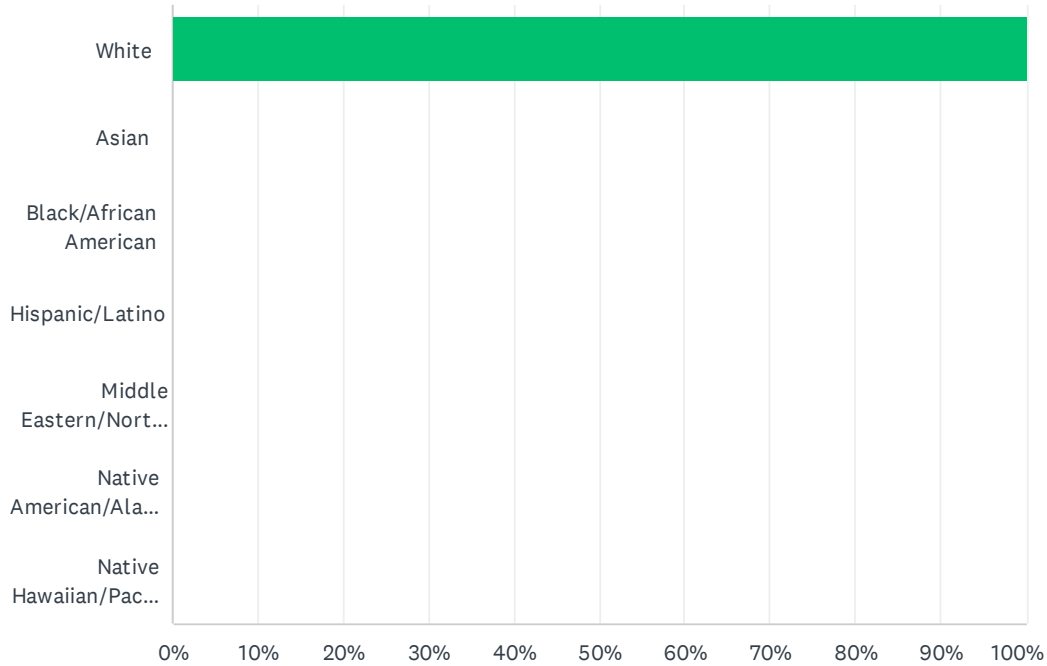
Answered: 22 Skipped: 0



ANSWER CHOICES	RESPONSES
16-20	0.00% 0
21-30	4.55% 1
31-40	4.55% 1
41-50	22.73% 5
51-64	40.91% 9
65 and over	27.27% 6
TOTAL	22

## Q5 What is your Ethnicity? Multiple codes can be entered.

Answered: 22 Skipped: 0

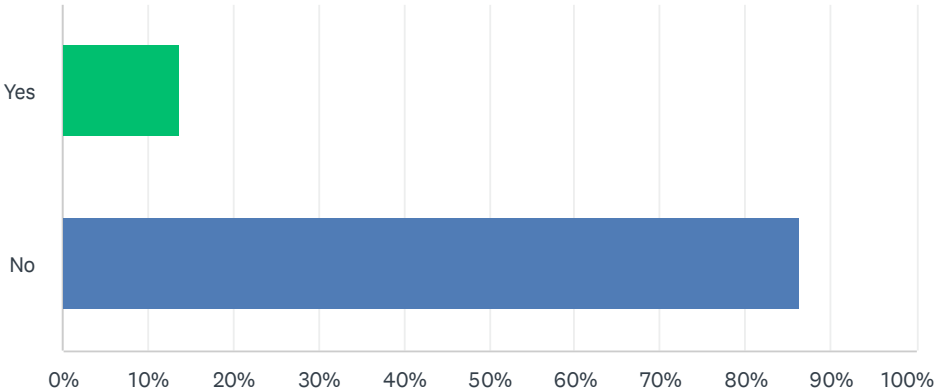


ANSWER CHOICES	RESPONSES	
White	100.00%	22
Asian	0.00%	0
Black/African American	0.00%	0
Hispanic/Latino	0.00%	0
Middle Eastern/North African	0.00%	0
Native American/Alaskan Native	0.00%	0
Native Hawaiian/Pacific Islander	0.00%	0
<b>TOTAL</b>		<b>22</b>

#	OTHER (PLEASE SPECIFY):	DATE
	There are no responses.	

### Q6 Do you have a disability?

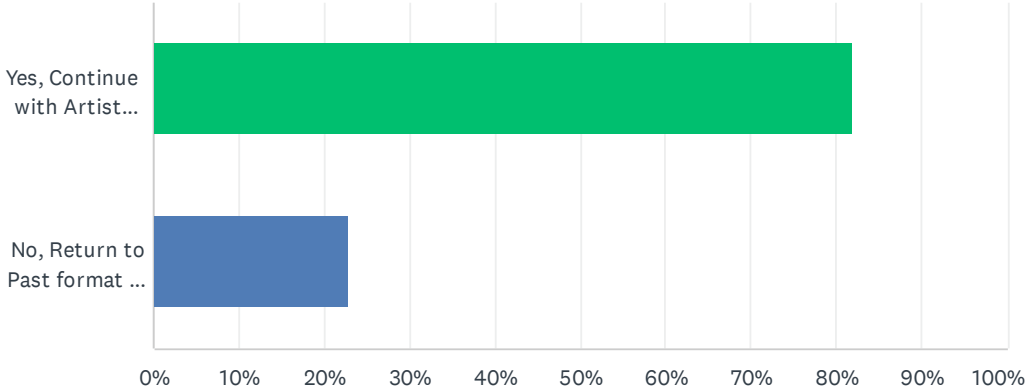
Answered: 22 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	13.64%	3
No	86.36%	19
TOTAL		22

**Q7 Last year Prairie Lakes awarded \$2,000 Grants to 22 Artists. Previously we awarded \$1,500 grants. In FY 2024 should we continue with \$2,000 grants - Yes or No?**

Answered: 22 Skipped: 0

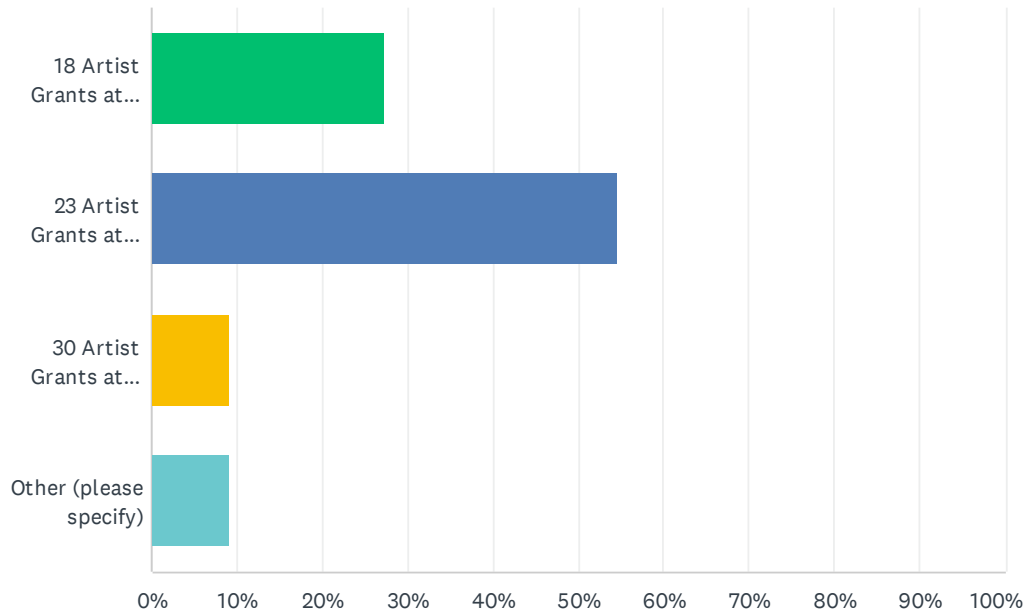


ANSWER CHOICES	RESPONSES	
Yes, Continue with Artist Development Grant at \$2,000 each to 23 artists = \$46,000	81.82%	18
No, Return to Past format of \$3,000 Mid-Career Artist Grant and \$1,000 Career Development Grant.	22.73%	5
Total Respondents: 22		



Q8 If you have suggestions on a different way to allocate resources for Artist Grants what would you suggest? Keep in mind there are limited resources. For instance \$2,500 grants to 18 artists, totaling \$45,000; or other amount.

Answered: 22 Skipped: 0

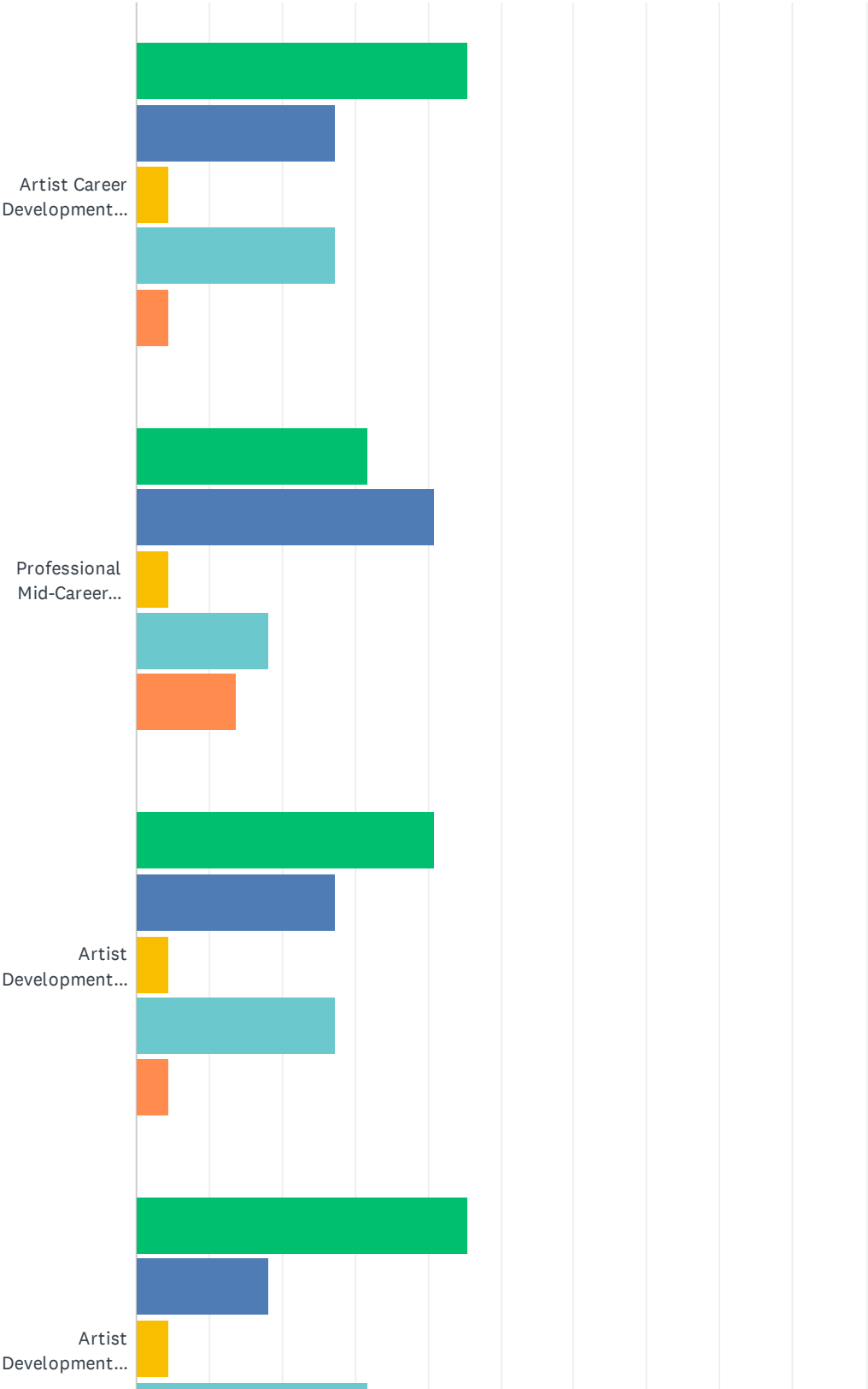


ANSWER CHOICES	RESPONSES
18 Artist Grants at \$2,500 each	27.27% 6
23 Artist Grants at \$2,000 each	54.55% 12
30 Artist Grants at \$1,500 each	9.09% 2
Other (please specify)	9.09% 2
<b>TOTAL</b>	<b>22</b>

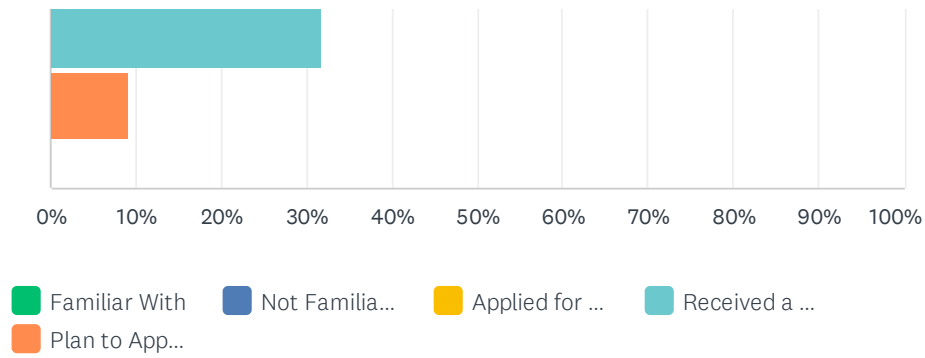
#	OTHER (PLEASE SPECIFY)	DATE
1	I would suggest 2 levels of grants; one larger grants that would allow more impact for artists. IE 6,000-10,000 grants for 3-4 artists, \$1000-\$2000 for 5-10 artists	1/10/2023 9:08 PM
2	Undecided	12/15/2022 11:56 PM

# Q9 Please tell us about your experience with Prairie Lakes Artist Grants. Please check all that apply.

Answered: 22 Skipped: 0



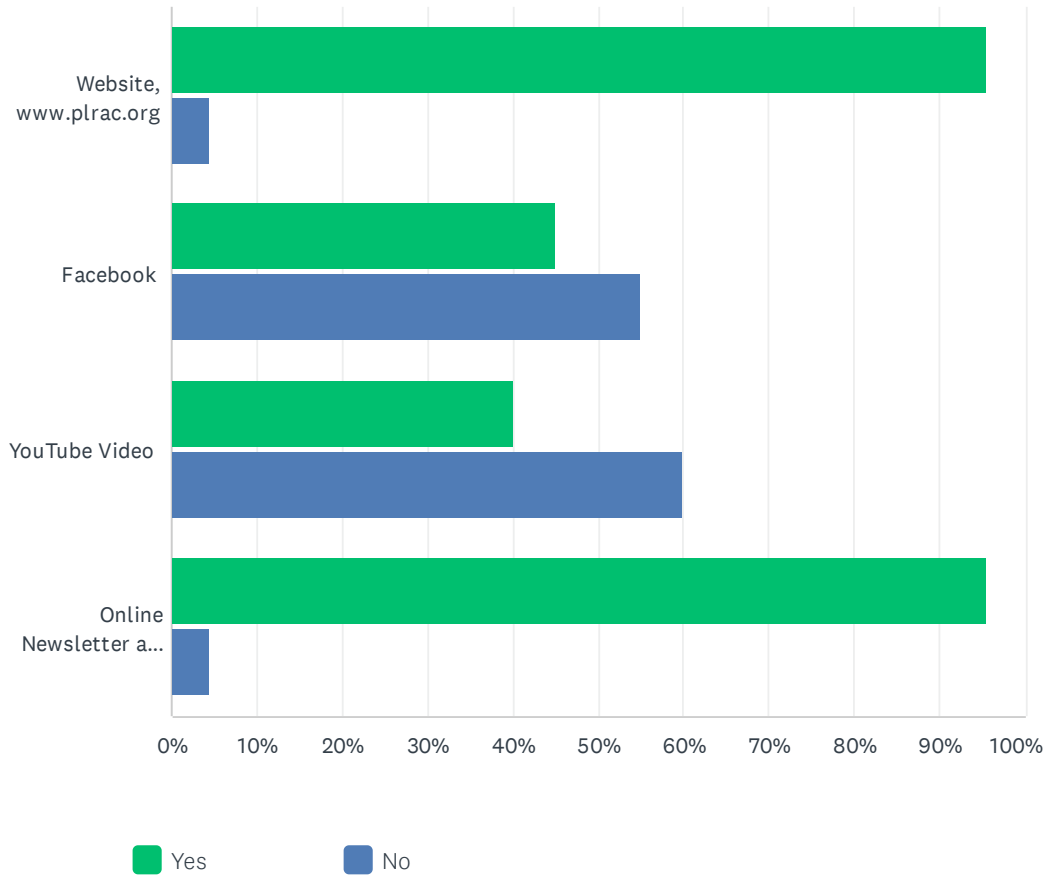
## PLRAC Artist Survey FY 2023



	FAMILIAR WITH	NOT FAMILIAR WITH	APPLIED FOR THIS GRANT	RECEIVED A GRANT	PLAN TO APPLY FOR THIS GRANT	TOTAL RESPONDENTS
Artist Career Development \$1,000 for a specific project that contribute to the artist's growth and development.	45.45% 10	27.27% 6	4.55% 1	27.27% 6	4.55% 1	22
Professional Mid-Career Artist \$3,000 for a specific project that contribute to the artist's growth and development.	31.82% 7	40.91% 9	4.55% 1	18.18% 4	13.64% 3	22
Artist Development \$1,500 for a specific project that contributes to the artist's growth and development.	40.91% 9	27.27% 6	4.55% 1	27.27% 6	4.55% 1	22
Artist Development \$2,000 for a specific project that contributes to the artist's growth and development.	45.45% 10	18.18% 4	4.55% 1	31.82% 7	9.09% 2	22

## Q10 Have you viewed Prairie Lakes information online?

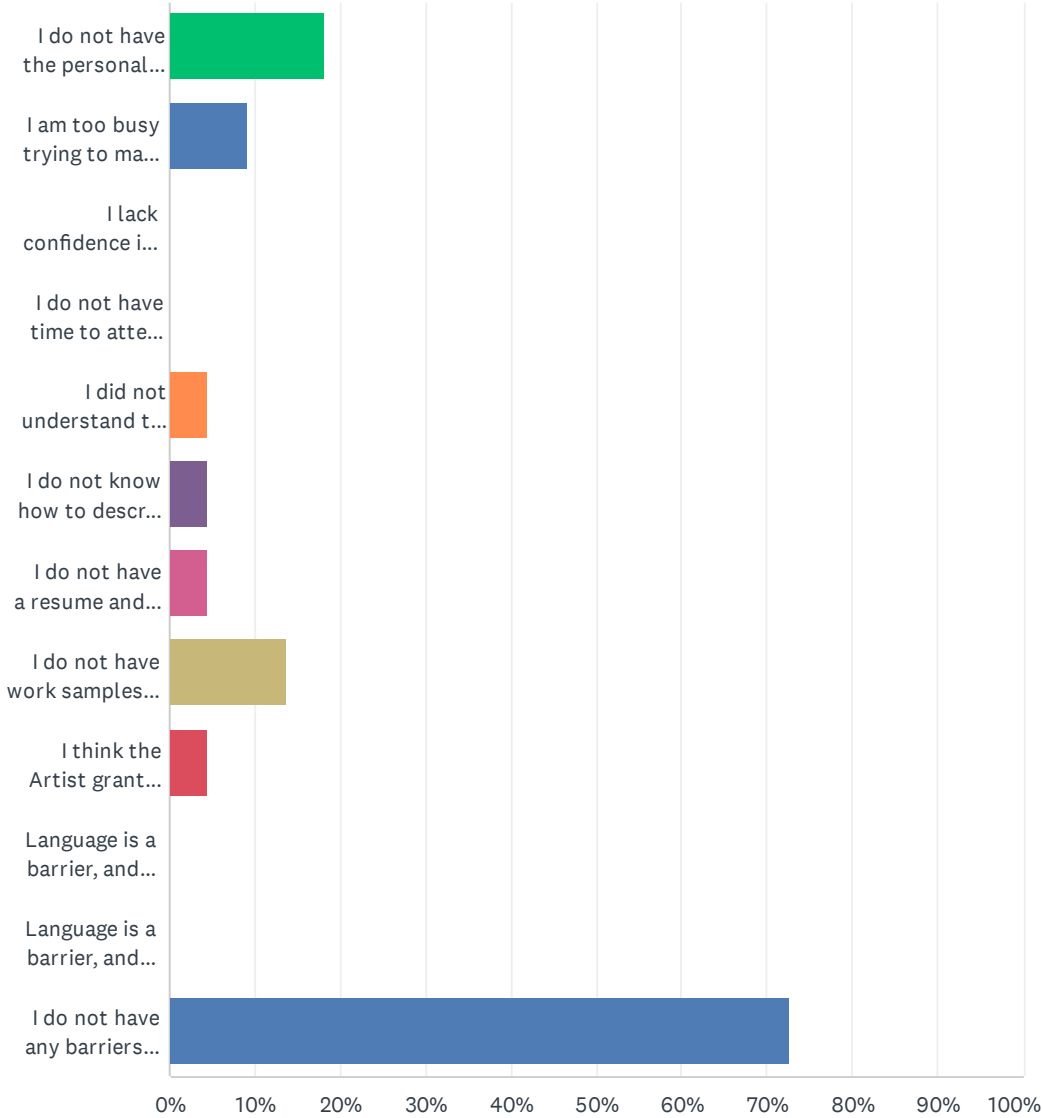
Answered: 22 Skipped: 0



	YES	NO	TOTAL	WEIGHTED AVERAGE
Website, www.plrac.org	95.45% 21	4.55% 1	22	1.05
Facebook	45.00% 9	55.00% 11	20	1.55
YouTube Video	40.00% 8	60.00% 12	20	1.60
Online Newsletter and Arts Calendar	95.45% 21	4.55% 1	22	1.05

# Q11 The goal of PLRAC as an organization is to strive for Equity and Inclusion in our policies and programs. What are the Barriers to You Applying for an Artist Grant? Check all that apply.

Answered: 22 Skipped: 0

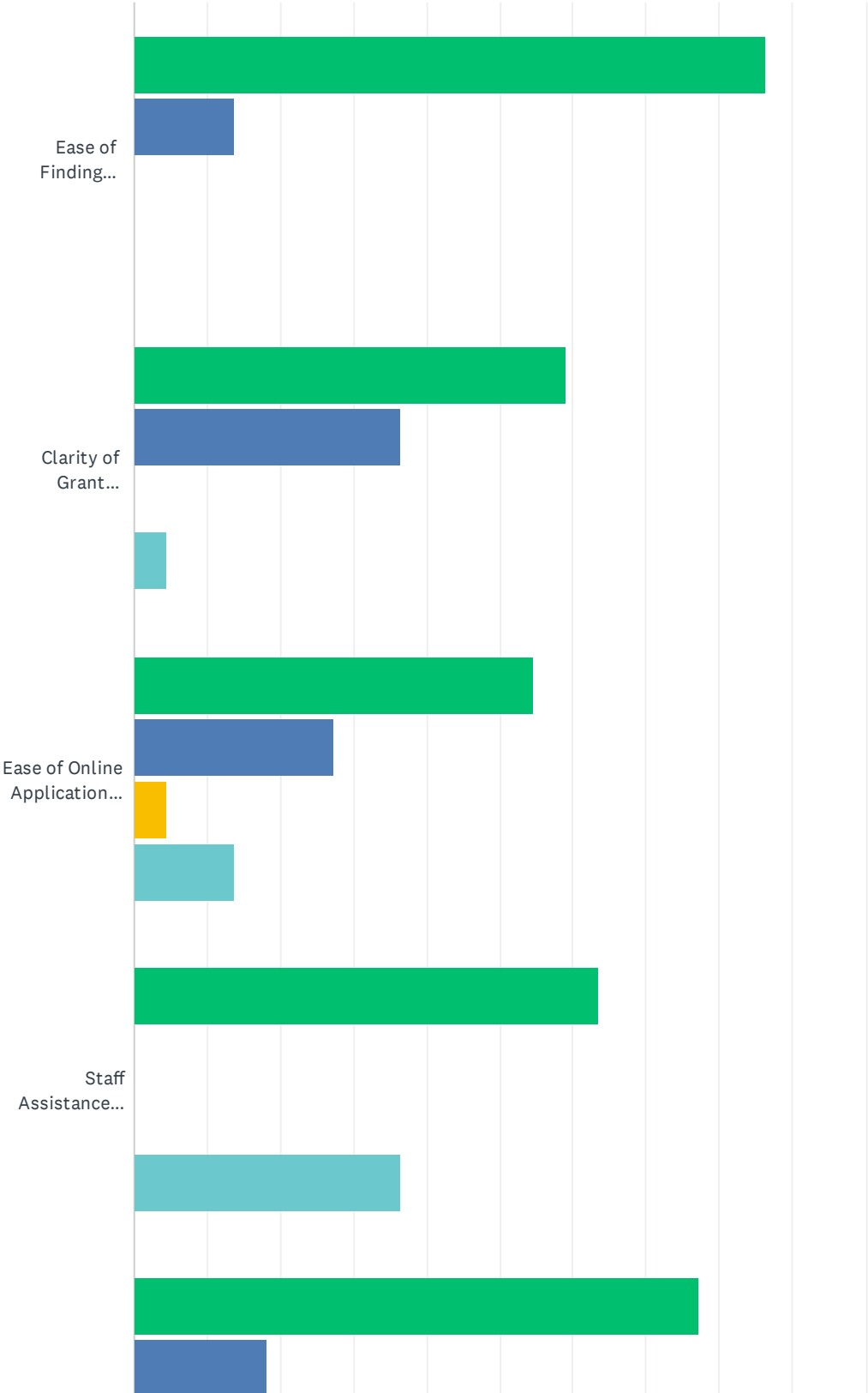


PLRAC Artist Survey FY 2023

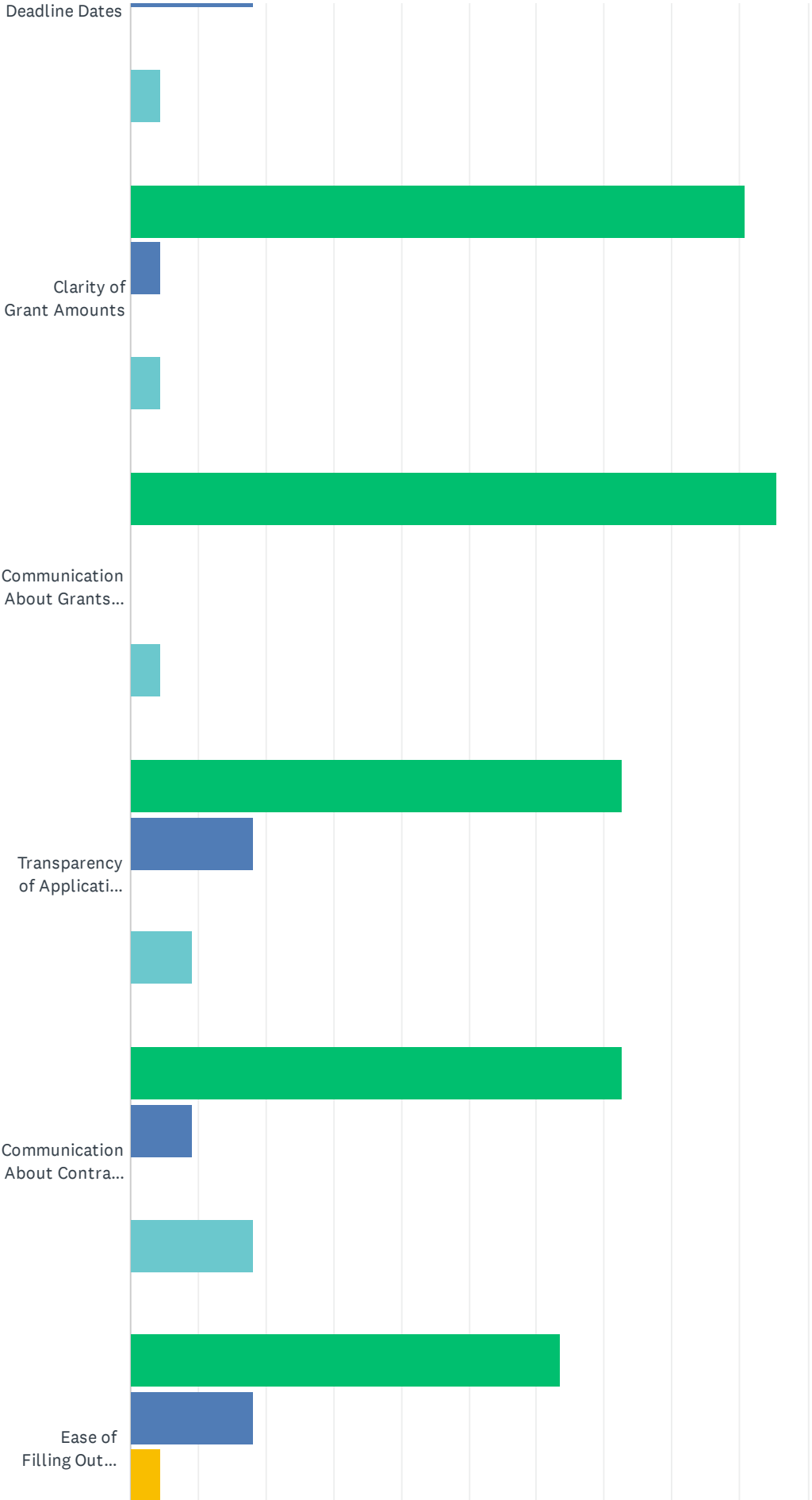
ANSWER CHOICES	RESPONSES	
I do not have the personal time to devote to my work right now.	18.18%	4
I am too busy trying to make a living and it consumes all my time.	9.09%	2
I lack confidence in grant writing and therefore, do not apply.	0.00%	0
I do not have time to attend a PLRAC Grant Writing Workshop, to learn how to apply.	0.00%	0
I did not understand the online grant process.	4.55%	1
I do not know how to describe my artist project and plan a timeline to accomplish it.	4.55%	1
I do not have a resume and/or I need to update my resume.	4.55%	1
I do not have work samples ready to submit with my application.	13.64%	3
I think the Artist grant amount size is too small and it is not worth my time to apply.	4.55%	1
Language is a barrier, and I do not understand the information in the Artist guidelines and application.	0.00%	0
Language is a barrier, and I would like the Artist guidelines and application translated into another language to accommodate me.	0.00%	0
I do not have any barriers to participate.	72.73%	16
Total Respondents: 22		

### Q12 Please give a satisfaction rating to the following Grant Application process components:

Answered: 22 Skipped: 0

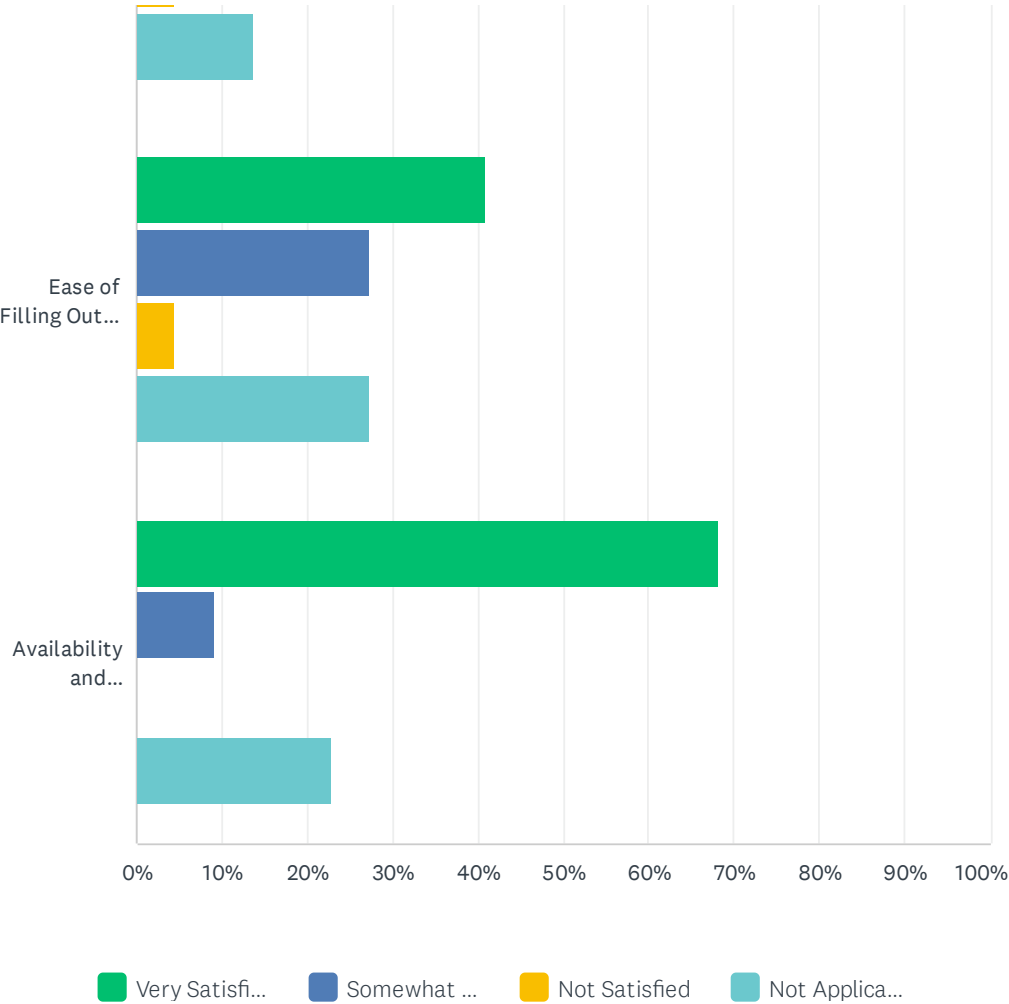


PLRAC Artist Survey FY 2023





PLRAC Artist Survey FY 2023



PLRAC Artist Survey FY 2023

	VERY SATISFIED	SOMEWHAT SATISFIED (NEUTRAL)	NOT SATISFIED	NOT APPLICABLE	TOTAL	WEIGHTED AVERAGE
Ease of Finding Information About Grant Programs	86.36% 19	13.64% 3	0.00% 0	0.00% 0	22	1.14
Clarity of Grant Guidelines and Eligibility	59.09% 13	36.36% 8	0.00% 0	4.55% 1	22	1.50
Ease of Online Application Form	54.55% 12	27.27% 6	4.55% 1	13.64% 3	22	1.77
Staff Assistance Before Applying	63.64% 14	0.00% 0	0.00% 0	36.36% 8	22	2.09
Deadline Dates	77.27% 17	18.18% 4	0.00% 0	4.55% 1	22	1.32
Clarity of Grant Amounts	90.91% 20	4.55% 1	0.00% 0	4.55% 1	22	1.18
Communication About Grants Awarded	95.45% 21	0.00% 0	0.00% 0	4.55% 1	22	1.14
Transparency of Application Process	72.73% 16	18.18% 4	0.00% 0	9.09% 2	22	1.45
Communication About Contract, Requirements and/or Project Changes	72.73% 16	9.09% 2	0.00% 0	18.18% 4	22	1.64
Ease of Filling Out Online Grant Contract	63.64% 14	18.18% 4	4.55% 1	13.64% 3	22	1.68
Ease of Filling Out Online Final Report Form	40.91% 9	27.27% 6	4.55% 1	27.27% 6	22	2.18
Availability and Effectiveness of Staff in the Contract and Final Report Process	68.18% 15	9.09% 2	0.00% 0	22.73% 5	22	1.77

#	IF YOU ARE NOT SATISFIED WITH THE APPLICATION PROCESS, WHAT CHANGES WOULD YOU RECOMMEND?	DATE
1	The grants are so long and time consuming.	12/12/2022 7:59 PM
2	This is a kudo's. If I ever had a question I called and got great answers. The staff is the best. Some of us applying have very limited skills with computers and they are very willing to help us. We all don't have the same skill set especially us that are older than computers. We don't always understand the computer language as the younger set.	11/30/2022 11:10 AM

## Q13 Do you have any suggestions for improvement of existing Artist grant programs or services? Your comments, concerns, and ideas are important to us.

Answered: 10 Skipped: 12

#	RESPONSES	DATE
1	Continuing to hold access meetings and "how to apply" meetings is useful and important- I would continue to engage in that practice- but potentially consider online/various in person options	11/10/2023 9:08 PM
2	Reduce the redundancy in the initial online application and the final report. It is often unclear what information needs to go where as many questions require the same information. This can become a barrier to successful application and completion for those new to grants (and as this is intended for early career artists, that seems especially relevant)	12/30/2022 5:37 PM
3	It took me about a month to complete my application answers and other documents needed. I had assistance from a grant writing friend who gave me some tips and pointers with my application. I am lucky to have had access to her as a resource, and also the time needed to work on the application. However, I feel that to the average person the process may be a bit long and tedious. I understand the grants cannot be handed out at-will to just anyone, and effort is needed in this process. Unfortunately I do not have any ideas or solutions for this, but I wonder if there is a way to simplify the process or give more of a walkthrough to applicants? Maybe an example of an ideal application so applicants can see what the PLRAC is looking for?	12/30/2022 4:41 PM
4	The monetary support to continue my work as an artist has been wonderful. I would love to have more funds available, since costs of supplies are considerable, but I want funds available for more artists so I hesitate recommending an increase in the grant amount. I am beyond grateful for the assistance I have received from PLRAC. I hope to be able to apply again next year. I recommend allowing previous grant winners to apply every year, not just because that would apply to me, but a sustained financial revenue source is critical to keep art careers progressing and making these art forms available for the public to access continuously.	12/8/2022 12:22 PM
5	I will use this space to share a feeling I have about the process of the grant reviews if the candidate is a senior citizen. I mention above we don't always have the same skill set as others and the staff helps us so much. But this last Artist Development Grant Review and selecting the grant awardees was degrading. My grant was to set up a web-site for my artistry and to keep my legacy alive and vibrant since I'm a very unusual artist. Very few of us in the upper Midwest. I have a hard time with the basics on a computer and to set up my own web site would not be possible. I don't understand all the language, the tricks etc. I needed to reach out and get a person I trust very much to do this task for me. Thus during the review when listening to the comment about doing it myself brought tears to my eyes. I applaud the reviewer who said I should make a DVD of a program and I did that with my friends help and a PLRAC grant. But in the end I did get this grant and I look forward to having a website and my friend will help me with it and the administration of it also. I know the general public is looking forward to this website coming in 2023 by the comments shared with me. In closing, be mindful of the person who is applying, age is a factor and understand the skill sets are not all the same. But ask me to sew you something and I am totally educated here. Thank you for letting me share my thoughts here.	11/30/2022 11:10 AM
6	Sorry. I cannot think of anything at the moment- just thankful that this opportunity is still available!!!☺	11/30/2022 7:06 AM
7	Generally simplifying and making the grant application process more clear would be good. Some of the application forms seem to have unclear and redundant questions.	11/29/2022 6:34 PM
8	Nothing to recommend at moment.	11/29/2022 1:37 PM
9	In the past, PLRAC sponsored classes to help the applicant with different aspects of the grant application process. These were fantastic help for me when I started. I still have problems with	11/29/2022 1:18 PM

## PLRAC Artist Survey FY 2023

up loading things like files and pictures and having them be the correct size.

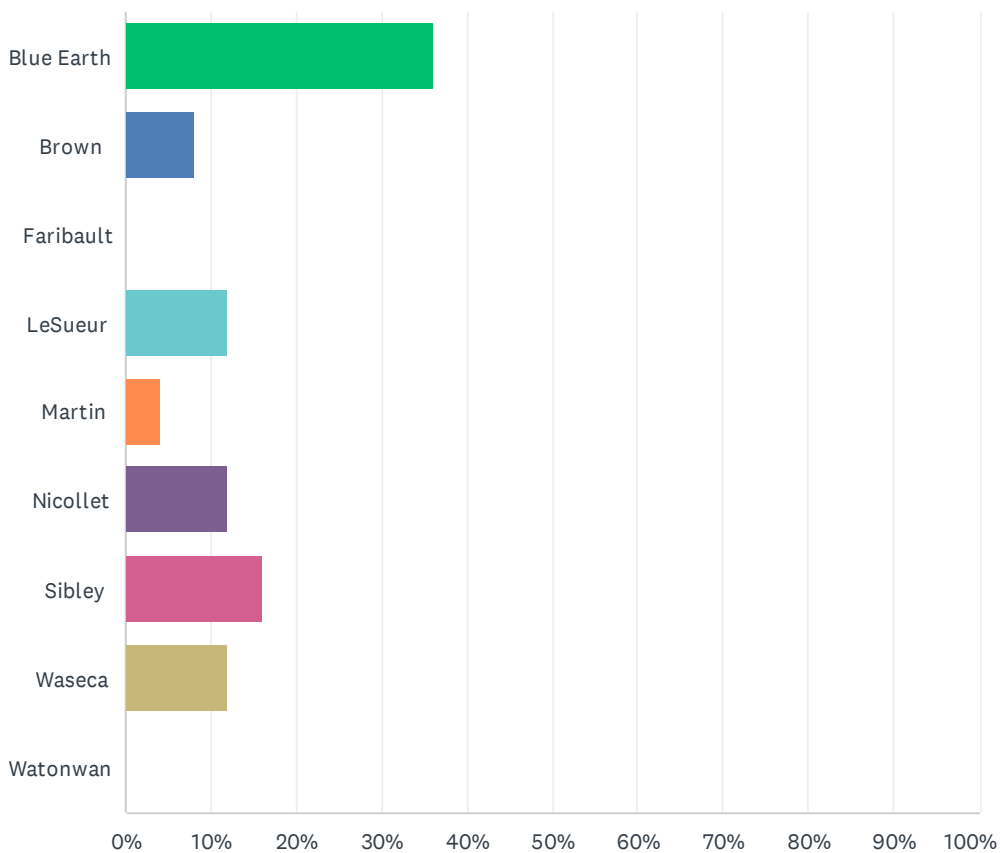
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10	Weigh the grant so those who are within a minority group -- LGBTQ, Black/Brown, Latinx, Disabled, etc. are given preference.	11/29/2022 9:31 AM
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## Q1 What County do you live In.

Answered: 25 Skipped: 0



ANSWER CHOICES	RESPONSES	
Blue Earth	36.00%	9
Brown	8.00%	2
Faribault	0.00%	0
LeSueur	12.00%	3
Martin	4.00%	1
Nicollet	12.00%	3
Sibley	16.00%	4
Waseca	12.00%	3
Watonwan	0.00%	0
<b>TOTAL</b>		<b>25</b>

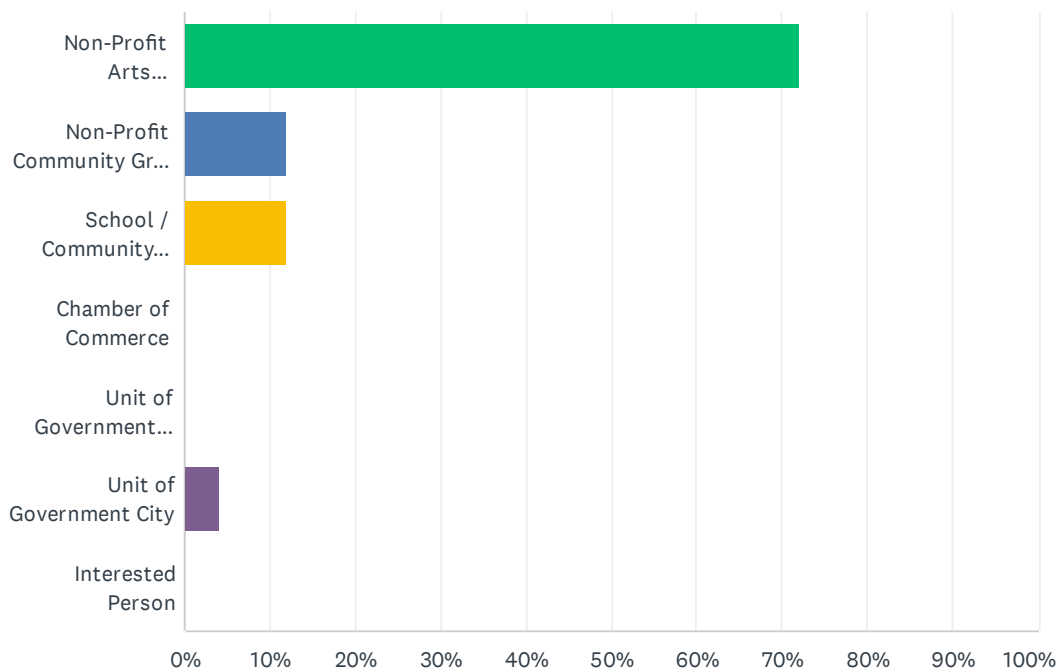
**Q2 Please tell us about yourself and your organization. Information provided will be used to update Prairie Lakes' database.**

Answered: 24 Skipped: 1

ANSWER CHOICES	RESPONSES	
Name:	100.00%	24
Organization:	100.00%	24
Address:	83.33%	20
Address 2:	20.83%	5
City/Town:	100.00%	24
ZIP:	91.67%	22
Email Address:	87.50%	21
Website:	70.83%	17
Phone Number:	87.50%	21

### Q3 Type of Organization?

Answered: 25 Skipped: 0

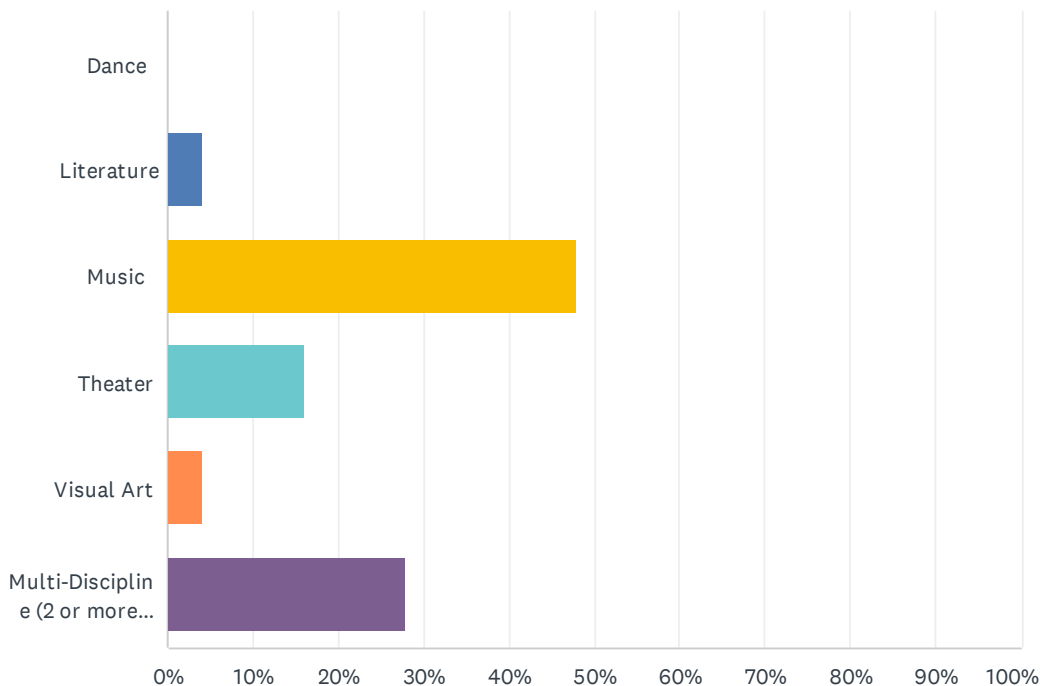


ANSWER CHOICES	RESPONSES	
Non-Profit Arts Organization	72.00%	18
Non-Profit Community Group (Historical Society, Library, Community Service Organizations, etc.)	12.00%	3
School / Community Education / College	12.00%	3
Chamber of Commerce	0.00%	0
Unit of Government County	0.00%	0
Unit of Government City	4.00%	1
Interested Person	0.00%	0
<b>TOTAL</b>		<b>25</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	Performing group	12/28/2022 7:39 AM

## Q4 As an arts organization or community group, what primary discipline do you serve?

Answered: 25 Skipped: 0



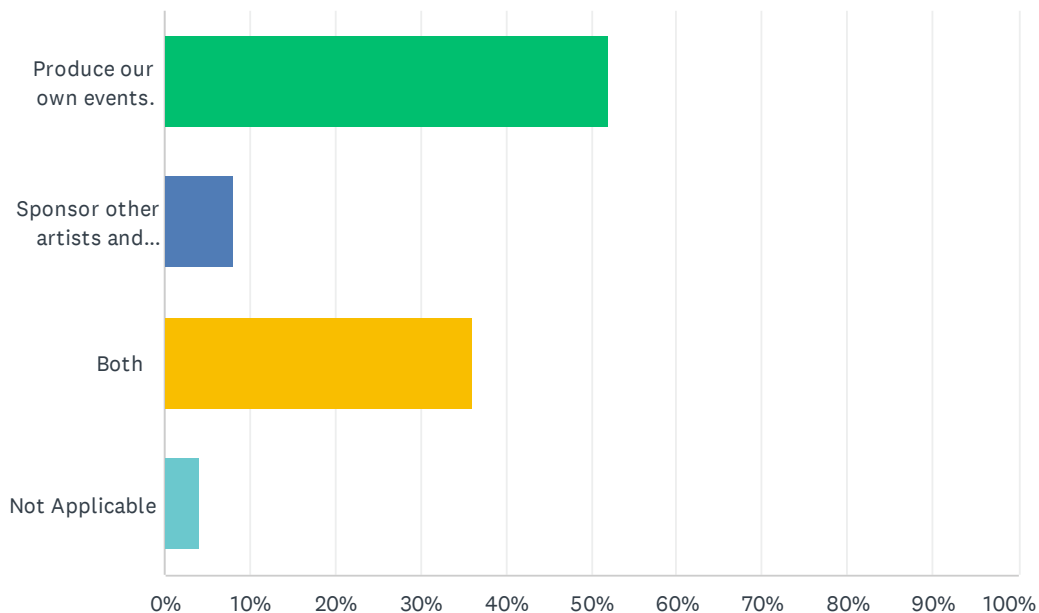
ANSWER CHOICES	RESPONSES
Dance	0.00% 0
Literature	4.00% 1
Music	48.00% 12
Theater	16.00% 4
Visual Art	4.00% 1
Multi-Discipline (2 or more art forms represented)	28.00% 7
<b>TOTAL</b>	<b>25</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	plays and booked performing artists	12/7/2022 10:28 AM



### Q5 Does your organization produce its own events or do you sponsor other organizations/artists to perform?

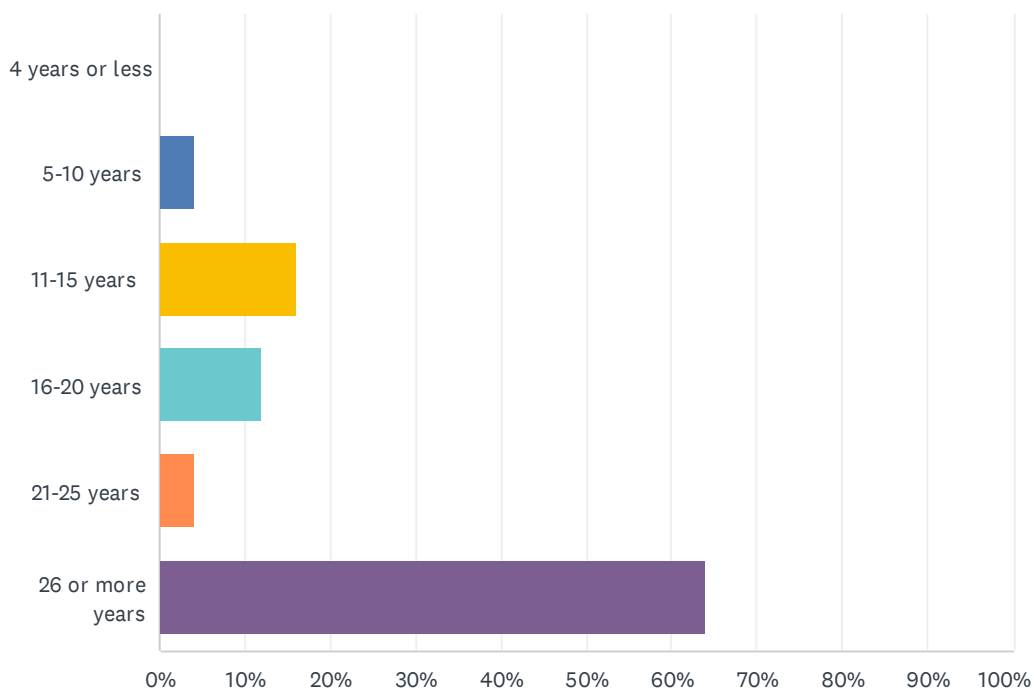
Answered: 25 Skipped: 0



ANSWER CHOICES	RESPONSES	
Produce our own events.	52.00%	13
Sponsor other artists and groups to perform.	8.00%	2
Both	36.00%	9
Not Applicable	4.00%	1
<b>TOTAL</b>		<b>25</b>

## Q6 How many years has your organization existed?

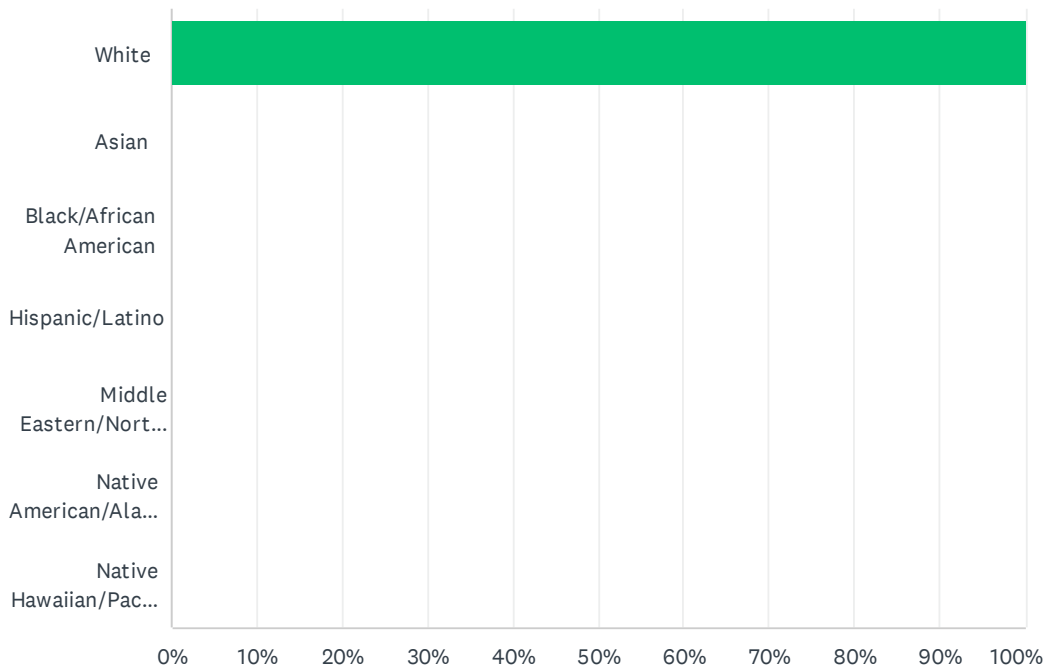
Answered: 25 Skipped: 0



ANSWER CHOICES	RESPONSES
4 years or less	0.00% 0
5-10 years	4.00% 1
11-15 years	16.00% 4
16-20 years	12.00% 3
21-25 years	4.00% 1
26 or more years	64.00% 16
<b>TOTAL</b>	<b>25</b>

### Q7 Select the one ethnicity code that best represents 50% or more of your staff, board, or membership.

Answered: 25 Skipped: 0

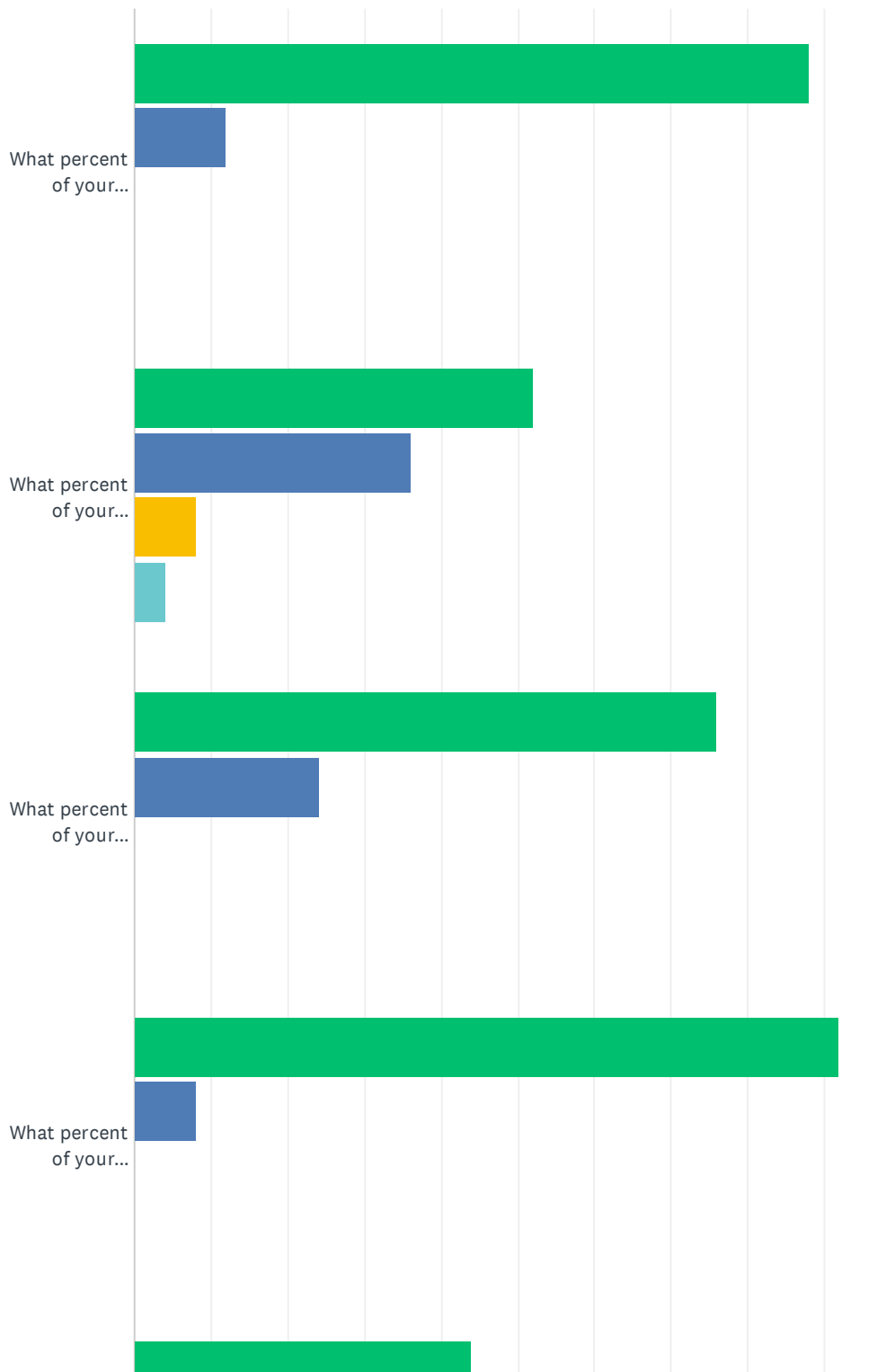


ANSWER CHOICES	RESPONSES
White	100.00% 25
Asian	0.00% 0
Black/African American	0.00% 0
Hispanic/Latino	0.00% 0
Middle Eastern/North African	0.00% 0
Native American/Alaskan Native	0.00% 0
Native Hawaiian/Pacific Islander	0.00% 0
<b>TOTAL</b>	<b>25</b>

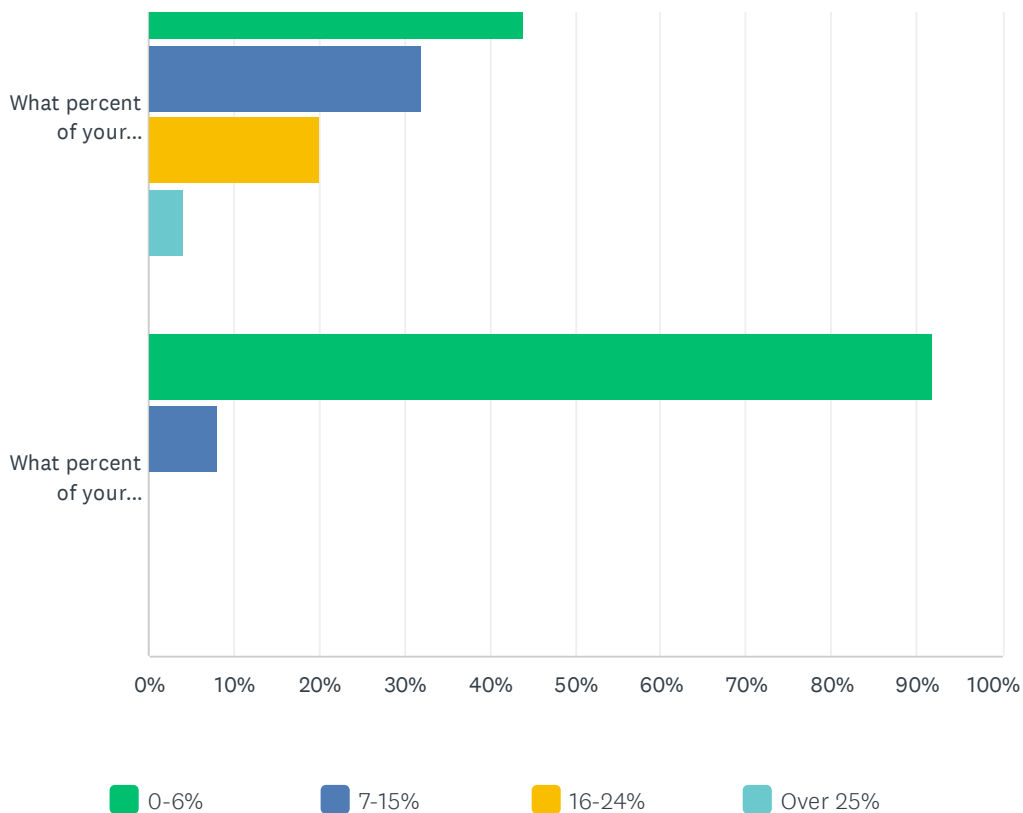
#	OTHER (PLEASE SPECIFY)	DATE
1	I feel this is not a question which should be asked.	11/30/2022 10:41 AM

Q8 We would like to know the Ethnicity of your board/staff, artists and audience; and if they have a disability. People of Color: Asian, Black/African American, Hispanic/Latino, Middle Eastern/North African, Native American/Alaskan Native, Native Hawaiian/Pacific Islander.

Answered: 25 Skipped: 0



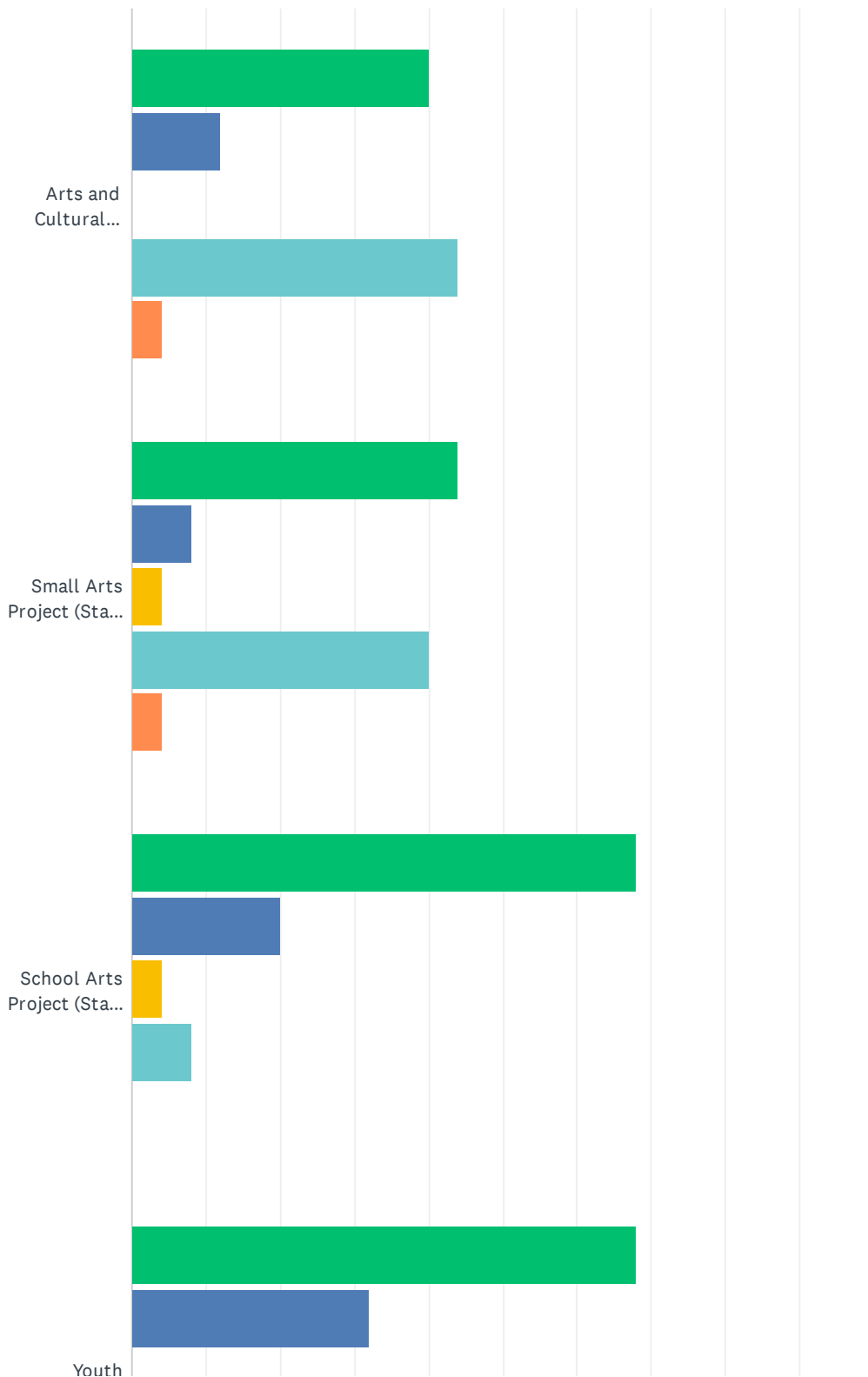
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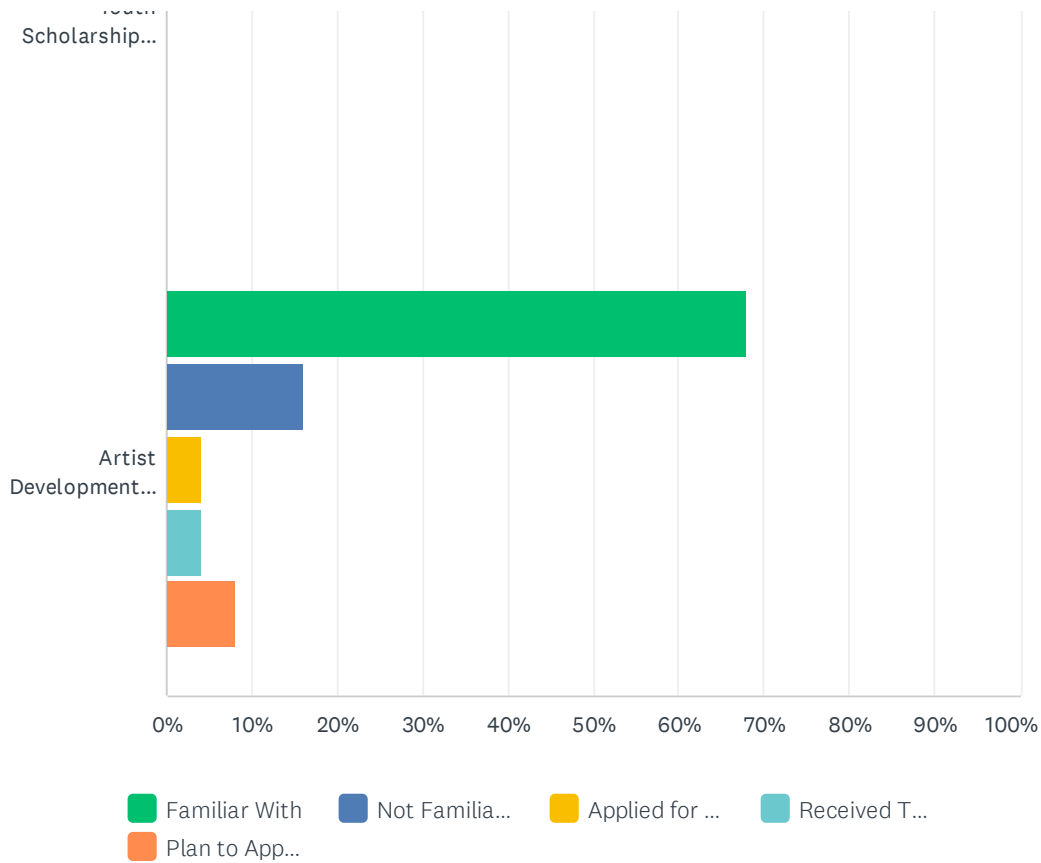
	0-6%	7-15%	16-24%	OVER 25%	TOTAL	WEIGHTED AVERAGE
What percent of your organization's Board and Staff self-identify as people of color?	88.00% 22	12.00% 3	0.00% 0	0.00% 0	25	1.24
What percent of your organization's Audience self-identify as people of color?	52.00% 13	36.00% 9	8.00% 2	4.00% 1	25	2.24
What percent of your organization's Artists self-identify as people of color?	76.00% 19	24.00% 6	0.00% 0	0.00% 0	25	1.48
What percent of your organization's Board and Staff self-identify as a person with a disability?	92.00% 23	8.00% 2	0.00% 0	0.00% 0	25	1.16
What percent of your organization's Audience self-identify as people with disabilities?	44.00% 11	32.00% 8	20.00% 5	4.00% 1	25	2.64
What percent of your organization's Artists self-identify as people with disabilities?	92.00% 23	8.00% 2	0.00% 0	0.00% 0	25	1.16

### Q9 The Prairie Lakes Regional Arts Council works under the philosophy that ALL Arts grants are important. Tell us about your experience with Prairie Lakes Grants.

Answered: 25 Skipped: 0



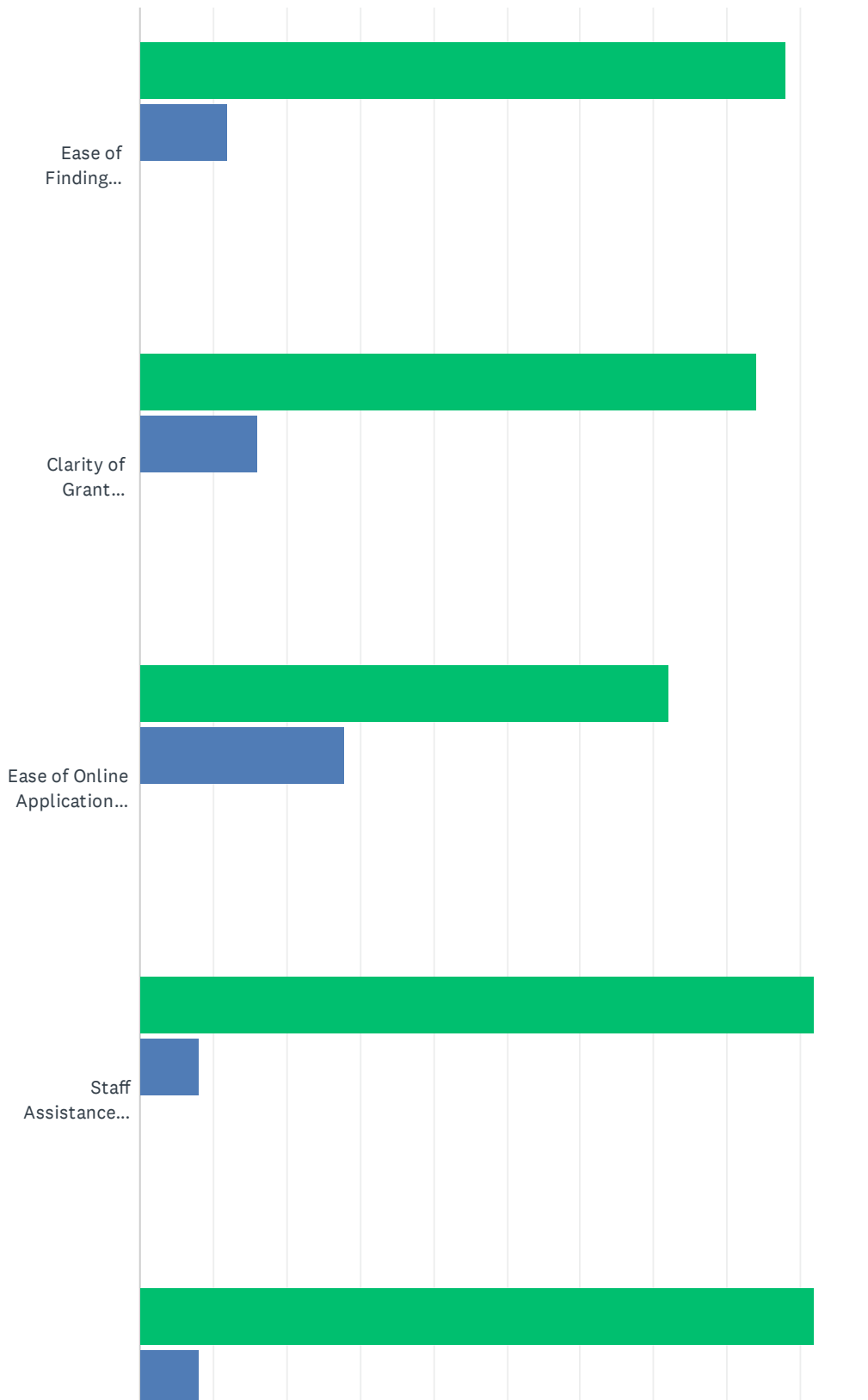
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	FAMILIAR WITH	NOT FAMILIAR WITH	APPLIED FOR THIS GRANT	RECEIVED THIS GRANT	PLAN TO APPLY FOR THIS GRANT	TOTAL	WEIGHTED AVERAGE
Arts and Cultural Heritage (State) grants of up to \$7,000 for arts programming in dance, literature, music, theater, visual arts, etc., \$5,000 for arts/music festivals and \$5,000 for Arts Education.	40.00% 10	12.00% 3	0.00% 0	44.00% 11	4.00% 1	25	2.60
Small Arts Project (State) For community arts activities and projects that may have a smaller budget. Maximum of \$2,500.	44.00% 11	8.00% 2	4.00% 1	40.00% 10	4.00% 1	25	2.52
School Arts Project (State) For school Artist residencies, field trips, etc. Maximum of \$2,500.	68.00% 17	20.00% 5	4.00% 1	8.00% 2	0.00% 0	25	1.52
Youth Scholarship (State) \$300 and \$200 provides students in grades 3-12 the opportunity to study their chosen art with a practicing professional artist, take lessons, or perform with youth choir/orchestra.	68.00% 17	32.00% 8	0.00% 0	0.00% 0	0.00% 0	25	1.32
Artist Development (McKnight) \$2,000 for specific projects that contribute to the artists growth and development.	68.00% 17	16.00% 4	4.00% 1	4.00% 1	8.00% 2	25	1.68

### Q10 Please give a satisfaction rating to the following Application process components.

Answered: 25 Skipped: 0

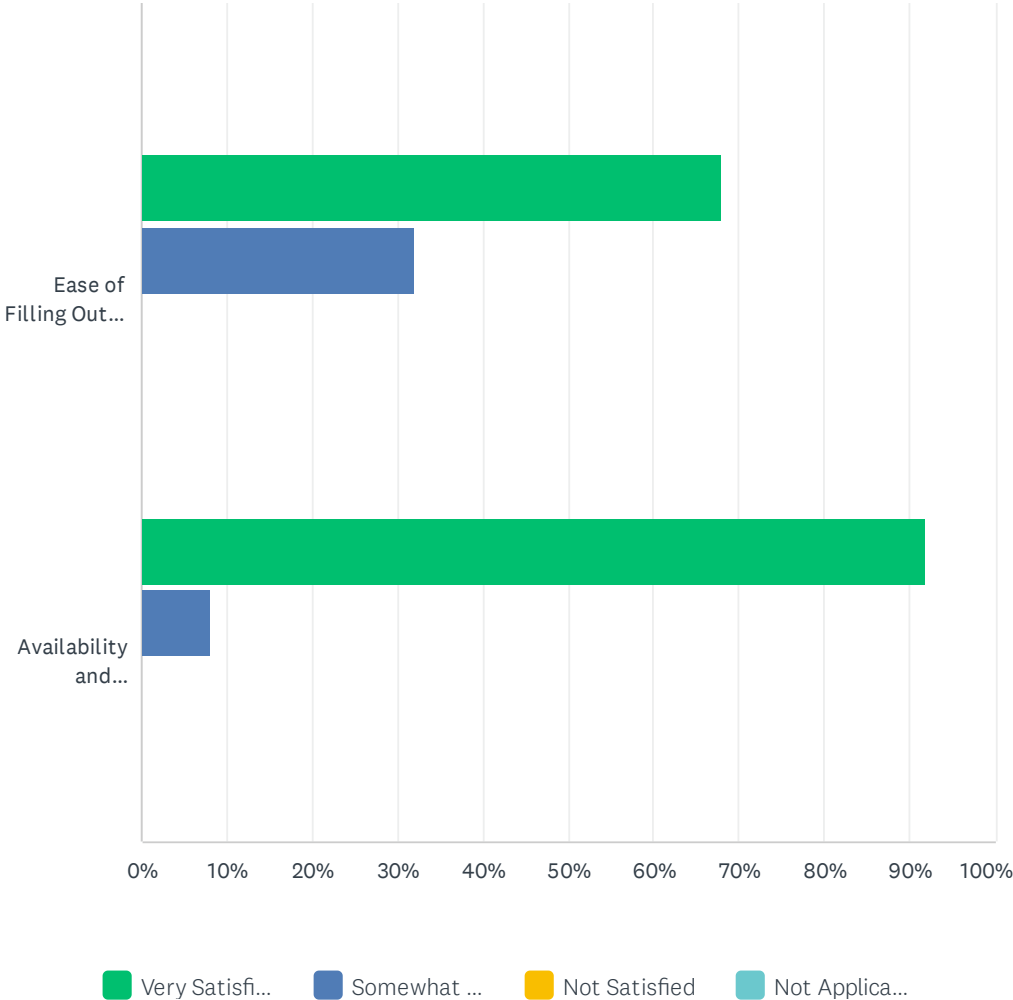




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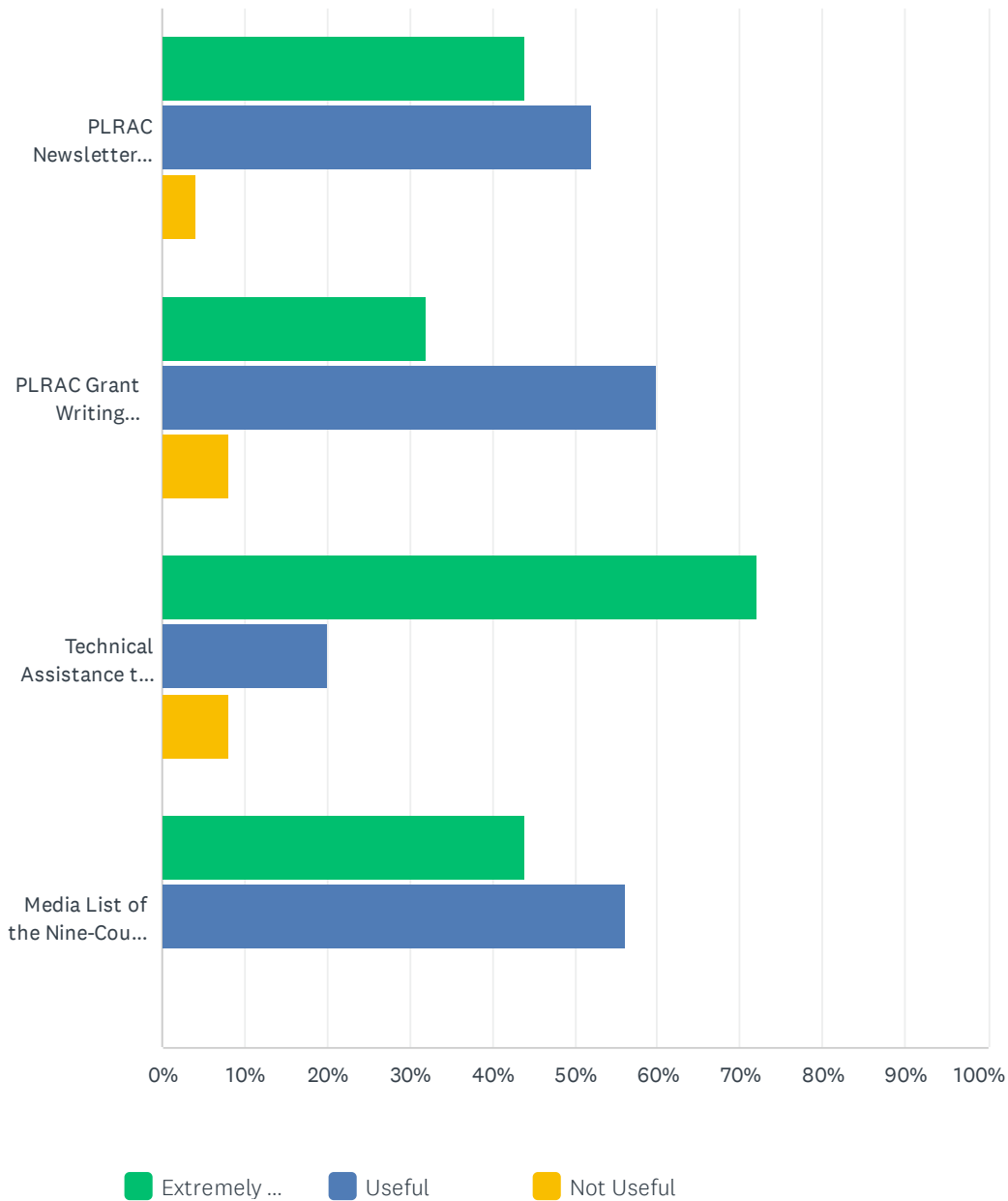
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	VERY SATISFIED	SOMEWHAT SATISFIED(NEUTRAL)	NOT SATISFIED	NOT APPLICABLE	TOTAL	WEIGHTED AVERAGE
Ease of Finding Information About Grant Programs	88.00% 22	12.00% 3	0.00% 0	0.00% 0	25	1.12
Clarity of Grant Guidelines and Eligibility	84.00% 21	16.00% 4	0.00% 0	0.00% 0	25	1.16
Ease of Online Application Form	72.00% 18	28.00% 7	0.00% 0	0.00% 0	25	1.28
Staff Assistance Before Applying	92.00% 23	8.00% 2	0.00% 0	0.00% 0	25	1.08
Deadline Dates	92.00% 23	8.00% 2	0.00% 0	0.00% 0	25	1.08
Clarity of Grant Amounts	92.00% 23	8.00% 2	0.00% 0	0.00% 0	25	1.08
Communication About Grants Awarded	96.00% 24	4.00% 1	0.00% 0	0.00% 0	25	1.04
Transparency of Application Process	92.00% 23	8.00% 2	0.00% 0	0.00% 0	25	1.08
Communication About Contract, Requirements and/or Project Changes	96.00% 24	4.00% 1	0.00% 0	0.00% 0	25	1.04
Ease of Filling Out Online Grant Contract	80.00% 20	20.00% 5	0.00% 0	0.00% 0	25	1.20
Ease of Filling Out Online Final Report Form	68.00% 17	32.00% 8	0.00% 0	0.00% 0	25	1.32
Availability and Effectiveness of Staff in the Contract and Final Report Process	92.00% 23	8.00% 2	0.00% 0	0.00% 0	25	1.08

#	IF YOU ARE NOT SATISFIED WITH THE APPLICATION PROCESS, WHAT CHANGES WOULD YOU RECOMMEND?	DATE
1	I have not experienced any difficulties in applying for the grants once I had gone through the process.	12/28/2022 7:39 AM
2	The grants are complicated, and recognizing that, I don't know what you could do to make it easier.	12/27/2022 3:14 PM
3	Some of the questions feel redundant and/or overly complex.	12/18/2022 5:34 PM
4	I have not participated, so can't comment.	11/29/2022 11:37 AM

# Q11 Please rate these Prairie Lakes' Services on whether or not they are useful.

Answered: 25 Skipped: 0

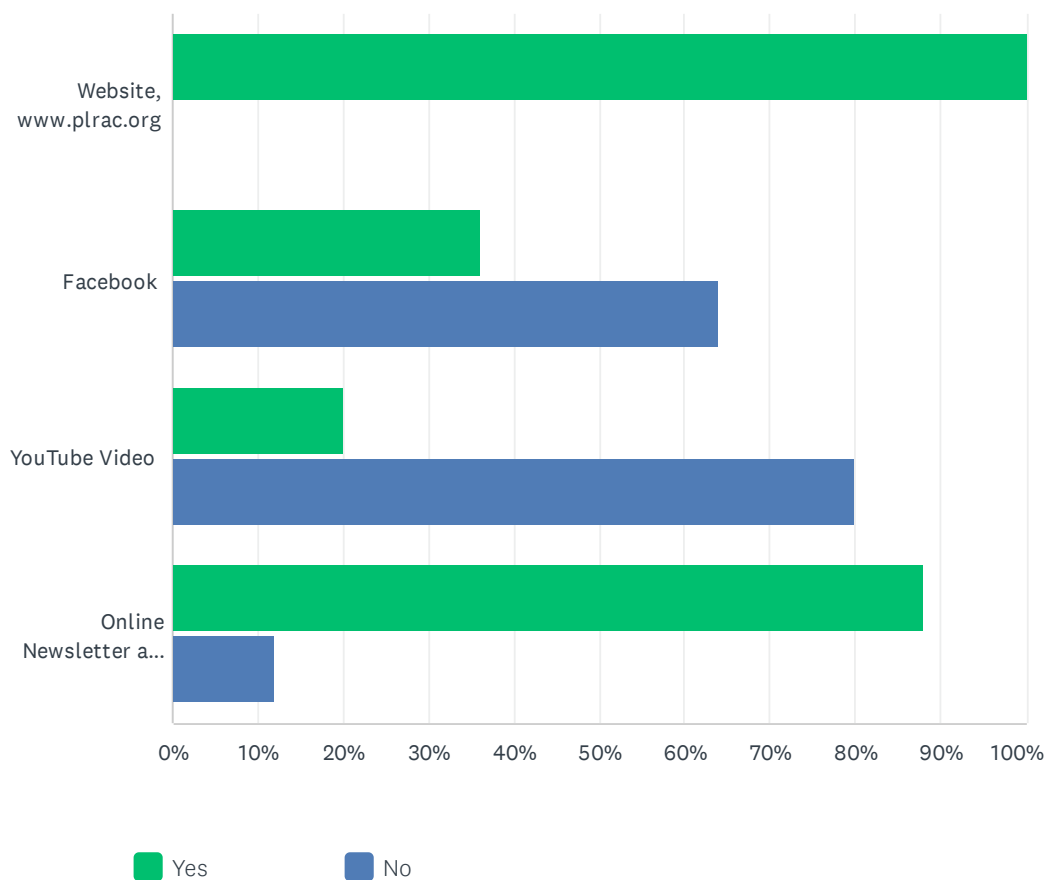


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	<b>EXTREMELY USEFUL</b>	<b>USEFUL</b>	<b>NOT USEFUL</b>	<b>TOTAL</b>	<b>WEIGHTED AVERAGE</b>
PLRAC Newsletter (calendar of events)	44.00% 11	52.00% 13	4.00% 1	25	1.60
PLRAC Grant Writing Workshops	32.00% 8	60.00% 15	8.00% 2	25	1.76
Technical Assistance to Applicants by Staff	72.00% 18	20.00% 5	8.00% 2	25	1.36
Media List of the Nine-County Area	44.00% 11	56.00% 14	0.00% 0	25	1.56

## Q12 Have you viewed Prairie Lakes information online?

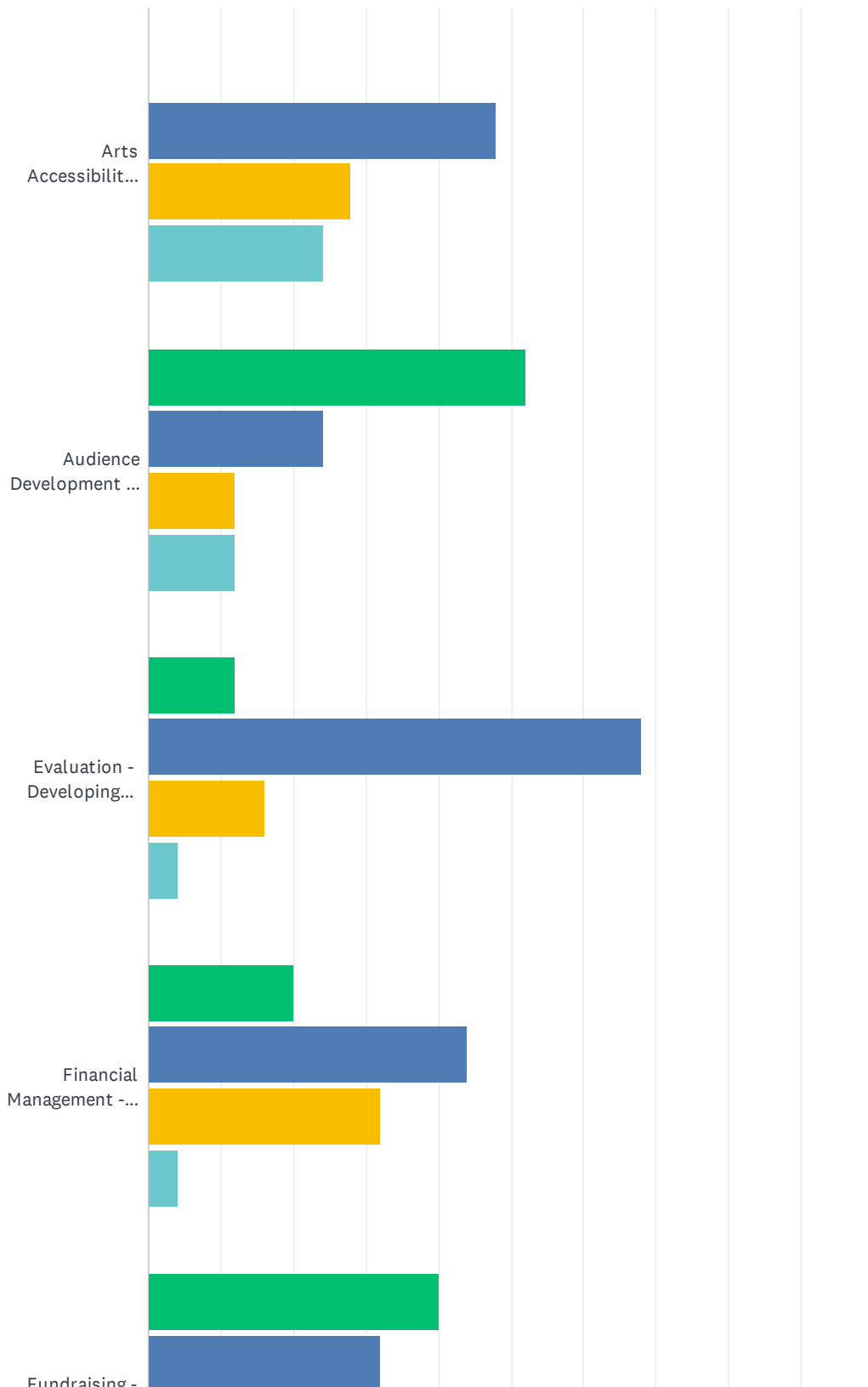
Answered: 25 Skipped: 0



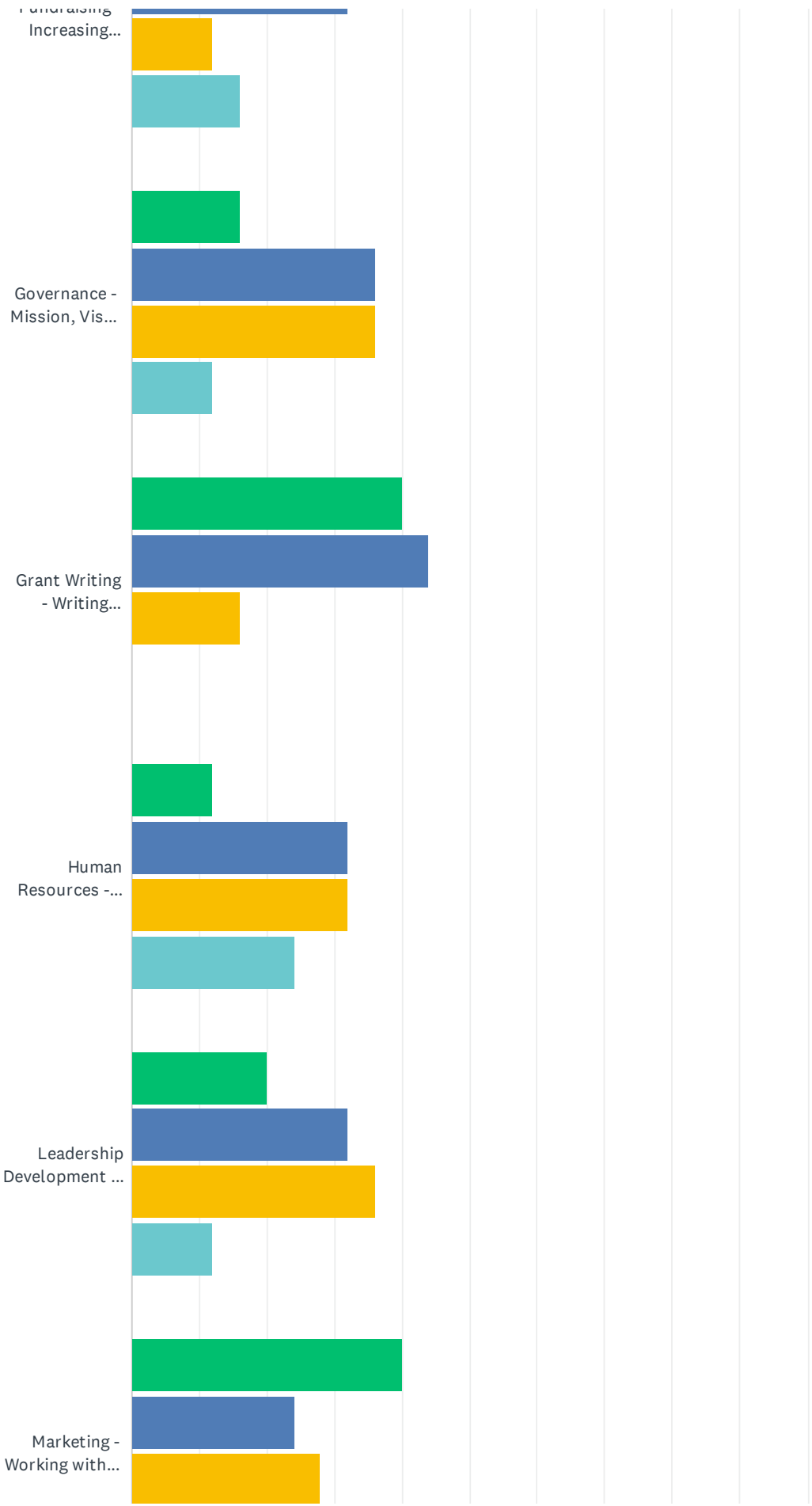
	YES	NO	TOTAL	WEIGHTED AVERAGE
Website, www.plrac.org	100.00% 25	0.00% 0	25	1.00
Facebook	36.00% 9	64.00% 16	25	1.64
YouTube Video	20.00% 5	80.00% 20	25	1.80
Online Newsletter and Arts Calendar	88.00% 22	12.00% 3	25	1.12

Q13 Please give a priority rating to the following workshop topics, that PLRAC could offer, and that your organization really needs.

Answered: 25 Skipped: 0

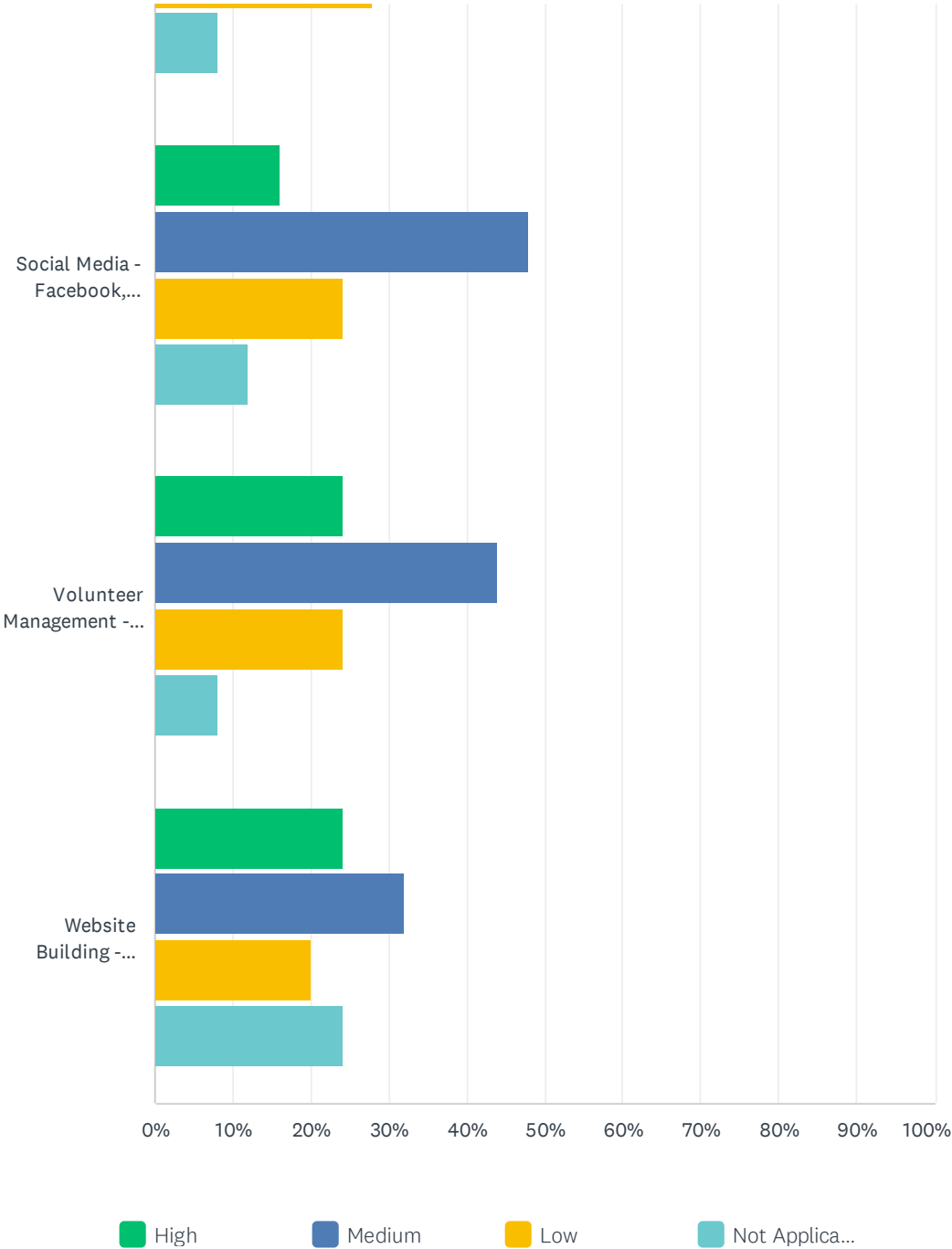


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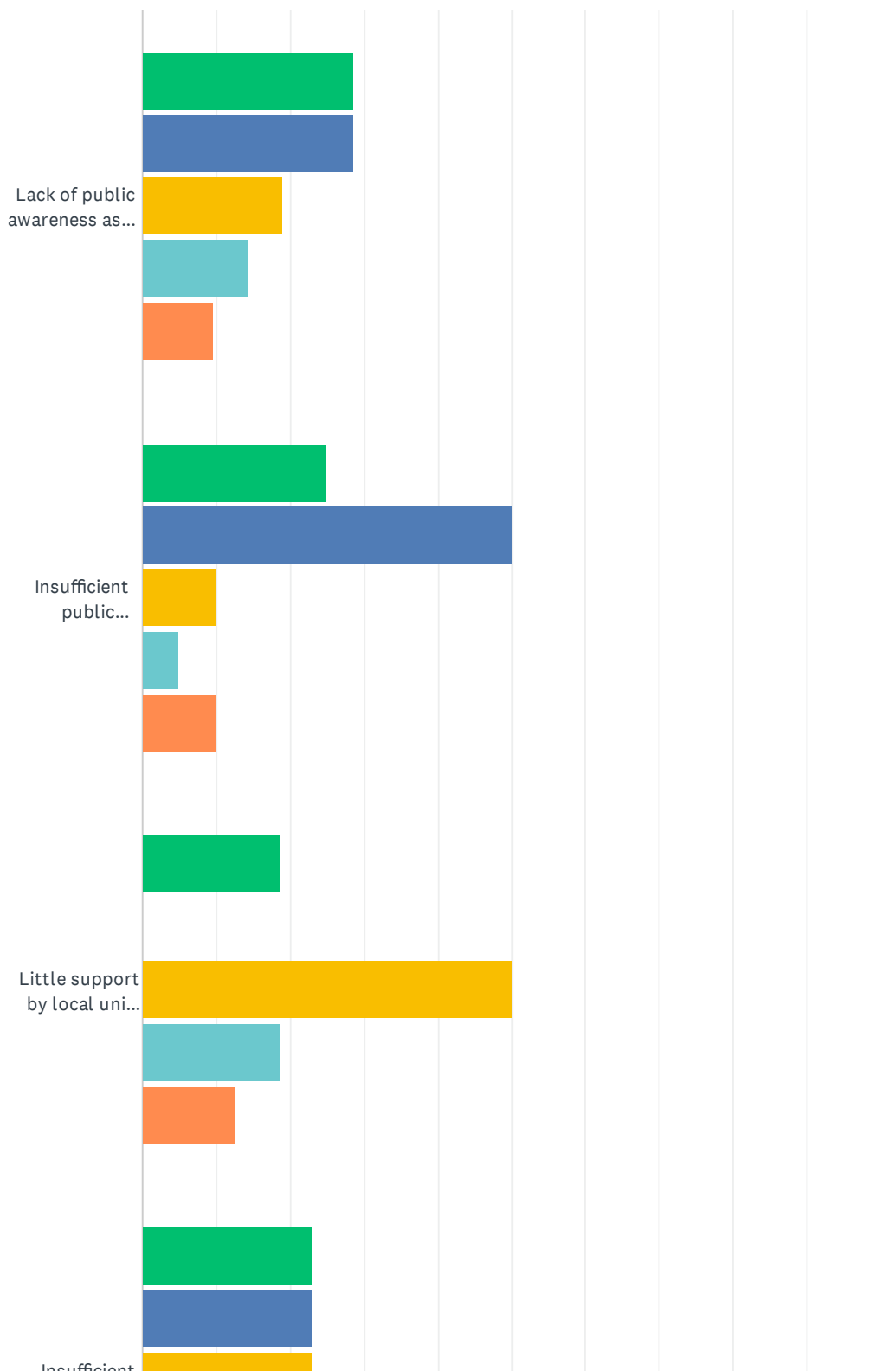
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	HIGH	MEDIUM	LOW	NOT APPLICABLE	TOTAL	WEIGHTED AVERAGE
Arts Accessibility Workshop - Developing an ADA Survey to assess how easily people with disabilities can use an organization's physical space and participate in its programming; or finding trained theatrical ASL interpreters, audio describers, other ADA topics, etc.	0.00% 0	48.00% 12	28.00% 7	24.00% 6	25	2.76
Audience Development - Increasing the number of attendees and variety of age groups that attend.	52.00% 13	24.00% 6	12.00% 3	12.00% 3	25	1.84
Evaluation - Developing ongoing, sustainable methods to improve our services and programs.	12.00% 3	68.00% 17	16.00% 4	4.00% 1	25	2.12
Financial Management - Budgeting to break-even and even earn money.	20.00% 5	44.00% 11	32.00% 8	4.00% 1	25	2.20
Fundraising - Increasing earned income, seeking business donations, special events.	40.00% 10	32.00% 8	12.00% 3	16.00% 4	25	2.04
Governance - Mission, Vision and Goals. Understanding board responsibilities & training methods.	16.00% 4	36.00% 9	36.00% 9	12.00% 3	25	2.44
Grant Writing - Writing better grants.	40.00% 10	44.00% 11	16.00% 4	0.00% 0	25	1.76
Human Resources - Staff recruitment, wages, benefits, performance reviews, etc.	12.00% 3	32.00% 8	32.00% 8	24.00% 6	25	2.68
Leadership Development - For staff and board members.	20.00% 5	32.00% 8	36.00% 9	12.00% 3	25	2.40
Marketing - Working with media, developing advertisements, programs, etc.	40.00% 10	24.00% 6	28.00% 7	8.00% 2	25	2.04
Social Media - Facebook, Twitter, etc.	16.00% 4	48.00% 12	24.00% 6	12.00% 3	25	2.32
Volunteer Management - Finding and keeping volunteers.	24.00% 6	44.00% 11	24.00% 6	8.00% 2	25	2.16
Website Building - Creating and maintaining your own website.	24.00% 6	32.00% 8	20.00% 5	24.00% 6	25	2.44

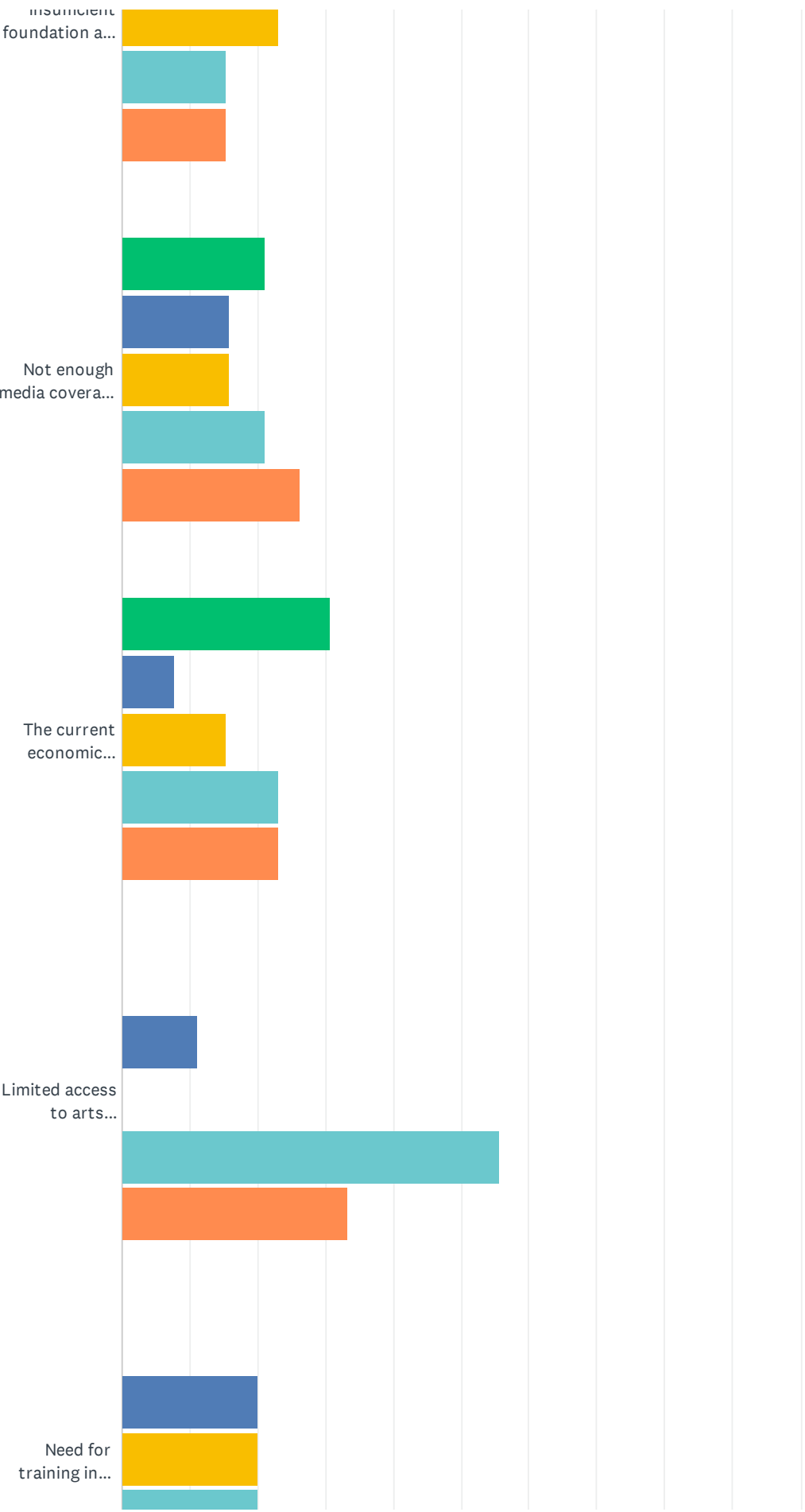
#	OTHER (PLEASE SPECIFY)	DATE
1	Other organizations might find these workshops very valuable. Our organization has other methods for training in these areas.	12/27/2022 9:55 AM
2	Appropriate tuition fees for local region	12/18/2022 5:34 PM
3	Just an adjunct to foregoing: Some organizations have sufficient staff where board's responsibility is that of fiscal, program and administrative oversight. Others, like ours, have insufficient staff so board members need to perform foregoing as well as be "doers" in moving forward the mission.	12/7/2022 10:28 AM
4	The ones I chose for low aren't that I don't think they aren't important - but as a larger organization, those are covered by others.	11/29/2022 10:05 AM

Q14 Listed below are some obstacles to arts development in this region. Rank the top five (1-5) obstacles to arts development, you must select five answers only. If you select more, you will get an error message.

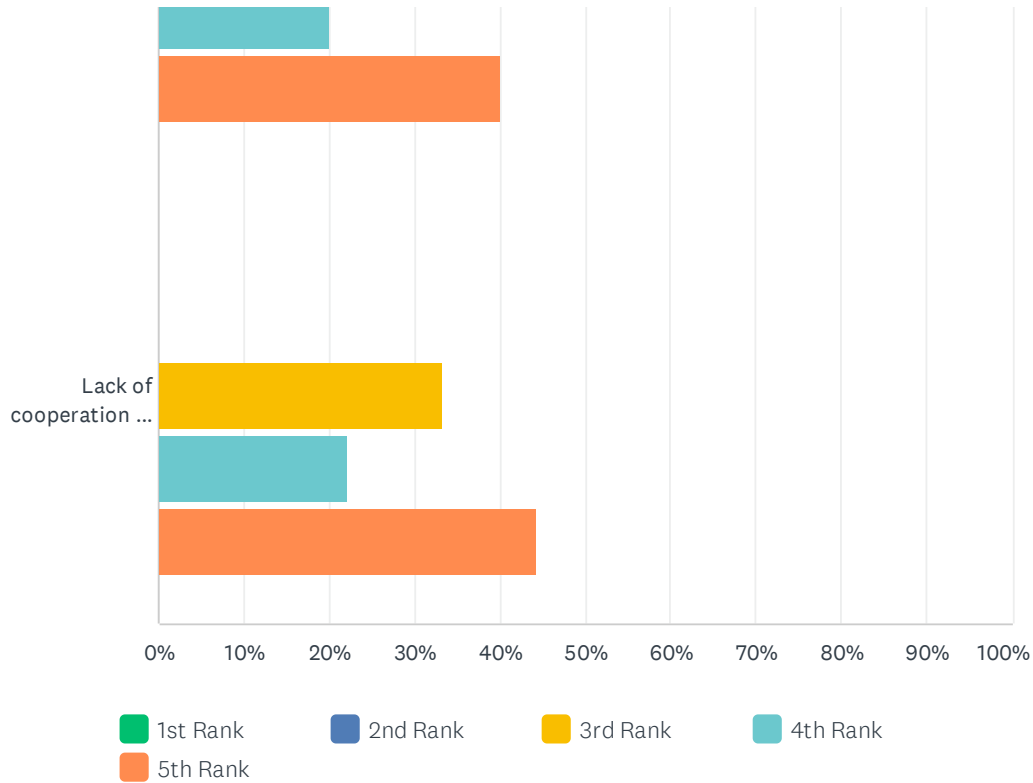
Answered: 25 Skipped: 0



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	1ST RANK	2ND RANK	3RD RANK	4TH RANK	5TH RANK	TOTAL	WEIGHTED AVERAGE
Lack of public awareness as to the necessity of the arts in all our lives.	28.57% 6	28.57% 6	19.05% 4	14.29% 3	9.52% 2	21	2.48
Insufficient public awareness regarding the positive economic effects of arts on a community.	25.00% 5	50.00% 10	10.00% 2	5.00% 1	10.00% 2	20	2.25
Little support by local units of government.	18.75% 3	0.00% 0	50.00% 8	18.75% 3	12.50% 2	16	3.06
Insufficient foundation and corporate funding in the region.	23.08% 3	23.08% 3	23.08% 3	15.38% 2	15.38% 2	13	2.77
Not enough media coverage of the arts.	21.05% 4	15.79% 3	15.79% 3	21.05% 4	26.32% 5	19	3.16
The current economic situation of our region and local communities.	30.77% 4	7.69% 1	15.38% 2	23.08% 3	23.08% 3	13	3.00
Limited access to arts programs in our region.	0.00% 0	11.11% 1	0.00% 0	55.56% 5	33.33% 3	9	4.11
Need for training in organizational and administrative skills for staff and volunteers.	0.00% 0	20.00% 1	20.00% 1	20.00% 1	40.00% 2	5	3.80
Lack of cooperation / communication among arts organizations.	0.00% 0	0.00% 0	33.33% 3	22.22% 2	44.44% 4	9	4.11

#	OTHER (PLEASE SPECIFY)	DATE
1	The "We love this program; it's great for business! But no we will not sponsor" responses we get when fundraising.	12/27/2022 9:55 AM
2	The need for understanding operating needs for an entity owning a site, especially an historic one, and doing programming are greater than those addressing only programming. An example: An entity asked to rent from us for a social even followed by a presentation. Perfect. But they	12/7/2022 10:28 AM

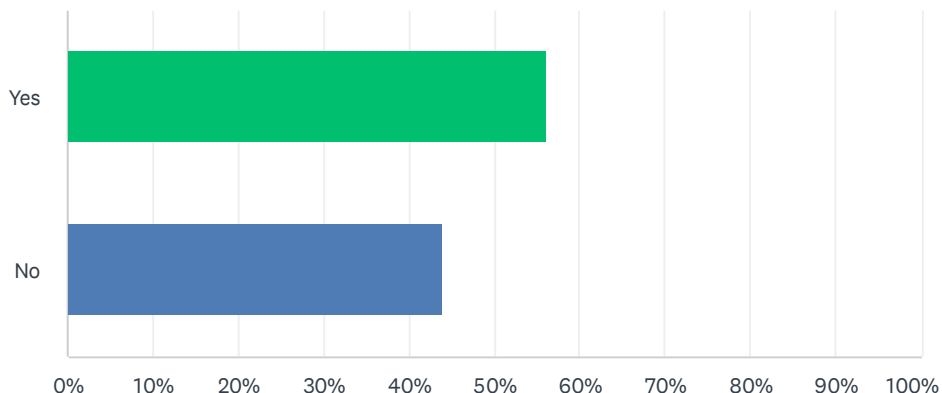
## PLRAC Organization Survey FY 2023

then decided to go elsewhere for \$100 less. I explained to them their site of choice has a seven-day a week bar and restaurant that addresses their operating needs. This community asset has only plays, bookings and rentals to do so, not suited to become a restaurant.

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## Q15 Do you see your organization changing in the next two to five years? If so, how?

Answered: 25 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	56.00% 14
No	44.00% 11
TOTAL	25

#	PLEASE EXPLAIN.	DATE
1	Catering to smaller audiences and still making ends meet. Finding new ways to present the arts.	1/6/2023 2:59 PM
2	Our organization has faced several major challenges in the past four years. We are working to rebuild the organization which will involve developing the board of directors, growing our membership base, and increasing our volunteer and donor base so that we can continue to support our mission.	12/29/2022 11:52 AM
3	Learning how to adapt to the post-Covid arts world.	12/27/2022 3:14 PM
4	New artistic director working with new board members. Both likely less experienced	12/18/2022 5:34 PM
5	We have a significant amount of individuals that will no longer be able to join for board meetings. We also did not do a great job at rotating leadership in many of these organizations, which we are now doing.	12/12/2022 10:29 AM
6	If we can sustain profitability, if ranting sources remain constant, we will grow to point of hiring an ED and retaining other staff, making it more attractive to recruit board members and volunteers, thus having ability to provide more offerings. We are two-thirds through a successful capital campaign that will find us replacing all seats in theater, among other needed improvements, making it a more comfortable venue given most seating is youth-sized and wooden (a former school auditorium)..	12/7/2022 10:28 AM
7	Performing music at more varied venues.	11/30/2022 10:41 AM
8	We would like to add on more after school art programs to small rural communities. There is a need but access to them will be the challenge.	11/30/2022 10:39 AM
9	Hopefully growing the event and the audience	11/30/2022 8:07 AM
10	Loss of members because of age and health, but hopefully of gaining new members.	11/29/2022 7:23 PM

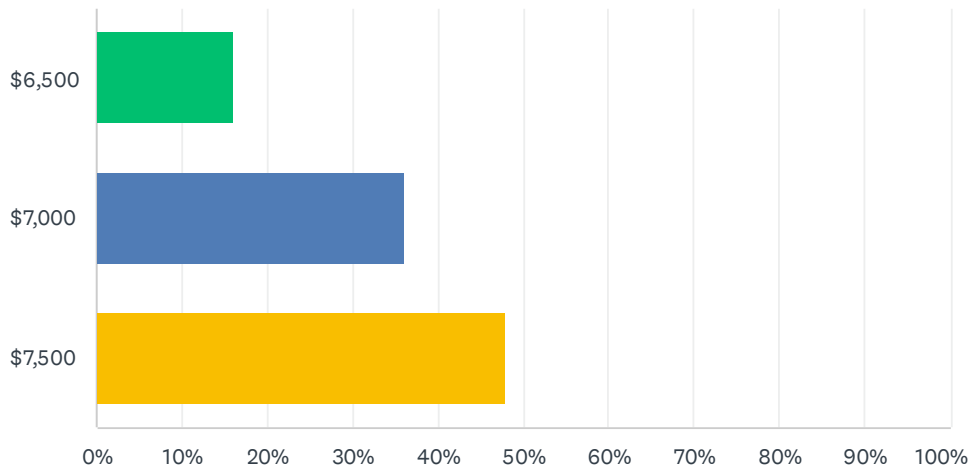
PLRAC Organization Survey FY 2023

11	Need to grow number of directors/leaders in producing local theatrical and musical productions.	11/29/2022 2:53 PM
12	Our board is elected by a stable membership. The members are very rural,conservative. Hard to break thru we always did it this way	11/29/2022 12:54 PM
13	I have served as grant writer, secretary and treasurer to the Mankato Area Community Band from 2006 to 2022. I had to be the one to get the band incorporated when the City of Mankato completely dropped the band as a line item on their budget. They decided that the band which had existed since 1922 could just jolly well find their own support!!!! And then we might get 25% from year to year from a City of Mankato arts grant, if we filled out a complicated 18-page form every year and did a final report, year by year. But they remind us in very strong terms every single year that we can't ever count on a grant from them ever again. They would prefer to give someone else a chance at the funds. Gee, it's so nice to be appreciated, but the City of Mankato does not appreciate us. Nobody else in the band is going to do this job, which I HATE, and now I've got to tell the band that we are moving to Rochester in a month, and they'll have to find someone else to do all of this work. I am done. I'm also aging out of this volunteer gig. I'm not sure the band will be able to continue after this year. I think I might write another grant this year. Maybe or maybe not. They could do what the MN Over 60 band does, which is write a stipend into the grant to pay the grant writer, but I'm still not sure that anyone would do the job. Musicians don't usually like to do things like write grants and account for funds spent.	11/29/2022 11:45 AM
14	Increase media coverage and attendance.	11/29/2022 11:37 AM
15	Several long term employees are planning to retire.	11/29/2022 10:05 AM



## Q16 If you could choose, what should the Arts and Cultural Heritage Programming and Access Grant maximum be?

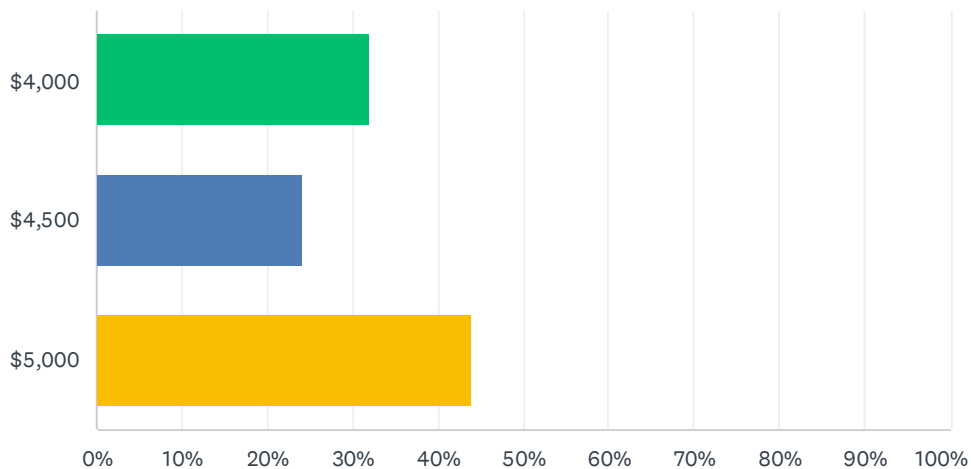
Answered: 25 Skipped: 0



ANSWER CHOICES	RESPONSES
\$6,500	16.00% 4
\$7,000	36.00% 9
\$7,500	48.00% 12
TOTAL	25

## Q17 If you could choose, what should the Arts and Cultural Heritage Education Grant maximum be?

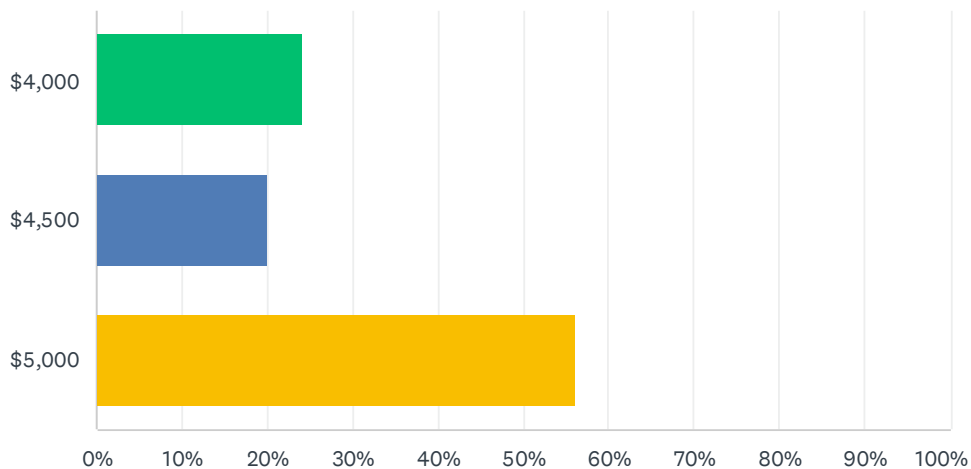
Answered: 25 Skipped: 0



ANSWER CHOICES	RESPONSES	
\$4,000	32.00%	8
\$4,500	24.00%	6
\$5,000	44.00%	11
TOTAL		25

## Q18 If you could choose, what should the Arts and Cultural Heritage Festival Grant maximum be?

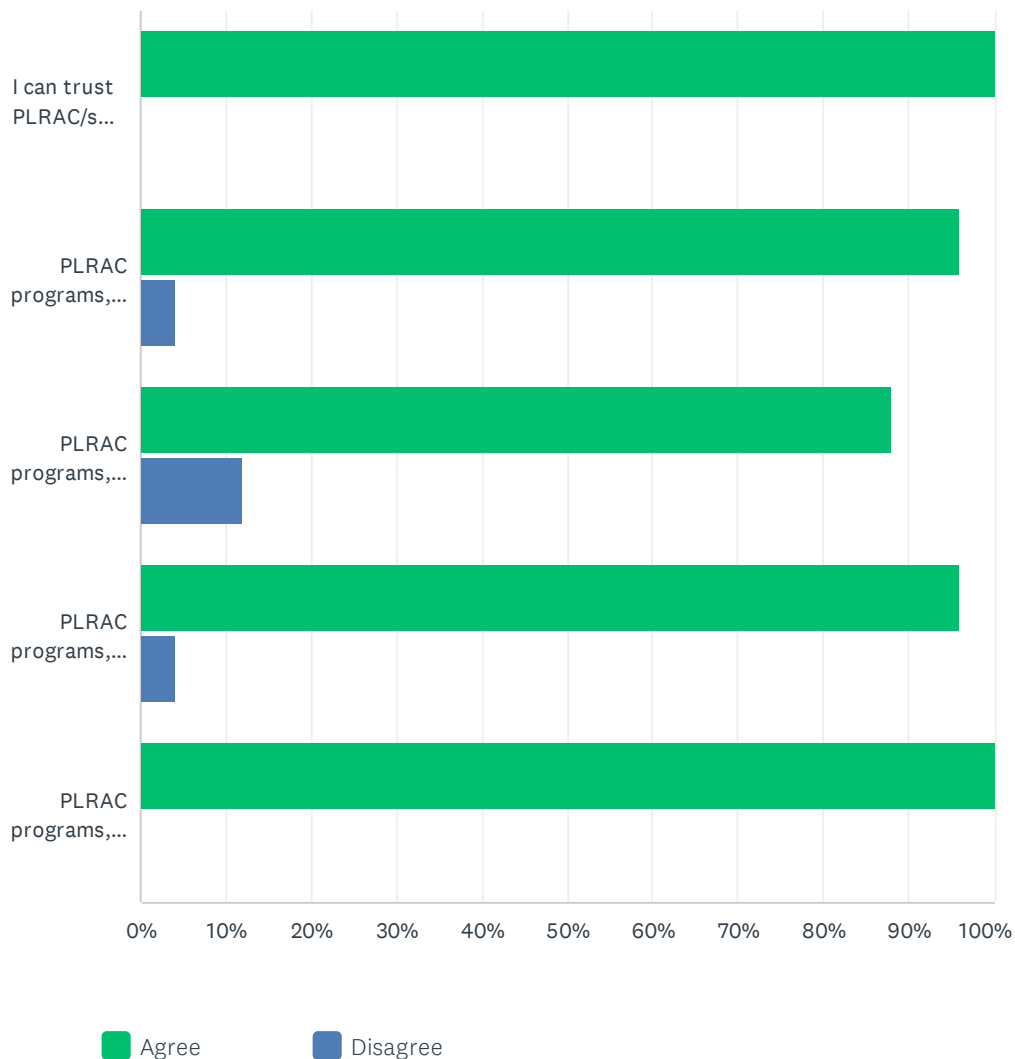
Answered: 25 Skipped: 0



ANSWER CHOICES	RESPONSES	
\$4,000	24.00%	6
\$4,500	20.00%	5
\$5,000	56.00%	14
TOTAL		25

## Q19 Please select Agree or Disagree for the Following Questions about PLRAC.

Answered: 25 Skipped: 0



	AGREE	DISAGREE	TOTAL	WEIGHTED AVERAGE
I can trust PLRAC/s stewardship of public arts funding.	100.00% 25	0.00% 0	25	1.00
PLRAC programs, services and resources ensure that the arts are interwoven into every facet of community life.	96.00% 24	4.00% 1	25	1.04
PLRAC programs, services and resources significantly influences Minnesotans' belief that the arts are vital to who we are.	88.00% 22	12.00% 3	25	1.12
PLRAC programs, services and resources ensure that people of all ages, ethnicities, and abilities participate in the arts.	96.00% 24	4.00% 1	25	1.04
PLRAC programs, services and resources play a significant role in the arts thriving in Minnesota.	100.00% 25	0.00% 0	25	1.00

**Q20 Do you have any suggestions for improvement of existing grant programs or services? Or suggestions for future programs by PLRAC? Your comments, concerns, and ideas are important to us.**

Answered: 10 Skipped: 15

#	RESPONSES	DATE
1	Not it this time. Thank you for all you do!	12/28/2022 7:39 AM
2	I know this is probably impossible, but it would be good to get notified a year in advance if grant programs will be funded in a smaller amount than the previous year. This would help with budgeting.	12/27/2022 3:14 PM
3	Not a personal fan of the zoom training meetings. Doesn't work for me so have to find another volunteer to do it.	12/12/2022 4:19 PM
4	The online applications is great. I would however change the way that financials are entered into the system. If we could not do a spreadsheet and instead do "fill in the blank." Uploading all the other required documents is sometimes difficult to do.	12/12/2022 10:29 AM
5	While those of us serving non-profits recognize the significant influence PLRAC ha, and despite mentioning it at events or placing notice on ads, the general public does not absorb its great significance. Quite frankly, at the spur of the moment, I cannot think of a quick fix for that.	12/7/2022 10:28 AM
6	I feel new board members need to be more informed of the programs/organizations that have been receiving grants over the years and how they operate, what they do and the impact they have had. When new board members for PLRAC are established, they only learn about these programs through the grants that are submitted. Its important that new board members become actively involved with each program submitting the grant. I feel this would help the ranking when the time comes for those well established programs, to receive the full amount they are asking for.	11/30/2022 10:39 AM
7	I really appreciate the online system for writing grant proposals and Final Reports. It is a tremendous help to have the system "populate" the fields with answers from our last grant application or Final Report.	11/29/2022 9:49 PM
8	The Waseca Marching Classic appreciates receiving funds from the PLRAC. Our organization needs to receive grants/funds to sustain itself. The educational music clinics provided free of charge to participating bands has become an integral part of our event. The majority of the bands that compete in parade and/or field show also participate in the educational clinics which says something about their value. Thank you.	11/29/2022 6:43 PM
9	Keep up the good work	11/29/2022 12:54 PM
10	Good programs and services!	11/29/2022 11:37 AM

## **Work Plan Overview for PLRAC in FY 2024-2025**

Prairie Lakes Regional Arts Council will address in our Work Plan the 25-year Legacy Outcomes. We have identified six Biennial Plan priorities.

### **25-year Arts Legacy Outcomes:**

1. The arts are interwoven into every facet of community life.
2. Minnesotans believe the arts are vital to who we are.
3. People of all ages, ethnicity, and abilities participate in the arts.
4. People trust Minnesota's stewardship of public arts funding.
5. The arts thrive in Minnesota.

### **Prairie Lakes has identified six Biennial Plan Priorities for FY 2024-2025.**

- 1. Priority: To offer grants to artists, arts organizations, and community organizations providing arts programming and activities.**

#### **Supports 25 Year Goal: #5, The Arts Thrive in Minnesota**

Achieving 25 Year Outcome, **#5b**, Minnesota artists say they have access to the resources, information, etc. they need; and **#5c**, Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

#### **Objectives:**

- a. Implement grant programs with State, Legacy and McKnight funding.
- b. Publicize the availability of grant funds in the nine-county area in a timely manner prior to each application deadline. Send reminders of deadlines through our e-newsletter.
- c. Implement online grants through Foundant and continue updates to Tutorial documents to explain the process to applicants.
- d. Provide technical assistance on the grant application process to artists, organizations, and schools.
- e. Administer the review and evaluation process.
- f. Measure outcomes related to these re-grant programs and update the process if needed.
- g. Develop and maintain relationships with underserved communities and populations.

**Measurable Outcome:** In FY 2024 and FY 2025 of those receiving grants from the PLRAC, 75% will indicate that their project was Artistically Successful, reached the target constituency and had community impact.

**Measurement:** This will be measured by the Grantee final reports.

- 2. Priority: To offer Youth Scholarships to Students in grades 7-12 and grades 3-6 to develop their skills in the arts.** We anticipate awarding 100 Youth Scholarships per year.

#### **Supports 25 Year Goal: #5, The Arts Thrive in Minnesota**

Achieving 25 Year Outcome, **#5a**, Minnesota students' study/develop skills in the arts.

Measurable Outcome: In FY 2024 and FY 2025 of those receiving Youth Scholarships from the PLRAC, 75% of the students will indicate that they developed skills in the arts or expanded their knowledge about an artistic discipline.

Measurement: This will be measured by the final report submitted by the instructor, who evaluates if the student's skill or knowledge improves.

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

Supports 25 Year Goal: #3, People of all ages, ethnicity, and abilities participate in the arts.

Achieving 25 Year Outcome, #3b, Minnesotans are aware of arts offerings in their communities and believe the arts are available to them, #3c, Applicants, grantees and panelists believe that the PLRAC grant making process is equitable.

Measurable Outcome: Applicants, grantees and panelists believe that the PLRAC grantmaking process is equitable.

Measurement: In FY 2024-25, 75% of constituents will indicate that PLRAC provides equitable access to grants and services to artists and organizations. This will be measured by the FY 2027 Needs Assessment.

In an ongoing effort and desire to provide equitable access to all PLRAC programs and services goals for FY 2024-25 include additional education on diversity, equity, and inclusion issues, analyzing current programs, policies, communications, and procedures through an equity lens and building relationships with under-represented communities in the region.

**4. Priority: To offer programs, technical support and services that help artists, organizations, and community groups better serve and engage with their communities through the arts.**

Supports 25 Year Goal: #5, The Arts Thrive in Minnesota

Achieving 25 Year Outcome, #5b, Minnesota artists say they have access to the resources, information, etc. they need; and #5c, Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

Measurable Outcome: In FY 2023 and FY 2024 of those receiving services from the PLRAC, 75% will indicate that the services provided by PLRAC are important or very important to them and have provided access to a variety of resources they need.

Measurement: This will be measured by the FY 2027 Needs Assessment survey and post activity surveys.

**5. Priority: To act as responsible stewards of public funds.**

Supports 25 Year Goal: #4, People trust Minnesota's stewardship of public arts funding.

Achieving 25 Year Outcome, #4a, Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources produce, #4b, Applicants and grantees understand the grant making process, feel that they have been treated fairly, and were provided with good service by PLRAC.

Measurable Outcome: The FY 2027 Needs Assessment survey will indicate that 80% of those responding will agree that PLRAC acts as a responsible steward of public funds. In addition, 80% will indicate that they were satisfied with how state resources for the arts were allocated by PLRAC, and they feel they were treated fairly. We will also ask similar questions in the ACH Final Report.

Measurement: This will be measured by the FY 2027 Needs Assessment survey; and the FY 2024 Arts & Cultural Heritage (ACH) Final Reports. A yearly procedural audit and reconciliation by the Minnesota State Arts Board and full financial audit by a Certified Public Accountant will result in a positive review of PLRAC's compliance with state grant making policies and state law.

**6. Priority: To act as strong advocates for the arts.**

Supports 25 Year Outcome: # 4 People trust Minnesota's stewardship of public arts funding.

Achieving 25 Year Outcome, # 4a, Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources produce.

Measurement: In FY 2023-24 there will be at least 3 staff and arts organization grantee/constituent interactions with each of the PLRAC regional legislators. This will be measured by letters and emails from staff and arts grantees/constituents that will attach their Letters to their annual Final Report. In FY 2024-25 PLRAC will support Arts Advocacy Day and responses to "calls for action" and we will maintain memberships in MN Citizens for the Arts and the MN Council of Nonprofits.



**Prairie Lakes Regional Arts Council**

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(507) 833-8721 or (800) 298-1254  
[plrac@hickorytech.net](mailto:plrac@hickorytech.net), [www.plrac.org](http://www.plrac.org)

**Arts and Cultural Heritage Grant**

**Fiscal Year 2024 Program Guidelines**

July 1, 2023 - June 30, 2024

**Application Deadlines:**

**August 1, 2023 and January 1, 2024**

**A. Eligibility Requirements and Grant Amount**

The applicant organization must have an address and provide arts programming within the Prairie Lakes Regional Arts Council region. The counties are: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County. Non-profit tax-exempt 501(c)(3) arts organizations, non-profit community groups, public organizations or units of governments that **produce or sponsor arts activities** within the region are eligible. An arts group located within the region, formed as a limited liability company (LLC) with a not-for-profit intent may be eligible to apply if they are using a fiscal sponsor. *Applications from individuals are not eligible.*

This program is made possible by the Arts and Culture Heritage Fund, created by the people of Minnesota to support the arts and preserve our heritage. The Clean Water, Land and Legacy Amendment funds this program, through the Minnesota State Legislature.

**1. The purpose of the Arts and Cultural Heritage (ACH) program is to provide funding for arts organizations directly engaged in the creation of art, the production of artistic performances, or the sponsorship of quality arts activities in our local communities.** Disciplines may include dance, literature, media arts, music, theater, visual art, folk and traditional art. A variety of activities including art and music festivals, community choirs, dance performances, literary readings, instrumental and vocal music concerts, public art projects, theater productions, visual art classes and exhibitions are eligible. The organization should describe their arts programming and request funds for those activities in the expense categories listed on the application budget. Funds may be used for on-going programs, in-person or virtual, and groups are encouraged to offer new and different activities with the grant funds or enhance their events.

**2. Arts and Cultural Heritage Grant categories are Arts Project grant of \$9,000; Arts & Music Festival grant of \$6,000; and Education grant of \$6,000.**

We are interested in receiving new applications for arts projects for BIPOC cultural activities and/or underserved populations. Details are listed on page 2. The arts council encourages innovative programming and growth. Repeat projects may not always be funded.

- a. ACH applicants may only receive one grant each Fiscal Year (July 1-June 30). Projects must be completed within one year of the awarding of the grant unless an extension has been requested and granted by the Executive Director of Prairie Lakes. This grant does not have a cash match this year.
- b. First time applicants must have two years’ experience in their arts programming to qualify for an ACH project grant and must submit financial statements that document that. Otherwise, they must apply for a Small Arts Project Grant.
- c. In-kind or travel expenses outside of Minnesota are not allowed on the budget page of the application. The maximum request should be the difference between the Total Project Expenses and the Total Income for the Project.

**Grant Deadlines and Grant Period. There are two deadlines of August 1, 2023 and January 1, 2024.**

The review dates are 8/24/23 and 1/25/24, and the grant period is one-year, from 9/23 to 9/24 or 2/24 to 2/25; or the time-period the applicant designates. Details are on pages 2-3.

Grant Period. Applicants are encouraged to complete their projects within 9 months and submit their Final Reports to be eligible again for the next deadline. Regardless, projects must be completed within one year of the awarding of the grant, unless an extension has been requested and granted by the Executive Director of Prairie Lakes.

**3. New applicants or groups with different projects (those not receiving a grant in FY 2023 or 2022) must contact staff prior to submitting an application to review the project, budget and inquire about funds available; otherwise, the applicant will not be considered eligible for funding.** Applications must be submitted online before 11:59 p.m., of the deadline date to be eligible for consideration. No grant will be considered complete without the electronic signatures of the Grant Manager and Board President (or officer of your organization) and Fiscal Sponsor (if applicable, see number 3 on page 8).

**4. The Small Arts Grant is a different program available to smaller arts organizations with smaller budgets with a maximum of \$2,500. Arts Organizations will not be eligible to receive both an ACH Grant and a Small Arts Project Grant in the same fiscal year.** The organization must choose which one to apply for: the ACH Grant of \$6,000 to \$9,000 or the Small Arts Project Grant. **Community Education offices will be limited to one Small Arts Grant or one Arts and Cultural Heritage Grant per fiscal year.**

**5. The School Arts Project Grant is a different program available to schools with a maximum of \$2,500. Schools will not be eligible to receive both an ACH Grant and a School Arts Project Grant in the same fiscal year.**

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

Prairie Lakes values an equitable, diverse, and inclusive community and this is reflected in our policies, programs, and the community we serve. We are committed to countering systemic inequities that exclude individuals and communities from access to the arts based on race, gender, disability, national origin, sexual orientation, class, age, and geography. This may include historically marginalized and underserved groups such as: Black, Indigenous and People of Color (BIPOC), People with Disabilities, LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, etc.), and Senior Citizens.

Therefore, a few questions are being asked about Equity and Inclusion in our grant applications if your project is to provide Access to the event. These questions encourage applicants to think broadly and plan intentionally to reach more people through their arts programming and activities.

**If you need extra assistance in the application process, please contact the Prairie Lakes office at [plrac@hickorytech.net](mailto:plrac@hickorytech.net) or 800-298-1254 and we would be happy to assist you.**

#### **C. Description of Arts and Cultural Heritage (ACH) Grant.**

These grants are for projects that involve the creation of performances, exhibitions of art, or activities which are intended to develop and enhance artists, art resources, or arts audiences within the community or region. Funds may be used to develop or deliver ways of meaningfully engaging students, participants, or audiences. This arts programming may be in person or through virtual activities and events. Expenses may include artist fees, artist expenses, publicity, rent, salaries, supplies, equipment and technology, evaluation, etc.

ACH Grants are intended to support Minnesota artists and arts organizations. We ask applicants to seek out Minnesota Artists for their projects if possible. Only one ACH grant can be received by an organization in Fiscal Year 2024.

Arts Access activities that plan to reach new audiences and engage the public in new ways should also think about Equity and Inclusion. Within the context of your community, describe how your project identifies and proactively addresses barriers to engaging historically marginalized, targeted, and underserved people and identities that may otherwise have limited access to your proposed activity.

**Applicants presenting music groups must list the music genre per group, the city they are from, and the cost per group.** The types of music genres that can be funded with grant money are bluegrass, blues, country, folk, hip hop, jazz, polka, rock, traditional and ethnic music (Czech, German, Irish, Native American, etc.). Prairie Lakes encourages the payment of fair market wages for all professional artists involved in projects seeking Council support. Artist fees for DJ's or Karaoke are not eligible for grant money. Arts celebrations in communities can use grant funds for music groups that are performing in a community setting, but not for marching band fees that are participating during a parade.

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

**1. ACH Arts Project Grant. Arts Programming and Access – maximum request \$9,000.**

Eligibility: Applicants must be a 501(c)(3) Arts Organization or use a fiscal sponsor for the application.

Use of funds: Arts programming may be in-person, online or through virtual activities and events. Expenses may include artist fees, artist expenses, promotion, rent, salaries, supplies, training, utilities, equipment, and technology, etc. *Equipment that improves the artistic capabilities of the organization may include sound equipment, lights, risers, office equipment, computer, monitor, software, etc.*

**2. ACH Arts and Music Festival Grant. Arts Programming – maximum request \$6,000.**

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 Minnesota. This may include folk art classes, single performances, a series of cultural activities, arts/music festivals, etc. Arts celebrations in communities can use grant funds for music groups that are performing in a community setting, but not for marching band fees that are participating during a parade.

Arts and music festivals are defined as a celebration of art and culture that:

- a. Has a significant focus on the arts.
- b. Has a mission statement of why the festival exists and what they hope to promote.
- c. Provides a showcase of Minnesota artists. List the name, city and music genre in the grant, and cost.
- d. Contains many activities consolidated into a condensed time period.
- e. Has several different, yet related, arts activities happening simultaneously.
- f. Is open, inviting, and available to a diverse audience.

Arts and music festival grants are meant to involve Minnesota individual artists and performing groups into arts components of community-based festivals and celebrations. We suggest you use Minnesota artists if possible, but it is not required.

**3. ACH Arts Education Grant. Maximum request \$6,000.**

**Public Schools.** 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 schools.

1. To enhance school arts curriculum by providing artist residencies, live arts performances, mini-workshops, and arts related field trips. We suggest you use Minnesota artists if possible, but it is not required. Field trips must be within the state of Minnesota only.
2. 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.
3. To collaborate with arts organizations in the region to perform in their school and/or community.

#### **A. General information for school activities and projects**

1. Grant funds must be used within one year from the date of funding.
2. No in-kind or travel expenses for artists/musicians from outside of Minnesota are allowed on the budget form.
3. Residencies, mini-workshops, live arts performances and field trips must include at least one hour of in-service for artist - teacher contact time.
4. Schools should select artists that have credentials that meet their needs. Their quality of work will be considered as part of the application process.
5. Grant funds cannot be used for equipment, capital investments, or solely for production costs associated with the creation of an arts event, such as costumes, sets, matting and framing. Grants can't be used for support of "routine" school activities in theater, dance, music and visual arts such as: school plays, one-act plays, dance line, pop concerts, music competitions, visual art classes and displays, etc.

#### **B. Artist residencies**

1. Residencies must allow at least one core group or class of students to work with the artist daily throughout the residency.
2. A teacher must be present in the classroom at all times during a residency.
3. Artist's fees should be about \$250 a day. Exceptional costs may be considered where reasonable justification is included in the application. (Schools may be willing to pay a higher fee based on the artist's credentials.) Given these guidelines, fees and expenses are negotiable between the artist(s) and the school.
4. Residencies must involve the general community in some significant aspect. Examples: receptions, poetry readings, exhibitions of the artist or students' work, or a public performance.

#### **C. Mini-workshops and live art performances**

1. These activities must involve a significant number of the students at the school and involve the general community in some significant aspect (i.e., parents and community members notified and invited to the performance, information in school newsletter or letter to the editor in paper, etc.).
2. Must show artistic quality and represent one of these art areas: dance, literature, music, theater, or visual art.

#### **D. Arts related field trips**

1. Field trips may not include costs associated with food or beverages for participants.
2. Field trips must be within the state of Minnesota only. No travel expenses for travel outside of Minnesota.
3. Field trips should also involve the general community in some aspect. Examples: joint bus trips, slide show reviews, volunteer involvement as guides, participants, or chaperones. Students and teachers can share the program with other students or community groups following a field trip (i.e., Rotary, senior citizens group, school newsletter, letter to the editor in paper, etc.).

**Non-profit and Community Groups.** 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, senior citizen's organization, unit of government, etc.

#### **4. ACH Youth Scholarship for Students.**

Youth Scholarships provide selected students the opportunity to study their chosen art with a practicing professional artist/instructor, by taking lessons, attend an arts workshop, series of classes or special training opportunity. The scholarship can also be used to take lessons or pay fees to a non-profit arts organization serving youth. There is a different online application for the Youth Scholarship program than the application organizations use to apply for funding. Students in grades 7-12 can apply for \$300 and grades 3-6 can apply for \$200. There is one deadline per year for all students, November 1.

## D. How to Apply: Online Grant Process.

1. Go to our website [www.plrac.org](http://www.plrac.org) and click on **Applicant Login** button on the homepage, or on the ACH Grant Program page. Also, on the ACH Grant Program page you will see a link to a document which is a Tutorial for organizations explaining how to set up an account, apply for a grant, etc. and a Workshop PowerPoint document (PDF).
2. If your organization received an Arts and Cultural Heritage Grant in FY 2023, log into the account that is already created to apply for a new grant in FY 2024. A draft of your last year's grant can be copied by PLRAC staff. Please contact us to request this. **Don't create a new account!** Use the same login email address and **password** your group previously used. Don't Click on Apply at the top left margin; instead look below to your Applicant Dashboard. Click on **Edit Application**.
3. New applicants need to Register your organization online. If the organization is a first-time applicant, an online account will need to be created using an email address and a password.
  - a. You will need your organization's IRS issued Employee Identification Number (EIN) number to complete the organizational registration.
  - b. Register yourself as a user under that organization. Multiple contact people can be listed for your organization. However, only one email address and password will be associated with the account. You can share the email address and password with others, so they can log in and enter information prior to submitting an application.
  - c. Important: The email address you use to register with will be your user login to get back into the system. You will need this login and a password you create for any future applications or follow-up materials. All automated communication for your grant will also come to this email address from [administrator@grantinterface.com](mailto:administrator@grantinterface.com), so be sure to add it to your safe sender's email list. Once the registration process is completed and an account has been established, the application process can begin.
4. After Registering, you will see the Applicant Dashboard with a horizontal toolbar above the "Applicant Dashboard" title. The horizontal toolbar includes brown words that will highlight in tan when you scroll across them. Click on **Apply**, on the horizontal toolbar. Several different Grant Programs will be listed, and you will select "Arts and Cultural Heritage (ACH)" and click on **Apply** under that section.

**Tip:** Clicking on the home icon anytime on the toolbar will bring you back to the Applicant Dashboard.

5. Start completing your application online by clicking Arts and Cultural Heritage Grant.
  - a. We recommend that you write your answers in a Word document first; and then copy and paste them into the appropriate fields in the application. There is a word document of questions available on the ACH Grant page of the Prairie Lakes website [www.plrac.org](http://www.plrac.org) or within the online application.
  - b. Keep in mind that formatting, such as bold, italics, bulleting, etc. do not transfer to the online application form. When working in Word, periodically do a character count to ensure your answer does not exceed the character limit for each question.
  - c. The online application form allows you to save your work and come back to it later. The "Save" button is located at the bottom of the page. It is recommended that you save your work often, even while continuing to work on it, so as not to lose any work. Always save before exiting the online grant system, as any work you have done or any files you have uploaded may not have automatically saved. You are required to use the save button to finalize the uploading of the document into the application.
  - d. We recommend that you create a separate folder in your computer, labeled for each particular application. In this folder store your word document draft of the questions, downloads, budgets, support documents, etc.

6. Submit the application online and include: Supporting materials which are essential to the project (i.e., artist resumes, staff resumes, ACH Art Project Budget Form, etc.). Supporting materials must be uploaded into the application.
  - a. Answer all required questions on the grant application. You will be able to see all the questions and go in and out of the application as you collect answers and complete it. If you are missing items, you will not be able to submit the application and a message will pop up that shows what questions need to be answered.
  - b. Download, save and complete your ACH Art Project Budget in an Excel file and then upload it to your grant application. Make sure it includes both estimated expenses you will pay with grant funds and what you will pay with organizational funds as well as the revenue. Your expense and revenue portions of your budget must “break even” with the grant award included in the revenue. If earned income through ticket sales or participant fees generates income, make sure your numbers are supported within other parts of your narrative and application.
  - c. When you log back in to continue working, your draft application will be located at the bottom of your Applicant Dashboard, under your contact information.
7. Applicants are encouraged to call the Prairie Lakes office at 1-507-833-8721, 1-800-298-1254 or email [plrac@hickorytech.net](mailto:plrac@hickorytech.net) to discuss eligibility. If you need extra assistance in the application process, please contact the PLRAC staff and we would be happy to assist you.
  - a. **Applications must be submitted by 11:59 p.m. on the deadline date.**
  - b. Applications received after the deadline are ineligible. There are no exceptions to this policy.
  - c. The application records the date of submission so make sure that you meet the deadline date for submission online.
  - d. A pre-review of the application, budget, narrative, etc. is available prior to the deadline date; two weeks prior to our deadline is best. Contact our office to ask for a review of your application in its draft form within the online grant system. We can view your application as you are completing it. Staff assistance does not guarantee or imply that a grant request will be funded. The content and accuracy of an application are solely the responsibility of the applicant.

The projects should not occur prior to final grant approval, but exceptions may apply if the applicant just begins rehearsal or planning for the main event or concert. New applicants must contact the staff prior to submitting an application to discuss the project and budget. Failure to do so will make the application ineligible. Staff analyzes the application for eligibility, budget accuracy, clarity, and completeness; and contacts the applicant if changes are required. The Prairie Lakes Board reviews and scores all applications and makes final approval.

#### **E. Goals, Surveys and Evaluation.**

*The goal of our Arts and Cultural Heritage grant program is that Minnesotans of all ages, abilities, economic backgrounds, cultural heritages, and geographic areas can participate in the arts. Proposed projects must address at least one of the five main goals listed in the Outcome Evaluation Plan and Minnesota Legacy Goals section in the application, as identified by the Minnesota State Arts Board. Applicants will need to select at least one or two different goals and outcomes your arts organization will focus on in the next year and will be addressed in your project. **The Arts and Cultural Heritage Grant requires the applicant to do more evaluation of the project and conduct a survey of the audience members or constituents it serves, and/or focus groups, etc.** (An example survey with the 7 required questions is on page 14.)*

The applicant’s evaluation plan should answer 5 questions: (See example on page 15.)

1. What are the goals of the project? 2. Who specifically will be the target populations of your project?

3. How specifically will they be affected by the project? 4. How will you know? and 5. How will the larger community benefit?

## **F. Restrictions and Non-Fundable Arts and Cultural Heritage Project Grants.**

The following activities or use of funds are **not** allowed:

1. Activities that do not have arts programming and arts activities, arts education, or cultural heritage of the arts as their primary focus.
2. Funds are requested to produce fundraising activities involving the Arts such as benefits, receptions, or if the intent is to donate the proceeds (earnings) to another non-profit.
3. Events or projects where the purpose is re-granting monies to another event or non-profit group.
4. Applicants have listed travel expenses outside of the state of Minnesota as a Prairie Lakes grant expense (use of funds) on their budget.
5. The application form and all required materials are not submitted online by the deadline date specified in the grant program information.
6. **The applicant has an overdue Final Report from a previous grant.**
7. The applicant is not in compliance with any active contract with the arts council.
8. The applicant does not make all events open to the general public or whenever feasible, does not establish admission charges for the events.
9. Participants (youth) are required to pay a registration or participation fee and no scholarships are offered.
10. Funds are requested to pay fees for touring costs, performances, or exhibitions carried out exclusively by student organizations or schools that do not include the public.
11. Funds are requested for the projects that are essentially historical and lack a strong artistic component.
12. Funds are requested to support strictly commercial activities intended for retail or mass-market distribution (i.e., limited-edition prints, note cards, copies of CD or DVDs for musicians and performers).
13. Funds are requested for activities that attempt to influence any state or federal legislation or appropriation.
14. Funds are requested to pay for endowment funds, property acquisition, new construction or major building improvements that are not directly related to arts programming, are not eligible.
15. Funds are requested for new building projects.
16. Funds are requested for payment of debts incurred before the grant application is approved.
17. Funds are requested for activities that are essentially for the religious socialization of the participants or audience.
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, spat camp or summer choral camp, etc.
20. Funds are requested for an event which is a magic show, parade, or marching bands in a parade.
21. To supplant discontinued or nonexistent arts programs in schools.
22. Applicant cannot purchase equipment for or improve facilities within K-12 public schools. The exception will be, if a nonprofit arts group uses the school facility for rehearsal, classes, performances, or exhibitions, and it needs equipment or facility improvements for its own work. The arts organization could apply for and receive a grant and could develop a cooperative agreement with the school that spells out how the school could also benefit from the purchased equipment or improvements.
23. To compensate ongoing school personnel in full or in part.
24. To pay an artist or arts organization to provide essentially the same services that an ongoing teacher or arts specialist would be expected to provide.
25. For tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
26. Artists are required to pay excessive entry or exhibition fees in order to exhibit or perform in the project or program for which funding is sought.

27. The project budget contains combined funding from a regional arts council and the Minnesota State Arts Board (MSAB) that amount to more than 90% of the project's total cash expenses. Grantees should keep track of the funds separately, and funds should be used for different expenses.
28. The project may not be eligible if the applicant's project could be funded through other Arts and Cultural Heritage funding sources such as the Children's Museums of MN block grant, Minnesota Historical Society, Regional Library System, Statewide County Fair funding, etc. It is up to the applicant to describe how the arts project and use of funds are different, if they are the recipient of other ACH Funding through another agency.
29. State funding restriction: Funds are requested for costs for relocating the applicant's legal address/residence outside the state of Minnesota.
30. Funds are requested to pay for costs for projects that will take place outside the geographic boundaries of the nine-county PLRAC region.

**G. Grant Review Criteria.**

Three criteria are used by the Prairie Lakes Board to evaluate and score applications and there are 10 points per category, total of 30 points. Applicants do not answer these questions; we are only providing them for your information.

1. Artistic Quality and Merit. Does the project support one of the 5 Main Goals of Minnesota Arts Legacy Funding? Do the qualifications of the artists and the proposed activities meet the project goals? Does the project increase access to the arts? Does the project help to develop knowledge, skills and understanding of the arts? If applicable, does the project help to represent diverse ethnic and cultural arts traditions?
2. Need for the Project. Does the applicant discuss community interest and involvement in the project? Does the project contribute to the artistic development of the respective art form? Does the project meet artistic needs of the community? Does the applicant mention if there is community support for the project? Does the budget demonstrate financial need?
3. Ability of the Organization to Accomplish the Project. Is the leadership of the organization strong? Is the budget feasible and fiscally responsible? Does the organization demonstrate appropriate planning? Does the organization have a marketing plan that includes the necessary inclusion of the Legacy Logo and reference to PLRAC? Does the organization articulate clear goals, outcomes, and an evaluation plan?

Based on these review standards the arts council shall make one of the following decisions: (1) Full funding of the amount requested; (2) Partial funding; (3) No funding; or (4) Table the request, pending receipt of additional information or modification. An application with an average score of 15 points or more out of 30 total points, may be funded. Applications that do not score at least half of the points possible (average board score) will not be funded.

**H. Grantee Responsibilities.** The grant recipient must:

1. Not limit participation in the project based on race, gender, disability, national origin, sexual orientation, class, age, geography, handicap, or ability to pay.
2. Use grant funds only for the expenses described in the grant application.
3. Be responsible for completion of the project and for proper management of grant funds.
4. Include the Legacy Logo for the Clean Water, Land and Legacy Amendment in all publicity, as shown below.





5. Include the following credit line in all advertising, news releases, newspaper ads, printed programs, and promotional material: **“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.”**
6. Maintain financial records showing evidence of grant expenses and income.
7. Submit the Final Report form within 60 days of completion of the project. All future grants will be contingent upon completion compliance with the terms of this grant.
8. The grantee agrees to comply with all federal; state; and local; laws, rules, regulations and ordinances in its use and expenditure of these funds. Failure to comply may result in the termination or forfeiture of the grant.

**I. Payment Process.** Note: Payment of ACH Grants is contingent upon State funds received.

1. A Contract and a Final Report are assigned to the grantee and will be accessed through the online account. (In cases of partial funding, the grantee must also submit a revised budget and a letter explaining how the project will be modified in response to the reduced budget.)
2. The grantee indicates agreement with the contract terms and completes the Contract. The Contract will be electronically signed and submitted online.
3. 100% of the grant funds will be paid to the applicant one month prior to the event.
4. Within 60 days of completion of the project, the Final Report must be submitted online. A copy of each Thank You letter sent to legislators, acknowledging the grant, must be uploaded into the Final Report. Failure to submit a Final Report will result in the applicant not being considered for funding for the next two years.

**J. General Information for the Arts and Cultural Heritage Grant.**

**1. Applying Organization.**

The **Applying Organization** is the group that will be administering the actual the project. Individuals may not apply. The **Grants Manager** should be the person responsible for the day-to-day details of the project, the person to whom correspondence and telephone calls are to be directed, and someone who is readily available during regular business hours. This person is responsible for the timely submission of all required forms and reports to Prairie Lakes.

**2. Non-Profit and Tax-Exempt Information.**

Attach Articles of Incorporation and Minnesota Non-profit Corporation Certificate from the MN Secretary of State and the Federal Internal Revenue Service Tax-exempt notification letter, UNLESS you have previously submitted them to Prairie Lakes’ permanent file in the office. Please call to verify if we have them on file.

**3. Fiscal Sponsor.**

Minnesota Statutes require that public money may be distributed to unincorporated organizations only through a Fiscal Sponsor, which is a non-profit 501(c)(3), tax-exempt organization, according to the Federal IRS. If your organization is incorporated as a “non-profit 501(c)(3), organization” do not complete this section. If you need a Fiscal Sponsor, your organization should enter into a specific contractual agreement with the non-profit 501(c)(3) fiscal sponsor prior to applying for grant funds and attach a copy of the contract to your grant application. A Chamber of Commerce (501c4) does need to use a Fiscal Sponsor when applying for a grant. A Fiscal Sponsor may be any non-profit 501(c)(3), corporation or governmental unit that agrees to handle the administration of your funds. For example: An organization that is non-profit 501(c)(3), City, Historical Society, Library, Public School, etc.

**An example of a Fiscal Sponsor Contract is available from the Prairie Lakes office or download it from the online grant application.** The Fiscal Sponsor will receive and dispense funds and is legally responsible for completion of the project and management of the grant funds. The Prairie Lakes staff can also advise organizations on how to file Articles of Incorporation with the Minnesota Secretary of State and apply for tax-exempt status from the Federal Internal Revenue Service (IRS).

## **K. Arts and Cultural Heritage Art Project Budget Form.**

### **Project Expenses**

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

Headings on the budget expense: **Organization** = arts organization's expenses; **Grant** = how the grant funds will be used, listed under each category; then add the two amounts together for the **Total** column. Use the following expenses.

1. **Artist(s) Fees**- List each group and their individual artist fee or stipend for the music groups, artists, etc. that will be part of the project and budget. Put the total fee or stipend in the column that the organization will pay and the total amount that will be paid with the ACH Grant.  
*Note: The artist fee for outstate artists is permitted, but not their travel expenses in this state funded program. The state legislature has enacted a restriction on travel expenses outside of MN.*
2. **Artist(s) Travel and Expenses** - Include transportation, hotel and food for guest artist(s); may include local mileage for the administration or production of the project. (*Mileage maximum is \$.65 per mile.*)
3. **Publicity** - List costs individually for advertising: radio, newspaper, printing of brochures or posters, etc. *Prorate or list only a portion of the Publicity expenses, if this project is part of a larger community celebration.*
4. **Rental Fees** - Rental of space or equipment specifically needed for the activity.
5. **Salaries or Wages** - May include project director, artistic director, clerical staff, or other personnel assisting with specific arts activities with this project. Estimate the amount of time they will spend on the project, and multiply by their hourly wage. (*Do not include regular paid staff that normally performs this function as part of their job.*)
6. **Expendable Supplies and Materials** - List may include costumes, music, playbooks, supplies needed for festival coordination, supplies needed for project administration, audio and videotape, etc. Music stands, microphones and some equipment that directly relates to the arts programming you are doing is eligible.
7. **Miscellaneous** – office supplies, postage, telephone, royalties, piano tuning, insurance, scholarships, **pro-rated amount for utilities**, etc. Scholarships are required for youth projects that have a registration or participation fee. These should be noted in your narrative description of the project. Note: No food expenses are allowed on the budget: costs for receptions, cast parties or other food/snacks.
8. **Equipment** – items which improve and increase the artistic capabilities of the organization are eligible. This may include but is not limited to sound equipment, lights, risers, office equipment, computer, monitor with web camera, software, online software for virtual meetings i.e., Zoom, Go To Meeting, etc.
  - a. Describe the equipment, include timeline for completing and include at least two quotes or estimates for equipment if the value is over \$500 for a single item. Otherwise, one quote will be sufficient. Also, when a second specialized quote is difficult to obtain, Prairie Lakes staff may approve one quote.
  - b. List the other sources that have been sought for funding this equipment if the Prairie Lakes grant is only a part of the total cost. If you are applying for more than one item, prioritize your equipment expenses, with number one being the top priority.
  - c. Prairie Lakes retains secondary ownership of any or all property purchased with these funds. Should the applicant organization dissolve, all property purchased with these funds will be transferred to Prairie

Lakes. Prairie Lakes will donate the property to another arts organization. If the grantee is not a 501(c)(3) non-profit, then technically the fiscal sponsor owns the equipment.

9. **Evaluation** – A person will need to create a survey, distribute it and tabulate the results. An example survey is provided on page 14. Groups may set aside 5% of their ACH grant for this expense. *(The exception is: if there is other paid staff within the organization that will perform these evaluation duties (without extra expense) an amount does not have to be included in the budget.)*

### **Project Income**

Identify and document amounts of cash for the project expenses. Use the list below. Round all numbers to nearest \$10.

1. List organizational funds committed or budgeted for the project. This may also include profits from the previous year's Arts and Cultural Heritage (ACH) Grant, which was noted on last year's Final Report.
2. List sources of other grants, other than the ACH Grant amount requested. Tell us whether these grants have been received or are anticipated.
3. List estimated Earned Income and details. For instance, ticket sales and fees should show the estimated number of people multiplied by the price of one ticket or fee.
4. Other community fundraising may include city or county funding, donations from charitable gambling groups or service groups such as: the American Legion, Eagles, Fireman's Association, Lions, Lutheran Brotherhood, Rotary, VFW, etc. Tell us whether this income has been received or is anticipated.

**Total the Project Income and enter the "Grant Amount Requested" from Prairie Lakes.**

**Total Support** for the project is the two figures added together.  $\text{Income} + \text{Grant Amount Requested} = \text{Total Support for the Project}$ . Note: Total Income for the Project should equal Total Expenses. The Grant Amount Requested and Total Project Expenses from the Budget need to be entered in the first section of the ACH grant application.

### **L. Appeals Process.**

Groups and organizations applying to Prairie Lakes may appeal the recommendations of the grant review panel; however, the appeal must be based on alleged procedural errors. Appeals on judgments of merit or quality or ability will not be heard. The appeals process is as follows:

1. Appellants must submit a formal letter of appeal to the Executive Director stating the reason(s) for the appeal. Letters of appeal must be received within 30 days of written notification of the board's decision on the original application. A copy will be sent to the President of the Board of Directors of Prairie Lakes.
2. Appellants will receive written notification from Prairie Lakes of receipt of their request for an appeal. This notification will include the date and time the request for appeal will be brought to the board.
3. The board will review the written appeal request at its first meeting following the receipt of the request. The board meets approximately ten times a year.
4. The board will take one of the following actions:
  - a. Determine that the appellant does not show sufficient cause for appeal;
  - b. Direct the staff to investigate the appellant's request and materials and present a recommendation to a subsequent board or executive committee meeting;
  - c. Request the appellant appear before the board or executive committee at a subsequent meeting and address his or her appeal at that time;
  - d. Determine that the appellant does show sufficient cause for appeal and offer settlement to the appellant;
  - e. Request that a 3-5-member appeal panel be put together to reconsider the application (discussion of the nature of the appeal will not be brought up during this meeting). The appeal panel decision is binding.

5. Within 45 days of receipt of a request for appeal, appellant will receive notification of the board's decision on the action that will be taken concerning the request.
6. Appellants will be notified in writing of the final board action or appeal panel decision.
7. Following the appeal to the board, if the appellant continues to dispute the decision of the board or appeal panel regarding his or her appeal from the board, this appeal will be conducted as a contested case pursuant to the Administrative Procedure Act, Minnesota Statutes, and sections 14.48 to 14.62.
8. There is no right of appeal for disputes of decisions of the board and/or its advisory committees with respect to artistic quality or merit, artistic excellence, and leadership.

### **M. Artistic Discipline Codes.**

These grants are for projects that involve the creation, performance, or exhibition of art. The list of discipline codes for the art project is listed on page 13.

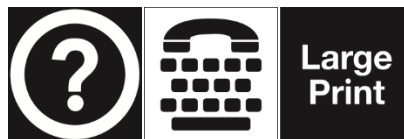
### **N. Survey.**

A survey is required for the Arts and Cultural Heritage (ACH) Grants, and the example survey is provided on page 14. Arts Organizations should personalize their audience survey form with their organization name and use the seven questions listed in all their audience surveys. At least one audience survey should be conducted during the time period of your grant. The surveys can be longer (personalized to your organization) and have ten questions or more, but all ACH Grants must use the same seven required questions for the audience survey. The Exception to use a different survey format is allowed for Youth Activities, classes or equipment purchase. Contact the Prairie Lakes office to discuss.

### **O. Accessibility of Programs and Materials.**

If any of the information in the guidelines is unclear, contact the Prairie Lakes office at (800) - 298-1254, (507) 833-8721 or plrac@hickorytech.net.

Upon request, Prairie Lakes grant application materials will be made available in an alternate format such as **large print**, computer flash drive or on audiotape. Please call the Prairie Lakes office in Waseca at 1-800-298-1254. For TTY, contact the Minnesota Relay Service at 1-800-627-3529.



### **For your records only – checklist of items to submit with your online application.**

Please keep a copy of all these documents for your records.

1. Online application form can be downloaded and saved on your computer.
2. The project budget, as an Excel document
3. Supporting materials / resumes of paid staff and artists / bids for equipment / etc.
4. Financial statements required (income and expenses and balance sheet)
  - a. For K-12 Schools – submit last year’s financial statement that shows the school account for the art project activity (expenses and income) from the previous year.
  - b. Organizations that are new applicants should contact the Prairie Lakes office to inquire what is required.
  - c. Units of government (city, county, etc.) are exempt from having to submit financial statements.
5. Fiscal Sponsor Agreement (if applicable)
6. Articles of Incorporation Certificate (new applicants only)
7. Tax-Exempt Letter for organization or fiscal sponsor (new applicants only)

# DISCIPLINE CODES



- 01 Dance—general
  - 01A ballet
  - 01B ethnic/jazz/folk-inspired
  - 01C modern
  
- 02 Music—general
  - 02A band
  - 02B chamber
  - 02C choral
  - 02D new -experimental, electronic
  - 02E ethnic/folk-inspired
  - 02F jazz
  - 02G popular
  - 02H solo/recital
  - 02I orchestral
  
- 03 Opera/Musical Theater—general
  - 03A opera
  - 03B musical theater
  
- 04 Theater—general
  - 04A theater, in general
  - 04B mime
  - 04C puppetry
  - 04D theater for young people
  - 04E storytelling
  - 10C playwriting/scriptwriting
  
- 05 Visual Arts—general
  - 05A experimental
  - 05B graphics (includes drawing, cartooning, printmaking, book arts)
  - 05D painting
  - 05F sculpture
  
- 06 Design Arts—general
  - 06A architecture
  - 06B fashion
  - 06D industrial
  - 06E interior
  - 06F landscape architecture
  - 06G urban/ metropolitan

- 07 Crafts—general
  - 07A clay (includes ceramics)
  - 07B fiber (includes basketry)
  - 07C glass
  - 07D leather
  - 07E metal
  - 07F paper
  - 07G plastic
  - 07H wood
  - 07I mixed media
  
- 08 Photography (include holography)
  
- 09 Media Arts—general
  - 09A film
  - 09B audio
  - 09C video
  - 09D technology/experimental
  - 09E screenwriting
  
- 10 Literature—general
  - 10A fiction
  - 10B non-fiction
  - 10C playwriting/ scriptwriting
  - 10D poetry
  
- 11 Interdisciplinary (includes collaborations & performance art)
  
- 12 Folklife/Traditional Arts—general
  - 12A Dance
  - 12B Music
  - 12C Crafts and visual arts
  - 12D Oral traditions

## **Audience Survey Form - For Arts and Cultural Heritage Grants**

Arts Organizations should personalize their audience survey form with their organization name and use these seven questions in all of their audience surveys. At least one audience survey should be conducted during the time period of your grant. The surveys can be longer (personalized to your organization) and have ten questions or more, but all Arts and Cultural Heritage Grants must use these same questions for the audience survey. The Exception to use a different survey format is allowed for Youth Activities, classes or equipment purchase. Contact the Prairie Lakes office to discuss.

Organization Name \_\_\_\_\_

**1. Is this the first time you have been to one of our (Organization name) arts events?**

Yes \_\_\_ No \_\_\_ If you have attended other events, how many? \_\_\_\_\_

**2. How would you rate the quality of the arts activity, exhibit or concert?**

\_\_\_ Excellent                                    \_\_\_ Fair  
\_\_\_ Good    \_\_\_ Poor

**3. How did you find out about this (Organization name) arts event or concert?**

\_\_\_ Newspaper                                    \_\_\_ At last event or concert                                    \_\_\_ Email note from group  
\_\_\_ Radio    \_\_\_ Poster or flyer    \_\_\_ Website or Facebook  
\_\_\_ Cable TV/TV                                    \_\_\_ Direct mailing from group                                    \_\_\_ Word of mouth/friend  
\_\_\_ Other (please specify) \_\_\_\_\_

**4. In order to know the distance you traveled to this arts event or concert, please provide your zip code.**

Town \_\_\_\_\_ Zip code \_\_\_\_\_

**5. We'd like to know the age range of our audience.**

Please check your age group.

\_\_\_ children/youth 0-18                                    \_\_\_ adults age 25-40                                    \_\_\_ age 65 and over  
\_\_\_ young adults 19-24                                    \_\_\_ adults age 41-64

**6. What is your ethnicity?** Please check the race/ ethnicity to which you most identify.

\_\_\_ White/not Hispanic                                    \_\_\_ Middle Eastern/North African  
\_\_\_ Asian    \_\_\_ American Indian/Alaska Native  
\_\_\_ Black/African American                                    \_\_\_ Native Hawaiian/Pacific Islander  
\_\_\_ Hispanic/Latino    \_\_\_ Multiracial or Biracial  
\_\_\_ Other (please specify) \_\_\_\_\_

**7. Are you part of a special group?** Please check all that apply, or check NA (not applicable).

\_\_\_ I am a Veteran    \_\_\_ I have a disability  
\_\_\_ I live in Assisted Living or Nursing Home                                    \_\_\_ I am a youth at risk  
\_\_\_ I live below the Poverty Line                                    \_\_\_ I have Limited English Proficiency  
\_\_\_ PreK, children 5 and under                                    \_\_\_ Other (please specify) \_\_\_\_\_  
\_\_\_ NA – not applicable

Add other questions that pertain to your funded arts activity. Suggestions include: \*Select from one of these options or suggest others.

8. What types of events or concerts would you most like to see available? List 3-5 examples.
9. What type of workshops or other events would you most like to see available?
10. What is your time preference for events or concerts? Weekday evenings, Sunday afternoon, etc.
11. Would you like to see more opportunities for youth to be involved? List 3-5 new youth activities.

“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.”

Thank you for your assistance in completing this survey form!

## **Arts and Cultural Heritage Goals and Evaluation Information Page.**

Arts organizations can use this information to assist with their goals and outcome evaluation.

### **A. Evaluation Methods and Outcome Evaluation**

#### **Evaluation Methods for Arts and Cultural Heritage Grants**

1. Stories
2. Video/audio recordings
3. Surveys: online, on-site, mailed
4. Focus groups
5. Interviews with audience, performers, board members, etc.
6. Behavior change (broaden, deepen, or diversify?)
7. Data collected: Number of people attending increased, the number of events we held increased; revenue increased

### **B. An Example Survey Form is provided by Prairie Lakes on page 13.**

**C. Below is an example to help your organization develop goals and measurable outcomes.** When you answer the questions please be sure your answers are SMART:

**S = Specific, M = Measurable, A = Achievable, R = Realistic, and T = Time-bound.**

### **D. In general, applicants must address the following questions:**

1. What are the goals of the project? 2. Who specifically will be the target populations of the project? 3. How specifically will they be affected by the project? 4. How will you know? and 5. How will the larger community benefit?

### **E. Here are two SMART goal examples:**

The River Gallery is going to mount an exhibit, “Golden Years”, which features art by and about older people. Specifically, the exhibit “Golden Years”, will attract at least 150 people over the age of 65 by June 30, 2023, and will be judged positively or “very good” by 50% or more of those who attend, as measured by an audience survey.

#### **Q1. What are the goals of the project?**

1. To feature work done by mature artists in our area and demonstrate their contribution to our community
2. To increase attendance of people over 65 at the River Gallery and 50% will say the event was “very good”.

**Q2: Who specifically will be affected?** People over 65 are the primary target

**Q3: How will these populations be affected?**

#### **Viewing the exhibit will result in:**

1. The audience having a positive experience overall, and 50% will say the event was “very good”.
2. Awareness of the roles seniors play in our community and a positive attitude about aging.
3. At least 150 people over the age of 65 will view the exhibit and we will measure this by attendance numbers.

#### **Q4: How will you know?**

1. An audience survey at the gallery: specifically, 50% or more of those completing the survey will agree that they had a positive experience and will express positive attitudes about aging and place of seniors in the community. The survey will include an item about the respondent's age.
2. Additional information will be summarized from comments in the exhibit guest book or survey form.

#### **Q5: How will the larger community benefit?**

Mounting an exhibit focused on senior citizens will widen the gallery’s audience, raise public awareness of the place of older people in the community, and encourage the view that the arts are for everyone. Capturing the contact information of exhibit attendees through a survey will allow the gallery to mount additional activities for seniors, perhaps also increasing this age group's participation in other art activities. Over time, this will be measured by future attendance and by collecting personal stories from the participants.

# FY 2024 Arts and Cultural Heritage

## *FY 2024 Arts and Cultural Heritage Grant Guidelines*

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**Please read these grant guidelines first!** They contain important information that must be reviewed prior to starting an application: **ACH Grant Guidelines**

1. We recommend that you write your answers in a word-processing document first; then copy and paste them into the appropriate fields in this application. Microsoft Word version: **ACH Application Questions**
2. The PLRAC Board appreciates clear and concise answers, while still answering the questions fully. Here is the **Grant Review Criteria Sheet** used by the PLRAC Board to score your application.
3. Call or email the PLRAC office for assistance regarding grant program eligibility and corresponding applications.
4. **Arts Access activities that plan to reach new audiences and engage the public in new ways should also think about Equity and Inclusion.** Within the context of your community, describe how your project identifies and proactively addresses barriers to engaging historically marginalized, targeted, and underserved people and identities that may otherwise have limited access to your proposed activity.

## *General Information*

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### **Organization Name\***

Provide name of your Organization for filing purposes (less than 10 words)

### **Amount Requested\***

Maximums: \$9,000 for Arts Project Grant, \$6,000 for Arts and Music Festivals Grant, and \$6,000 for Arts Education Grant.

### **Project Start Date\***

The start date is the point at which the project is set in motion (e.g., planning for season, rehearsals, advertising and public notification, payment of fees, ordering and/or paying for supplies or printed material, etc.). No expenses can be incurred prior to the project start date.

### **Earliest start dates for FY 2024:**

Deadline 8/1/23, All ACH Grants. Review 8/24/23, Earliest Start Date 9/1/23

Deadline 1/1/24, All ACH Grants. Review 1/25/24, Earliest Start Date 2/1/24

### **Project End Date\***

Projects must be concluded by June 30, 2024 if you apply on August 1 or November 30, 2024 if you apply on January 1. When determining a project end date, applicants should allow time for all project bills to be processed.

### **Counties Served\***

List the counties or communities your organization reaches (include participants and audience) and your efforts to gain participants/audiences around the region. Include all counties, even if they are outside the PLRAC region.



# Project

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**When answering the questions below please be clear and concise. Bullet points and lists are acceptable.**

## **Project Description\***

1. Provide a detailed description of the project and how the grant funds will be used.
2. Explain the timeline for the project. Include planning and event dates.
3. List any artists you are planning to pay. This could include music groups and their music genre, visual artists and their medium, theater performers, etc. (Additional details about the artists will be included later in the application.)

## **Location of Activity\***

Where will the grant activity take place? List the location and address. Include if multiple locations will be used and if a backup location may be needed.

## **Dates of Activity\***

List the number of days the grant activity will take place at each location.

## **Yearly Programming Description\***

Describe your yearly programming. Organizations must have yearly programming that fits within the areas of Arts Programming, Arts Education, and Arts and Cultural Heritage Festivals.

## **Ability of Organization\***

Briefly explain the plan to accomplish this project.

## **List of Board Members\***

List your board members, their position on the board, length of service, and primary responsibility.

## **Staffing\***

Who coordinates the activities of the organization, are they volunteers or paid staff, and who's in charge of this project? Include the names of the directors, and other salaried people for the project and upload the resumes of any paid individuals listed in the budget.

*File Size Limit: 10 MB*

## **Publicity\***

What is the marketing and publicity plan for this project?

Describe what marketing/publicity (newspaper, radio, direct mail, social media, website, etc.) you will utilize and the timeline.

## **Community Involvement\***

Describe the community involvement and support for the project.

1. Share ways in which the community has shown interest and involvement in the project.
2. Specifically, how has the community shown support for the project?
3. How have the artistic needs of the community been determined?

## **Past PLRAC Grants\***

List any previous PLRAC arts grants awarded in the past three years. List the type of grant, year, and full amount.

## *Artistic Quality and Merit*

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**Please provide more detail about the Extra Paid Artists involved in the project.** Applicants like concert associations, music series, or art centers who pay artists, performers, music groups.

**If you are a performing group, include websites and YouTube links for your own organization.**

### **Paid Artists Involved in Your Project**

List the names and artistic disciplines of all artists involved in the project.

### **Quality & Selection**

Describe the rationale for selecting these extra paid artists and/or organizations.

### **Resumes: Artists for this Project**

Upload up-to-date artist resumes documenting training and accomplishments in the art discipline being used in the project.

You may combine multiple resumes into one document since there are only two upload fields available for this information.

*File Size Limit: 10 MB*

### **Additional Resumes**

*File Size Limit: 10 MB*

### **Artist Work Samples**

Please provide work samples if you are paying additional artists as part of the grant.

Link to more information.

### **Work sample description**

Please explain what/who is featured in each of the work samples below.

### **Work Samples (upload #1)**

Multiple images/pages can be combined into one document.

*File Size Limit: 10 MB*

### **Work Samples (upload #2)**

*File Size Limit: 10 MB*

### **Website / YouTube**

You may include a website or YouTube web address that helps validate the artistic quality of the artists involved in your proposed project.

### **Additional Website / YouTube**

### **Additional Website / YouTube**

### **Additional Website / YouTube**

## *Budget Clarification*

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### **Project Budget Form\***

Download, complete, save, and upload Excel budget form into your application: **Art Project Budget Form**. You must list the specific organization and ACH funds Expenses and Income items on this form.

*File Size Limit: 5 MB*

### **Cash Expenses\***

Which cash expenses on the budget will grant funds be used for and how would grant funds be prioritized? These expenses should equal your grant request.

### **Total Project Expense\***

(from Budget Form)

### **Equipment Clarification**

If you are applying for equipment, list how it matches to programming/goals, etc. Include two quotes or estimates for equipment if the value is over \$500 for a single item; otherwise one quote will be sufficient. List the other sources sought for funding this equipment if the PLRAC grant is only a part of the total cost.

*File Size Limit: 5 MB*

### **Profit or Loss From Last Project\***

Report your profit or loss from your last project. Past applicants should refer to their previous Final Report Budget Form and include any profit as part of the organizational funds budgeted for this project.

### **How Do You Plan to Break Even on Expenses and Revenue?\***

Describe what methods you are using to break even on the expenses and revenue for this project (link to examples)

### **Admission Fees**

If admission is charged for the project, what considerations are made for those who may find such costs prohibitive?

### **Audience Numbers From Last Three Years**

Provide the following:

1. Number of people and/or tickets sold
2. Number of performances
3. % of total capacity

## *Outcome Evaluation Plan and Minnesota Legacy Goals*

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Having project goals and planning your evaluation methods is a critical part of receiving funding for your project.

**The goals of the project you are proposing must support at least one of the '5 Main Goals' of Minnesota Arts Legacy funding:**

1. Supporting artists and arts organizations in creating, producing and presenting high quality arts activities.
2. Overcoming barriers to accessing high-quality arts activities.

3. Instilling the arts into the community and public life in our region.
4. Supporting high-quality, age-appropriate arts education for residents of all ages to develop knowledge, skills, and understanding of the arts.
5. Supporting events and activities that represent the diverse ethnic and cultural arts traditions including folk and traditional artists and art organizations, represented in this region.

### **Arts Legacy Goals\***

Explain how your organization's project supports at least one of the "5 Main Goals" of Minnesota Arts Legacy funding.

### **Arts Legacy Goals\***

How does the project increase access to the arts?

Will the project reach under-served communities and/or overcome barriers?

### **Arts Legacy Goals\***

How does this project help to develop knowledge, skills, and understanding of the arts?

### **Arts Legacy Goals\***

If applicable, how does this project help to represent diverse ethnic and cultural arts traditions? (Optional)

### **Target Population\***

1. Who specifically will be the target populations of your project?
2. How specifically will this target population be affected by the project?
3. How will you know?
4. How will the larger community benefit?

### **Goal Statements\***

Select at least one or two different "Goal Statements" that your organization will focus on as part of this project.

#### **Choices:**

Access: The number of Minnesotans who are able to participate in the arts increases.

Access: Quality, type and number of arts opportunities and groups/venues that offer them increases.

Access: Real or perceived barriers to arts participation and arts access are identified & addressed.

Access: New relationships are built with groups that are traditionally underserved by the arts.

Education: Number of Minnesotans who engage in arts education and learning opportunities increases.

Education: Increase quality, types and groups that offer arts education and learning opportunities.

Education: Real or perceived barriers to arts learning are identified and addressed.

Heritage: Minnesotans who participate in arts festivals and folk & traditional activities increases.

Heritage: The variety & number of festivals and traditional arts activities in our state increases.

### **Outcome Statements\***

Select at least one or two different "Outcome statements" your organization will address with your project.

#### **Choices:**

Access: Minnesotans participate in the arts because arts experiences are relevant and accessible.

Access: Minnesotans learn, grow or change because they participate in quality arts experiences.

Access: Grantee organizations change, expand, or enrich the ways they connect to their communities.

Access: Minnesotans traditionally underserved by the arts feel they have an authentic relationship.

Education: Minnesotans develop skills in or expand their knowledge about an artistic discipline.

Education: Minnesotans' arts learning experiences shape how they engage with the world around them.

Education: Programs effectively manage and strategically apply resources to maximize impact.

Education: Minnesotans participate in rigorous, structured, arts learning in their communities.  
Heritage: Minnesotans have meaningful arts experiences through festivals.  
Heritage: Minnesota communities are strengthened or enriched by arts festivals.  
Heritage: Minnesota artists expand their public profile or audiences by participating in festivals.

\*Your evaluation plan is required by State Legislation and will be reported to a central website, available to the general public, maintained by the Legislative Coordinating Commission.\*

### **Evaluation Plan\***

What is the evaluation plan for this project?

Include who has been assigned to create the required survey, distribute it and tabulate the results.

A Survey is required for the ACH grant. (More information is listed in the Guidelines.)

Here is the link for the [Survey Form](#) for you to download and customize.

## *Organization*

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### **Annual Financial Report for Last Fiscal Year\***

Upload your organization's most recent Financial Statement, showing one year's Annual Budget. Financials include a Profit and Loss Statement, or income and expenses for the last fiscal year; and a Balance Sheet.

Official government units are exempt from submitting a financial statement.

*File Size Limit: 10 MB*

### **Data Collection Information**

The data gathered in the following questions is maintained by the Minnesota State Arts Board in cooperation with the Regional Arts Councils and may be distributed to others in accordance with the Minnesota Data Practices Act.

Note: If you are using a fiscal sponsor, please answer the questions as they pertain to your arts organization conducting the activity, not the fiscal sponsor.

### **Institution\***

Enter the code which best describes your organization.

[View Institution Codes](#)

### **Status\***

Enter the code which best describes your organization's legal status.

[View Status Codes](#)

### **Organization Discipline\***

Enter the code which best describes your organization's primary area of interest in the arts.

[View Discipline Codes](#)

### **Project Discipline\***

Enter the code which best describes the artistic discipline of your project.

[View Discipline Codes](#)

### **Ethnic Characteristics\***

Enter the code that best represents 50% or more of your staff, board or membership. Multiple codes can be entered. For example: AW can be entered for both Asian and White.

[View Ethnic Characteristics Codes](#)

### **Special Characteristic Codes**

Enter the special code if you have a disability or are a veteran. Also enter the code that represents your age. Multiple codes can be entered.

[View Characteristic Codes](#)

### **County\***

Select your county from the list.

**Choices:** Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, Watonwan

### **MN House District\***

Select your MN House District from the list. [View Legislative Codes.](#)

**Choices:** 15B, 17A, 17B, 18A, 18B, 19A, 19B, 21B, 22A, 22B, 23A

### **U.S. Congressional District\***

Select your U.S. Congressional District from the list. [View Legislative Codes.](#)

**Choices:** 1, 2, 7

## *Impact on the Participants or Audience*

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### **American Disabilities Act (ADA) Access Plan**

All organizations receiving public funding are required by the federal Section 504 Regulations and the ADA to facilitate access for people with disabilities. Requests may involve an individual's access to a facility or to the content of the project. An access plan should describe accomplishments related to ADA, and outline any future goals for making facilities, programs, or services accessible to persons with disabilities.

While PLRAC does not require or enforce ADA compliance, organizations are encouraged to consider access issues and develop a plan to accommodate requests for specialized access to events.

### **ADA Accessibility\***

How do you plan to make the project accessible to all who might wish to participate? Is the facility you use for performances/exhibitions/events/etc. handicapped accessible?

### **Number of Adult Artists that will Participate in the Project\***

Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.

### **Adult Audience\***

Estimate the number of adults who will directly engage with the arts in regard to this grant activity, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Excludes employees, paid performers, artists participating, children/youth, individuals reached through TV, radio or cable broadcast, the internet or other media. **Do not double-count repeat attendees.**

### **Children Benefiting\***

Estimate the number of children/youth (0-18) who will directly engage with the arts in regard to this grant activity, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Excludes individuals reached through TV, radio or cable broadcast, the internet or other media. **Do not double-count repeat attendees.** (Enter 0 if no youth participating)

### **Adult Audience Online\***

Estimate the number of adults who will directly engage with the arts in regard to this grant activity who participated online. Do not count hits on your website or Facebook page, rather estimate how many adults will attend online classes or view specific online programming. (If your project does not include online programming, enter 0.)

### **Youth Audience Online\***

Estimate the number of children/youth (0-18) who will directly engage with the arts in regard to this grant activity online, by participating in online classes or viewing specific online programming. (If your project does not include online programming, enter 0.)

### **Total Annual Arts Related Expenses from last fiscal year \***

Total annual arts related expenses:

A. For arts organizations: Total annual operating expenses. Provide the total annual operating expenditures for your most recently completed fiscal year.

B. For non-arts organizations doing arts programming: Total annual expenses for all arts disciplines programming in your organization: *Schools, Cities, Counties, and other (non-arts) non-profits*: Provide the average/estimated annual expenses for the arts at your organization. What part of your expenses were allocated specifically for arts and arts experiences including salaries that are paid directly to personnel that are part of any visual arts, media arts, performing arts, creative writing or cultural programs; supplies and materials, equipment costs, etc.?

### **Total Annual Adult Attendees Served age 19 and up from last fiscal year\***

Performing, Visual, Media or Literary Arts related only. Estimate the total adult attendance of people who were in the audience, participated in, or benefited directly from arts or cultural programs or activities that your organization produced or presented during the entire time of your most recently completed fiscal year. (EXCLUDING youth attendees). Including events that were not funded by the PLRAC grant.

### **Total Annual Youth Attendees Served ages 0-18 from last fiscal year\***

Arts related only. Estimate the total attendance by youth ages 18 and below who were in the audience, participated in, or benefited directly from arts or cultural events/exhibits that your organization produced or presented during the entire time of your most recently completed fiscal year. Including events that were not funded by the PLRAC grant.

### **Fiscal Year of Data Provided\***

Enter the fiscal year or calendar year that the above three questions were based on.

## *Contact Information*

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In this section, please add contact information for the Project Director, Authorizing Official from your Organization, and (if applicable) the Fiscal Sponsor Authorizing Official. This information will be used in sending your contracts and connecting with you on other important requirements.

**\*\*NOTE: The Project Director and Authorizing Official can NOT be the same person.**

Project Director First Name\*, Project Director Last Name\*, Project Director Title\*,  
Project Director Street Address\*

Project Director Type of Address Provided\*

Is this your personal address or organization address? If both, click both choices.

Personal, Organization

Project Director City\*, Project Director State\*, Project Director Zip Code\*,  
Project Director Phone\*, Project Director Email\*

Authorizing Official for Organization First Name\*, Authorizing Official Last Name\*,  
Authorizing Official for Organization Title\*, Authorizing Official Street Address\*

Authorizing Official Type of Address Provided\*

Is this your personal address or organization address? If both, click both choices.

Personal, Organization

Authorizing Official City\*, Authorizing Official State\*, Authorizing Official Zip Code\*,  
Authorizing Official Phone\*, Authorizing Official Email\*

If a formal organization is neither a nonprofit as described in Section 501(c)(3) of the United States Internal Revenue Code with Articles of Incorporation on file with the State of Minnesota nor an official unit of a city, county, or state government, the organization may apply through a fiscal sponsor. Upload required Fiscal Sponsor Contract below.

Fiscal Sponsor Organization Name, Fiscal Sponsor Authorizing Official First Name,  
Fiscal Sponsor Last Name, Fiscal Sponsor Title, Fiscal Sponsor Street Address,  
Fiscal Sponsor City, Fiscal Sponsor State, Fiscal Sponsor Zip Code, Fiscal Sponsor Phone,  
Fiscal Sponsor Email

### **Fiscal Sponsor Agreement**

Download, save, sign, then upload the **Fiscal Sponsor Contract** describing the relationship between the applicant and the fiscal sponsor.

The fiscal sponsor must also, if funded, sign the Arts and Cultural Heritage Grant Contract. The fiscal sponsor will be legally responsible for the completion of the project and for the proper management of grant funds.

*File Size Limit: 5 MB*

### **501(c)(3) Status Letter**

Upload a copy of your IRS 501(c)(3) status letter (OR if using a fiscal sponsor, then the fiscal sponsor's IRS 501(c)(3) status letter). Official government units are exempt.

This is Only Needed if you are a new applicant. Most Arts Organizations have already provided this to the PLRAC office. If you are unsure, call the PLRAC office, and we will verify if we have it.

*File Size Limit: 5 MB*



## *Certification and Electronic Signatures*

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By checking the box below, the Project Director, Authorizing Official and Fiscal Sponsor (if applicable) all certify that the applicant organization meets all of the eligibility requirements of this grant program. In addition, they certify that all of the information contained in this application and its attachments is true and correct to the best of their knowledge.

### **Certification\***

#### **Choices**

Check this box if you certify this application as detailed above.

Project Director (name)\*

Authorizing Official from Organization (name)\*

Fiscal Sponsor Authorizing Official (name, if applicable)

## Prairie Lakes Regional Arts Council

105 22<sup>nd</sup> Avenue NE, Suite A, Waseca, MN 56093-2612  
(507) 833-8721 or (800) 298-1254  
[plrac@hickorytech.net](mailto:plrac@hickorytech.net), [www.plrac.org](http://www.plrac.org)

## Small Arts Project Grant

### **Fiscal Year 2024 Program Guidelines**

July 1, 2023 – April 1, 2024

**Deadline: 1<sup>st</sup> of each month**

### **A. Eligibility Requirements and Grant Amount.**

The applicant organization must have an address and provide arts programming within the Prairie Lakes Regional Arts Council region. The counties are: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County. Non-profit tax-exempt 501(c)(3) arts organizations, non-profit community groups, public organizations, or units of government that **produce or sponsor arts activities** within the region are eligible. An arts group located within the region, formed as a limited liability company (LLC) with a not-for-profit intent may be eligible to apply if they are using a fiscal sponsor. *Applications from individuals are not eligible.*

This program is made possible by State General funds provided by the Minnesota State Legislature, under a program designed by Prairie Lakes Regional Arts Council.

#### **1. The purpose of the Small Arts Project Grant is to provide funding for arts organizations directly engaged in the creation of art, the production of artistic performances, or the sponsorship of quality arts activities in our local communities that may have a smaller budget.**

Disciplines include dance, literature, media arts, music, theater, visual art, folk and traditional art. A variety of activities including art and music festivals, community choirs, dance performances, literary readings, instrumental and vocal music concerts, public art projects, theater productions, visual art classes and exhibitions are eligible. The organization should describe their arts programming and request funds for those activities in the expense categories listed on the application budget. Funds may be used for on-going programs, in-person or virtual, and groups are encouraged to offer new and different activities with the grant funds or enhance their events.

#### **2. Small Arts Project Grants range from \$500 to \$2,500; and BIPOC cultural projects can apply for up to \$4,000. Contact PLRAC staff to find out if your project would qualify. We are interested in receiving new applications for arts projects for BIPOC cultural activities and/or underserved populations. Details are listed on page 2.** The arts council encourages innovative programming and growth. Repeat projects may not always be funded.

Small Arts Project applicants may only receive one grant each Fiscal Year (July 1-June 30); and projects must be completed within one year of the awarding of the grant unless an extension has been requested and granted by the Executive Director of Prairie Lakes. In-kind or travel expenses outside of Minnesota are not allowed on the budget page of the application.

**The Grant Deadline is monthly on the 1<sup>st</sup> of the Month**, July 1, 2023 thru April 1, 2024, or until funds are exhausted. The monthly deadlines allow for more flexibility in the planning, but groups are still recommended to plan 6 months in advance and apply for this grant at least 60 days prior to the project starting date, and preferably 90 days. The review and notification process takes approximately 4 weeks; payment is one month prior to the event.

Small Arts Project Grant applications will be reviewed on a monthly basis; however, there is not a board meeting in December or June. Applications must be submitted by the 1<sup>st</sup> of each month to be eligible for review that month. Those received after that date will be reviewed the following month. The board may recommend approval at the full amount requested, a partial grant, or denial of funding. On

occasion the board may request clarification or modification of the grant application; prior to approval and applicants will be contacted. Notification is approximately 4 weeks after the grant deadline.

**3. New applicants or groups with different projects (those not receiving a grant in FY 2023 or 2022) must contact staff prior to submitting an application to review the project, budget and inquire about funds available; otherwise, the applicant will not be considered eligible for funding.** Apply early as this is a first come, first serve program. Applications must be submitted online before 11:59 p.m., of the deadline date to be eligible for consideration. No grant will be considered complete without the electronic signatures of the Grant Manager and Board President (or officer of your organization) and Fiscal Sponsor (if applicable, see number 3. on page 7).

**4. The Arts and Cultural Heritage (ACH) Grant, is a different program available to larger arts organizations with larger budgets and year-round programming with a maximum of \$6,000 to \$9,000.** The ACH Grant requires the applicant to do more evaluation of the project and conduct a survey of the audience members or constituents it serves. Arts Organizations will not be eligible to receive both a Small Arts Project Grant and an ACH Grant in the same fiscal year. The organization must choose which one to apply for: the Small Arts Project Grant of \$2,500 or the ACH Grant with a higher maximum. **Community Education offices will be limited to one Small Arts Grant or one Arts and Cultural Heritage Grant per fiscal year.**

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

Prairie Lakes values an equitable, diverse, and inclusive community and this is reflected in our policies, programs, and the community we serve. We are committed to countering systemic inequities that exclude individuals and communities from access to the arts based on race, gender, disability, national origin, sexual orientation, class, age, and geography. This may include historically marginalized and underserved groups such as: Black, Indigenous and People of Color (BIPOC), People with Disabilities, LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, etc.), and Senior Citizens.

Therefore, a few questions are being asked about Equity and Inclusion in our grant applications so your project can provide Access to the event. These questions encourage applicants to think broadly and plan intentionally to reach more people through their arts programming and activities.

**If you need extra assistance in the application process, please contact the Prairie Lakes office at [plrac@hickorytech.net](mailto:plrac@hickorytech.net) and we would be happy to assist you.**

#### **C. Description of Small Arts Project Grant.**

These grants are for projects that involve the creation, performance, exhibition of art, or activities which are intended to develop and enhance artists, art resources or arts audiences within the community or region. Funds may be used to develop or deliver ways of meaningfully engaging students, participants, or audiences. This arts programming may be in-person or through virtual activities and events. Expenses may include artist fees, artist expenses, publicity, rental fees, salaries, supplies, etc.

#### **1. Applicants that want to have Public Art projects for their community are requested to follow a process of engaging the community in the decision making.**

Public Art is the creation of a sculpture, mural, public performances, temporary works, and other grassroots forms of public art that engage the community in new ways. The applicant should identify a qualified artist to design and complete the work, working with a committee of citizens. In the proposal the applicant would need to describe: Why this public art is needed, how it will represent the community or the community's history, and what community input was solicited in the planning phase. Also, was a committee formed to discuss and plan the project? Public Art often requires collaborations between the city, school, community at large, etc. The applicant would also have to identify and describe which organization would be responsible for the long-term upkeep of the Public Art. Also, submit the artist's

resume and documentation of their professional capacity to complete a mural, sculpture, or temporary art installation, etc. and list examples of past work. We recommend applicants inform themselves about public art and its processes and a resource is Forecast Public Art in St. Paul which has a Public Art Toolkit for communities. <http://forecastpublicart.org/toolkit/didactic.html>. *Please contact the Prairie Lakes office for more guidance and information on Public Art projects if needed.*

**2. Applicants presenting music groups must list the music genre per group, the city they are from, and the cost per group.** The types of music genres that can be funded with grant money are bluegrass, blues, country, ethnic (Czech, German, Irish, Native American, etc.), folk, old-time-traditional, jazz, rock, etc. Prairie Lakes encourages the payment of fair market wages for all professional artists involved in projects seeking Council support. Artist fees for DJ's or Karaoke are not eligible for grant money. Arts celebrations in communities can use grant funds for music groups that are performing in a community setting, but not for marching band fees that are participating during a parade.

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

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

4. Go to our website [www.plrac.org](http://www.plrac.org) and click on **Applicant Login** button on the upper right side of the homepage, or on the Small Arts Program page. Also, on the Small Arts Grant Program page you will see a link to a document which is a Tutorial for organizations explaining how to set up an account, apply for a grant, etc. and a Workshop PowerPoint document (PDF).
5. If your organization received a Small Arts Project Grant in FY 2023, log into the account that is already created to apply for a new grant in FY 2024. A draft of your last year's grant can be copied by Prairie Lakes staff. Please contact us to request this. **Don't create a new account!** Use the same login email address and **password** your group previously used. Don't click on Apply at the top left margin; instead look below to your Applicant Dashboard. Click on **Edit Application**.
3. New applicants need to Register your organization online. If the organization is a first-time applicant, an online account will need to be created using an email address and a password.
  - a. You will need your organization's IRS issued Employee Identification Number (EIN) to complete the organizational registration.
  - b. Register yourself as a user under that organization. Multiple contact people can be listed for your organization. However, only one email address and password will be associated with the account. You can share the email address and password with others, so they can log in and enter information prior to submitting an application.
  - c. Important: The email address you use to register with will be your user login to get back into the system. You will need this login and a password you create for any future applications or follow-up materials. All automated communication for your grant will also come to this email address from [administrator@grantinterface.com](mailto:administrator@grantinterface.com), so be sure to add it to your safe sender's email list. Once the registration process is completed and an account has been established, the application process can begin.
4. After Registering, you will see the Applicant Dashboard with a horizontal toolbar above the "Applicant Dashboard" title. The horizontal toolbar includes brown words that will highlight in tan when you scroll across them. Click on **Apply**, on the horizontal toolbar. Several different grant programs will be listed, and you will select Small Arts Project and click on **Apply** under that section.

**Tip:** Clicking on the home icon anytime on the toolbar will bring you back to the Applicant Dashboard.

5. Start completing your application online by clicking Small Arts Project.
  - a. We recommend that you write your answers in a Word document first; and then copy and paste them into the appropriate fields in the application. There is a word document of questions available on the Small Arts Project Grant page of the Prairie Lakes website [www.plrac.org](http://www.plrac.org) or within the online application.
  - b. Keep in mind that formatting, such as bold, italics, bulleting, etc. do not transfer to the online application form. When working in Word, periodically do a character count to ensure your answer does not exceed the character limit for each question.
  - c. The online application form allows you to save your work and come back to it later. The “Save” button is located at the bottom of the page. It is recommended that you save your work often, even while continuing to work on it, so as not to lose any work. Always save before exiting the online grant system, as any work you have done or any files you have uploaded may not have automatically saved. You are required to use the save button to finalize the uploading of the document into the application.
  - d. We recommend that you create a separate folder in your computer, labeled for each particular application. In this folder store your word document draft of the questions, downloads, budgets, support documents, etc.
6. Submit the application online and include: Supporting materials which are essential to the project (e.g., artist resumes, staff resumes, Small Arts Project Budget Form, etc.). Supporting materials must be uploaded into the application.
  - a. Answer all required questions on the grant application. You will be able to see all the questions and go in and out of the application as you collect answers and complete it. If you are missing items, you will not be able to submit the application and a message will pop up which shows what questions need to be answered.
  - b. Download, save and complete your Small Arts Project Budget in an Excel file and then upload it to your grant application. Make sure it includes both estimated expenses showing what you will pay with the grant funds and what you will pay with organizational funds as well as the revenue. Your expense and revenue portions of your budget must “break even” with the grant award included in revenue. If earned income through ticket sales or participant fees generates income, make sure your numbers are supported within other parts of your narrative and application.
  - c. When you log back in to continue working, your draft application will be located at the bottom of your Applicant Dashboard, under your contact information.
7. Applicants are encouraged to call the Prairie Lakes office at 1-507-833-8721, 1-800-298-1254 or email [plrac@hickorytech.net](mailto:plrac@hickorytech.net) to discuss eligibility. If you need extra assistance in the application process, please contact the PLRAC office and we would be happy to assist you.
  - a. **Applications must be submitted online by 11:59 p.m. on the deadline date.**
  - b. Applications received after the deadline are ineligible. There are no exceptions to this policy.
  - c. The application records the date of submission so make sure that you meet the deadline date for submission online.
  - d. A pre-review of the application, budget, narrative, etc. is available prior to the deadline date; two weeks prior to our deadline is best. Contact our office to ask for a review of your application in its draft form within the online grant system. We can view your application as you are completing it. Staff assistance does not guarantee or imply that a grant request will be funded. The content and accuracy of an application are solely the responsibility of the applicant.

The projects should not occur prior to final grant approval, but exceptions may apply if the applicant just begins rehearsal or planning for the main event or concert. New applicants must contact the staff

prior to submitting an application to discuss their project and budget. Failure to do so will make the application ineligible. Staff analyzes the application for eligibility, budget accuracy, clarity, and completeness; and contacts the applicant if changes are required. The Prairie Lakes Board reviews and scores all applications and makes final approval.

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

The following activities or use of funds are **not** allowed:

1. Activities that do not have arts programming and arts activities, arts education, or cultural heritage of the arts as their primary focus.
2. Funds are requested to produce fundraising activities involving the Arts such as benefits, receptions, or if the intent is to donate the proceeds (earnings) to another non-profit.
3. Events or projects where the purpose is re-granting monies to another event or non-profit group.
4. Applicants have listed travel expenses outside of the state of Minnesota as a Prairie Lakes grant expense (use of funds) on their budget.
5. The application form and all required materials are not submitted online by the deadline date specified in the grant program information.
6. **The applicant has an overdue Final Report from a previous grant.**
7. The applicant is not in compliance with any active contract with the arts council.
8. The applicant does not make all events open to the general public or whenever feasible, does not establish admission charges for the events.
9. Participants (youth) are required to pay a registration or participation fee and no scholarships are offered.
10. Funds are requested to pay fees for touring costs, performances, or exhibitions carried out exclusively by student organizations or schools that do not include the public.
11. Funds are requested for projects that are essentially historical and lack a strong artistic component.
12. Funds are requested to support strictly commercial activities intended for retail or mass-market distribution (i.e., limited-edition prints, note cards, copies of CD or DVDs for musicians and performers).
13. Funds are requested for activities that attempt to influence any state or federal legislation or appropriation.
14. Funds are requested to pay for endowment funds, property acquisition, new construction or major building improvements that are not directly related to arts programming, are not eligible.
15. Funds are requested for new building projects.
16. Funds are requested for payment of debts incurred before the grant application is approved.
17. Funds are requested for activities that are essentially for the religious socialization of the participants or audience.
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, spat camp or summer choral camp, etc.
20. Funds are requested for an event which is a magic show, parade, or marching bands in a parade.
21. To supplant discontinued or nonexistent arts programs in schools.
22. Applicant cannot purchase equipment for or improve facilities within K-12 public schools. The exception will be, if a nonprofit arts group uses the school facility for rehearsal, classes, performances, or exhibitions, and it needs equipment or facility improvements for its own work. The arts organization could apply for and receive a grant and could develop a cooperative agreement with the school that spells out how the school could also benefit from the purchased equipment or improvements.
23. To compensate ongoing school personnel in full or in part.
24. To pay an artist or arts organization to provide essentially the same services that an ongoing teacher or arts specialist would be expected to provide.

25. For tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
26. Artists are required to pay excessive entry or exhibition fees in order to exhibit or perform in the project or program for which funding is sought.
27. The project budget contains combined funding from a regional arts council and the Minnesota State Arts Board (MSAB) that amount to more than 90% of the project's total cash expenses. Grantees should keep track of the funds separately, and funds should be used for different expenses.
28. The project may not be eligible if the applicant's project could be funded through other Arts and Cultural Heritage funding sources such as the Children's Museums of MN block grant, Minnesota Historical Society, Regional Library System, Statewide County Fair funding, etc. It is up to the applicant to describe how the arts project and use of funds are different, if they are the recipient of other ACH Funding through another agency.
29. State funding restriction: Funds are requested for costs for relocating the applicant's legal address/residence outside the state of Minnesota.
30. Funds are requested to pay for costs for projects that will take place outside the geographic boundaries of the nine-county PLRAC region.

#### **F. Grant Review Criteria.**

Three criteria are used by the Prairie Lakes Board to evaluate and score applications and there are 10 points per category, total of 30 points. Applicants do not answer these questions; we are only providing them for your information.

1. **Artistic Quality and Merit. Are the qualifications of the artists and the proposed activities in the application good quality? Does the project increase access to the arts?**
2. Need for the Project. Does the applicant discuss community interest and involvement in the project? Does the budget demonstrate financial need?
3. Ability of the Organization to Accomplish the Project. Is the leadership of the organization strong? Is the budget feasible and fiscally responsible? Does the organization demonstrate appropriate planning and a marketing plan?

Based on these review standards the arts council shall make one of the following decisions: (1) Full funding of the amount requested; (2) Partial funding; (3) No funding; or (4) Table the request, pending receipt of additional information or modification. An application with an average score of 15 points or more out of 30 total points, may be funded.

#### **G. Grantee Responsibilities.**

The grant recipient must:

1. Not limit participation in the project based on race, gender, disability, national origin, sexual orientation, class, age, geography, handicap, or ability to pay.
2. Use grant funds only for the expenses described in the project grant application.
3. Be responsible for completion of the project and for proper management of the grant.
4. Include the following credit line in all advertising, news releases, printed programs, and promotional material: **"This activity is made possible in part by a grant from the Prairie Lakes Regional Arts Council from funds appropriated by the Minnesota State Legislature from its general fund."**
5. Maintain records and receipts showing evidence of grant expenses and income.
6. Submit the Final Report form within 60 days of completion of the project. All future grants will be contingent upon completion compliance with the terms of this grant.

7. The grantee agrees to comply with all federal, state, and local: laws, rules, regulations and ordinances in its use and expenditure of these funds. Failure to comply may result in the termination or forfeiture of the grant.

**H. Payment Process.** Note: Payment of Small Arts Project Grants is contingent upon State funds received.

1. A Contract and a Final Report are assigned to the grantee and will be accessed through the online account. (In cases of partial funding, the grantee must also submit a revised budget and a letter explaining how the project will be modified in response to the reduced budget.)
2. The grantee indicates agreement with the contract terms and completes the Contract. The Contract will be electronically signed and submitted online.
3. 100% of the grant funds will be paid to the applicant one month prior to the event.
4. Within 60 days of completion of the project, the Final Report must be submitted online. A copy of each Thank You letter sent to both legislators, acknowledging the grant, must be uploaded into the Final Report. Failure to submit a Final Report will result in the applicant not being considered for funding for the next two years.

## **I. General Information for Small Arts Project Grant.**

### **1. Applying Organization.**

The **Applying Organization** is the group that will be administering the actual the project. Individuals may not apply. The **Grants Manager** should be the person responsible for the day-to-day details of the project, the person to whom correspondence and telephone calls are to be directed, and someone who is readily available during regular business hours. This person is responsible for the timely submission of all required forms and reports to Prairie Lakes.

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

Attach Articles of Incorporation and Minnesota Non-profit Corporation Certificate from the MN Secretary of State and the Federal Internal Revenue Service Tax-exempt notification letter, UNLESS you've previously submitted them to Prairie Lakes' permanent file in the office. Please call to verify if we have them on file.

### **3. Fiscal Sponsor.**

Minnesota Statutes require that public money may be distributed to unincorporated organizations only through a Fiscal Sponsor, which are a non-profit 501(c)(3) tax-exempt organization, according to the Federal IRS. If your organization is incorporated as a "non-profit 501(c)(3) organization" do not complete this section. If you need a fiscal sponsor, your organization should enter into a specific contractual agreement with the non-profit 501(c)(3) fiscal sponsor prior to applying for grant funds and attach a copy of the contract to your grant application. A Chamber of Commerce (501c4) does need to use a fiscal sponsor when applying for a grant. A Fiscal Sponsor may be any non-profit 501(c)(3) corporation or governmental unit that agrees to handle the administration of your funds. For example: An organization that is non-profit 501(c)(3), City, Historical Society, MN Extension Service, Public School, etc.

**An example of a Fiscal Sponsor Contract is available from the Prairie Lakes office or download it from the online grant application.** The Fiscal Sponsor will receive and dispense funds and is legally responsible for completion of the project and management of the grant funds. The Prairie Lakes staff can also advise organizations on how to file Articles of Incorporation with the Minnesota Secretary of State and apply for tax-exempt status from the Federal Internal Revenue Service (IRS).

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

### **Project Expenses**

List all cash expenses related to the project under this heading. If an expense is not applicable, please put NA or \$0 in the blank. The grant does not require a cash match. **In-kind contributions or travel**



**expenses outside the state of Minnesota are not allowed on the budget form.** An Excel document called Small Arts Project Budget Form is included in the application to be downloaded, completed, saved and uploaded into the grant application. Round all numbers to nearest \$10.

Headings on the budget expense: **Organization** = arts organization's expenses; **Grant** = how the grant funds will be used, listed under each category; then add the two amounts together for the **Total** column. Use the following expenses.

1. **Artist(s) Fees** - List each group and their individual artist fee or stipend for music groups, artists, etc. that will be part of the project and budget. Put the total fee or stipend in the column that the organization will pay and the total amount that will be paid with the SA Grant. Prairie Lakes encourages the payment of fair market wages for all professional artists involved in projects requesting a grant.  
*Note: The artist fee for outstate artists is permitted, but not their travel expenses in this state funded program. The state legislature has enacted a restriction on travel expenses outside of MN.*
2. **Artist(s) Travel and Expenses** - Include transportation, hotel and food for guest artist(s); may include local mileage for the administration or production of the project. (*Mileage maximum is \$.65 per mile.*)
3. **Publicity** - List costs individually for advertising: radio, newspaper, printing of brochures or posters, etc. *Pro-rate or list only a portion of the Publicity expenses, if this project is part of a larger community celebration.*
4. **Rental Fees** - Rental of space or equipment specifically needed for the activity.
5. **Salaries or Wages** - List may include project director, artistic director, clerical staff or other personnel assisting with specific arts activities with this project. Estimate the amount of time they will spend on the project and multiply by their hourly wage. (*Do not include regular paid staff that normally perform this function as part of their job.*)
6. **Expendable Supplies and Materials** - List may include costumes, music, playbooks, audio and videotape, supplies needed for project administration, etc. Music stands, microphones and some equipment that directly relates to the arts programming you are doing is eligible.
7. **Miscellaneous** – office supplies, postage, telephone, royalties, piano tuning, insurance, scholarships, etc. **Scholarships are required for youth projects that have a registration or participation fee.** These should be noted in your narrative description of the project. **Note: No food expenses are allowed on the budget: costs for receptions, cast parties or other food/snacks.**

### **Project Income**

Identify and document amounts of **Cash** for the project expenses. Use the list below. Round all numbers to the nearest \$10.

1. List Organizational funds committed or budgeted for the project. This may also include profits from the previous years' Small Arts Project Grant which was noted on the last years Final Report.
2. List sources of other grants, other than the Small Arts Project Grant requested. Tell us whether these grants have been received or are anticipated.
3. List estimated Earned Income and details. For instance, ticket sales and fees should show the estimated number of people multiplied by the price of one ticket or fee.
4. Other community fundraising may include city or county funding, donations from charitable gambling groups or service groups such as: the American Legion, Eagles, Fireman's Association, Lions, Lutheran Brotherhood, Rotary, VFW, etc. Tell us whether this income has been received or is anticipated.

**Total the Project Income and enter the "Grant Amount Requested" from Prairie Lakes.**

**Total Support** for the project is the two figures added together. Income + Grant Amount Requested = Total Support for the Project. Note: Total Income for the Project should also equal Total Expenses. The Grant Amount Requested and Total Project Expenses from the Budget need to be entered in the first section of the SA grant application.

#### **K. Appeals Process.**

Groups and organizations applying to Prairie Lakes may appeal the recommendations of the grant review panel; however, the appeal must be based on alleged procedural errors. Appeals on judgments of merit or quality or ability will not be heard. The appeals process is as follows:

1. Appellants must submit a formal letter of appeal to the Executive Director stating the reason(s) for the appeal. Letters of appeal must be received within 30 days of written notification of the board's decision on the original application. A copy will be sent to the President of the Board of Directors of Prairie Lakes.
2. Appellants will receive written notification from Prairie Lakes of receipt of their request for an appeal. This notification will include the date and time the request for appeal will be brought to the board.
3. The board will review the written appeal request at its first meeting following the receipt of the request. The board meets approximately ten times a year.
4. The board will take one of the following actions:
  - a. Determine that the appellant does not show sufficient cause for appeal;
  - b. Direct the staff to investigate the appellant's request and materials and present a recommendation to a subsequent board or executive committee meeting;
  - c. Request the appellant appear before the board or executive committee at a subsequent meeting and address his or her appeal at that time;
  - d. Determine that the appellant does show sufficient cause for appeal and offer settlement to the appellant;
  - e. Request that a 3–5-member appeal panel be put together to reconsider the application (discussion of the nature of the appeal will not be brought up during this meeting). The appeal panel decision is binding.
5. Within 45 days of receipt of a request for appeal, appellant will receive notification of the board's decision on the action that will be taken concerning the request.
6. Appellants will be notified in writing of the final board action or appeal panel decision.
9. Following the appeal to the board, if the appellant continues to dispute the decision of the board or appeal panel regarding his or her appeal from the board, this appeal will be conducted as a contested case pursuant to the Administrative Procedure Act, Minnesota Statutes, and sections 14.48 to 14.62.
10. 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.

#### **L. Artistic Discipline Codes.**

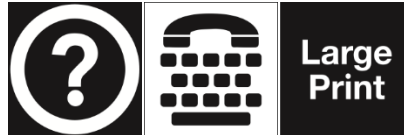
These grants are for projects that involve the creation, performance, or exhibition of art. The list of discipline codes for the art project is listed on page 10.

#### **M. Accessibility of Programs and Materials.**

If any of the information in the guidelines is unclear, contact the Prairie Lakes office at (800) - 298-1254, (507) 833-8721 or [plrac@hickorytech.net](mailto:plrac@hickorytech.net).

Upon request, Prairie Lakes grant application materials will be made available in an alternate format such as **large print**, computer flash drive or on audiotape. Please call the Prairie Lakes

office in Waseca at 1-800-298-1254. For TTY, contact the Minnesota Relay Service at 1-800-627-3529.



## **DISCIPLINE CODES**



01 Dance—general

- 01A ballet
- 01B ethnic/jazz/folk-inspired
- 01C modern

02 Music—general

- 02A band
- 02B chamber
- 02C choral
- 02D new -experimental, electronic
- 02E ethnic/folk-inspired
- 02F jazz
- 02G popular
- 02H solo/recital
- 02I orchestral

03 Opera/Musical Theater—general

- 03A opera
- 03B musical theater

04 Theater—general

- 04A theater, in general
- 04B mime
- 04C puppetry
- 04D theater for young people
- 04E storytelling
- 10C playwriting/scriptwriting

05 Visual Arts—general

- 05A experimental
- 05B graphics (includes drawing, cartooning, printmaking, book arts)
- 05D painting
- 05F sculpture

06 Design Arts—general

- 06A architecture
- 06B fashion
- 06D industrial
- 06E interior
- 06F landscape architecture
- 06G urban/ metropolitan

07 Crafts—general

- 07A clay (includes ceramics)
- 07B fiber (includes basketry)
- 07C glass
- 07D leather
- 07E metal
- 07F paper
- 07G plastic
- 07H wood
- 07I mixed media

08 Photography (include holography)

09 Media Arts—general

- 09A film
- 09B audio
- 09C video
- 09D technology/experimental
- 09E screenwriting

10 Literature—general

- 10A fiction
- 10B non-fiction
- 10C playwriting/ scriptwriting
- 10D poetry

11 Interdisciplinary (includes collaborations & performance art)

12 Folklife/Traditional Arts—general

- 12A Dance
- 12B Music
- 12C Crafts and visual arts
- 12D Oral traditions

# FY 2024 Small Arts Project

## *FY 2024 Small Arts Project Grant Guidelines*

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**Please read these grant guidelines first!** They contain important information that must be reviewed prior to starting an application: **Small Arts Project Grant Guidelines**

1. We recommend that you write your answers in a word-processing document first; then copy and paste them into the appropriate fields in this application. Microsoft Word version: **Small Arts Project Application Questions**
2. The PLRAC Board appreciates clear and concise answers, while still answering the questions fully. Here is the **Grant Review Criteria Sheet** used by the PLRAC Board to score your application.
3. Call or email the PLRAC office for assistance regarding grant program eligibility and corresponding applications
4. **Arts Access activities that plan to reach new audiences and engage the public in new ways should also think about Equity and Inclusion.** Within the context of your community, describe how your project identifies and proactively addresses barriers to engaging historically marginalized, targeted, and underserved people and identities that may otherwise have limited access to your proposed activity.

## *General Information*

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### **Organization Name\***

Provide the name of your Organization for filing purposes (less than 10 words)

### **Amount Requested. Maximum is \$2,500.\***

BIPOC projects can apply for up to \$4,000. Contact PLRAC staff to find out if your project would qualify.

### **Project Start Date\***

The start date is the point at which the project is set in motion (e.g. rehearsals, advertising and public notification, payment of fees, ordering and/or payment for supplies or printed material, etc.). No expenses can be incurred prior to the project start date.

### **Earliest start dates for FY 2024:**

Deadlines are the 1st of each month, July 1, 2023 to April 1, 2024, or until funds are exhausted.

Review 4th Thursday of each month.

Earliest Project Start Date is the 1st of the month after review of the grant.

### **Project End Date\***

Projects must be concluded by June 30, 2025 or as directed in your contract. When determining a project end date, applicants should allow time for all project bills to be processed.

# *Project*

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**When answering the questions below please be clear and concise. Bullet points and lists are acceptable.**

## **Project Description\***

1. Provide a detailed description of the project and how the grant funds will be used.
2. Explain the timeline for the project. Include planning and event dates.
3. List any artists you are planning to pay. This could include music groups and their music genre, visual artists and their medium, theater performers, etc. (Additional details about the artists will be included later in the application.)

## **Location of Activity\***

Where will the grant activity take place? List the location and address. Include if multiple locations will be used and if a backup location may be needed.

## **Dates of Activity\***

List the number of days the grant activity will take place at each location.

## **Yearly Programming Description\***

Describe your yearly programming.

## **Ability of Organization\***

Briefly explain the plan to accomplish this project.

## **List of Board Members\***

List your board members, their position on the board, length of service, and primary responsibility.

## **Staffing\***

Who coordinates the activities of the organization, are they volunteers or paid staff, and who is in charge of this project? Include the names of the directors and other salaried people for the project and upload the resumes of any paid individuals listed in the budget.

*File Size Limit: 10 MB*

## **Publicity\***

What is the marketing and publicity plan for this project?

Describe what marketing/publicity (newspaper, radio, direct mail, social media, website, etc.) you will utilize and the timeline.

## **Community Involvement\***

Describe the community involvement and support for the project.

1. Share ways in which the community has shown interest and involvement in the project.
2. Specifically, how has the community shown support for the project?
3. How have the artistic needs of the community been determined?

## **Past PLRAC Grants\***

List any previous PLRAC arts grants awarded in the past three years. List the type of grant, year, and full amount.

## *Artistic Quality and Merit*

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**Please provide more detail about the Extra Paid Artists involved in the project.** Applicants like concert associations, music series, cities, or art centers who pay artists, performers, music groups.

If you are a performing group, include websites and YouTube links for your own organization.

### **Extra Paid Artists Involved in Your Project**

List the names and artistic disciplines of all artists involved in the project.

### **Quality & Selection**

Describe the rationale for selecting these extra paid artists and/or organizations.

### **Resumes: Artists for this Project**

Upload up-to-date artist resumes documenting training and accomplishments in the art discipline being used in the project.

You may combine multiple resumes into one document since there are only two upload fields available for this information.

*File Size Limit: 10 MB*

### **Additional Resumes**

*File Size Limit: 10 MB*

### **Artist Work Samples.**

Please provide work samples if you are paying additional artists as part of the grant.

[Link to more information.](#)

### **Work sample description**

Please explain what/who is featured in each of the work samples below.

### **Work Samples (upload #1)**

Multiple images/pages can be combined into one document.

*File Size Limit: 10 MB*

### **Work Samples (upload #2)**

*File Size Limit: 10 MB*

### **Website / YouTube**

You may include a website or YouTube web address that helps validate the artistic quality of the artists involved in your proposed project.

### **Additional Website / YouTube**

### **Additional Website / YouTube**

### **Additional Website / YouTube**

## *Budget Clarification*

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### **Project Budget Form\***

Download, complete, save, and upload the Excel budget form into your application: [Small Arts Project Budget Form](#). You must list the specific organization and grant fund Expenses and Income on this form.

*File Size Limit: 5 MB*

### **Cash Expenses\***

Which cash expenses on the budget will grant funds be used for and how would grant funds be prioritized? These expenses should equal your grant request.

### **Total Project Expense\***

(from budget form)

### **Profit or Loss From Last Project**

Report your profit or loss from your last project. Past applicants should refer to their previous Final Report Budget Form and include any profit as part of the organizational funds budgeted for this project.

### **How Do You Plan to Break Even on Expenses and Revenue?\***

Describe what methods you are using to break even on the expenses and revenue for this project (link to examples)

### **Admission Fees**

If admission is charged for the project, what considerations are made for those who may find such costs prohibitive?

### **Audience Numbers From Last Three Years**

Provide the following:

1. Number of people and/or tickets sold
2. Number of performances
3. % of total capacity

## *Impact on the Participants or Audience*

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### **American Disabilities Act (ADA) Access Plan**

All organizations receiving public funding are required by the federal Section 504 Regulations and the ADA to facilitate access for people with disabilities. Requests may involve an individual's access to a facility or to the content of the project. An access plan should describe accomplishments related to ADA, and outline any future goals for making facilities, programs, or services accessible to persons with disabilities.

While PLRAC does not require or enforce ADA compliance, organizations are encouraged to consider access issues and develop a plan to accommodate requests for specialized access to events.

### **ADA Accessibility\***

How do you plan to make the project accessible to all who might wish to participate? Is the facility you use for performances/exhibitions/events/etc. handicapped accessible?

### **Impacting the Under-Served**

How will this project reach the under-served in its community? How will this project ensure that all community members are welcome to participate? (Optional question. Required for groups applying for a \$4,000 BIPOC project.)

### **Number of Adult Artists that will Participate in the Project\***

Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.

### **Adult Audience\***

Estimate the number of adults who will directly engage with the arts in regard to this grant activity, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Excludes employees, paid performers, artists participating, children/youth, individuals reached through TV, radio or cable broadcast, the internet or other media. **Do not double-count repeat attendees.**

### **Children Benefiting\***

Estimate the number of children/youth (0-18) who will directly engage with the arts in regard to this grant activity, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Excludes individuals reached through TV, radio or cable broadcast, the internet or other media. **Do not double-count repeat attendees.** (Enter 0 if no youth participating)

### **Adult Audience Online\***

Estimate the number of adults who will directly engage with the arts in regard to this grant activity who participated online. Do not count hits on your website or Facebook page, rather estimate how many adults will attend online classes or view specific online programming. (If your project does not include online programming, enter 0.)

### **Youth Audience Online\***

Estimate the number of children/youth (0-18) who will directly engage with the arts in regard to this grant activity online, by participating in online classes or viewing specific online programming. (If your project does not include online programming, enter 0.)

### **Total Annual Arts Related Expenses from last fiscal year\***

Total annual arts related expenses:

A. For arts organizations: Total annual operating expenses. Provide the total annual operating expenditures for your most recently completed fiscal year.

B. For non-arts organizations doing arts programming: Total annual expenses for all arts disciplines programming in your organization: *Cities, Counties, and other (non-arts) non-profits*: Provide the average/estimated annual expenses for the arts at your organization. What part of your expenses were allocated specifically for arts and arts experiences including salaries that are paid directly to personnel that are part of any visual arts, media arts, performing arts, creative writing or cultural programs, supplies and materials, equipment costs, etc.?

### **Total Annual Adult Attendees Served ages 19 and up\***

Performing, Visual, Media or Literary Arts related only. Estimate the total adult attendance of people who were in the audience, participated in, or benefited directly from arts or cultural programs or activities that your organization produced or presented during the entire time of your most recently completed fiscal year. (EXCLUDING youth attendees). Including events that were not funded by the PLRAC grant.

### **Total Annual Youth Attendees Served ages 0-18\***



Arts related only. Estimate the total attendance by youth ages 18 and below who were in the audience, participated in, or benefited directly from arts or cultural events/exhibits that your organization produced or presented during the entire time of your most recently completed fiscal year. Including events that were not funded by the PLRAC grant.

### **Fiscal Year of Data Provided\***

Enter the fiscal year or calendar year that the above three questions were based on.

### *Organization*

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### **Annual Financial Report\***

Upload your organization's most recent Financial Statement. This will include your income and expenses for the last fiscal year. Official government units are exempt, and should upload a document that says "we are exempt", or provide a line item account for your art projects.

*File Size Limit: 10 MB*

### **Data Collection Information**

The data gathered in the following questions is maintained by the Minnesota State Arts Board in cooperation with the Regional Arts Councils and may be distributed to others in accordance with the Minnesota Data Practices Act.

*Note: If you are using a fiscal sponsor, please answer the questions as they pertain to your arts organization conducting the activity, not the fiscal sponsor.*

### **Institution\***

Enter the code which best describes your organization.

[View Institution Codes](#)

### **Status\***

Enter the code which best describes your organization's legal status.

[View Status Codes](#)

### **Organization Discipline\***

Enter the code which best describes your organization's primary area of interest in the arts.

[View Discipline Codes](#)

### **Project Discipline\***

Enter the code which best describes the artistic discipline of your project. [View Discipline Codes](#)

### **Ethnic Characteristics\***

Enter the code that best represents 50% or more of your staff, board or membership. Multiple codes can be entered. For example: AW can be entered for both Asian and White.

[View Ethnic Characteristics Codes](#)

### **Special Characteristic Codes**

Enter the special code if you have a disability or are a veteran. Also enter the code that represents your age. Multiple codes can be entered.

[View Characteristic Codes](#)

### **County\***

Select the county you reside in from the list.

**Choices:** Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, Watonwan

### **MN House District\***

Select your MN House District from the list.

[View Legislative Codes.](#)

**Choices:** 15B, 17A, 17B, 18A, 18B, 19A, 19B, 21B, 22A, 22B, 23A

### **U.S. Congressional District\***

Select your U.S. Congressional District from the list.

[View Legislative Codes.](#)

**Choices:** 1, 2, 7

## *Outcome Evaluation Plan*

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### **Evaluation Plan**

Do you have an evaluation plan? (Optional Question)

A Survey is not required for Small Arts Project Grants at this time. However, some grantees are utilizing a survey at their events to assist them when planning their project. An example survey is provided [here](#).

## *Contact Information*

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In this section, please add contact information for the Project Director, Authorizing Official from your Organization, and (if applicable) the Fiscal Sponsor Authorizing Official or school. This information will be used in sending your contracts and connecting with you on other important requirements.

**\*\*NOTE: The Project Director and Authorizing Official can NOT be the same person.**

Project Director First Name\*, Project Director Last Name\*, Project Director Title\*,  
Project Director Street Address\*

Type of Address Provided (Project Director) \*

Is this your personal address or an organization address? Check all that apply.

**Choices:** Personal, Organization

Project Director City\*, Project Director State\*, Project Director Zip Code\*,  
Project Director Phone\*, Project Director Email\*,

First Name of Authorizing Official for Organization\*, Authorizing Official Last Name\*,  
Title of Authorizing Official for Organization\*, Authorizing Official Street Address\*

Type of Address Provided (Authorizing Official) \*

Is this your personal address or an organization address? Check all that apply.

**Choices:** Personal, Organization

Authorizing Official City\*, Authorizing Official State\*, Authorizing Official Zip Code\*,  
Authorizing Official Phone\*, Authorizing Official Email\*

**For Organizations Using a Fiscal Sponsor.**

If a formal organization is neither a nonprofit as described in Section 501(c)(3) of the United States Internal Revenue Code with Articles of Incorporation on file with the State of Minnesota nor an official unit of a city, county, or state government, the organization may apply through a fiscal sponsor. Upload required Fiscal Sponsor Contract below.

Fiscal Sponsor Organization Name, Fiscal Sponsor Authorizing Official First Name, Fiscal Sponsor Last Name, Fiscal Sponsor Title, Fiscal Sponsor Street Address, Fiscal Sponsor City, Fiscal Sponsor State, Fiscal Sponsor Zip Code, Fiscal Sponsor Phone, Fiscal Sponsor Email

### **Fiscal Sponsor Contract**

Download, sign, save, then upload the Fiscal Sponsor Contract describing the relationship between the applicant and the fiscal sponsor.

The fiscal sponsor must also, if funded, sign the Grant Contract and Final Report. The fiscal sponsor will be legally responsible for the completion of the project and for the proper management of grant funds.

*File Size Limit: 1 MB*

### **501(c)(3) Status Letter for Organization**

Upload a copy of your IRS 501(c)(3) status letter (OR if using a fiscal sponsor, then the fiscal sponsors' IRS 501(c)(3) status letter). Official government units are exempt.

This is Only Needed if you are a NEW applicant. Most Arts Organizations have already provided this to the PLRAC office. If you are unsure, call or email the PLRAC office, and we will verify if we have it.

*File Size Limit: 1 MB*

## *Certification and Electronic Signatures*

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By checking the box below, the Project Director, Authorizing Official and Fiscal Sponsor (if applicable) all certify that the applicant organization meets all of the eligibility requirements of this grant program. In addition, they certify that all of the information contained in this application and its attachments is true and correct to the best of their knowledge.

### **Certification\***

#### **Choices**

Check this box if you certify this application as detailed above.

Project Director (name)\*

Authorizing Official from Organization (name)\*

Fiscal Sponsor Authorizing Official (name, if applicable)

FY 2024-25 Plan Attachment.

**Grant Making and Monitoring Process; Grant Termination and Misuse of Funds Process.**

This includes the review process, the terms of the grant contract with grant recipients, the time needed and process followed in paying grant recipients, the responsibilities of grantees and the grant monitoring process. Also, grant termination and revocation of funds, and Misuse of Funds Procedure.

**Grant Review Process.** The council will continue to review all applications at open meetings throughout the biennium and conflict of interest policies are observed. Prairie Lakes uses the Foundant online grant management platform for applications and monitoring. Applications are posted online July 1<sup>st</sup> for the yearly programs and can be accessed through our website. Our website includes a PDF document of guidelines and Word document of application questions for all programs. *Staff provide grant writing workshops, offer draft reviews and one-on-one consultation with applicants while preparing applications.*

After the deadline, applications are reviewed by staff for completeness and eligibility. All eligible grant applications are reviewed by the full board at the next regularly scheduled board meeting. The PLRAC Board meetings are open to the public (we follow open meeting laws) and we abide by a strict conflict of interest policy, based on the state's definition of conflict of interest. In FY 2024-25 we will have a mix of both virtual and in-person meetings.

Each board member is given access to the online grant applications 2-3 weeks in advance of the review meeting. Staff makes no recommendations on the grants. The board reviews and scores each application based upon the specific grant criteria on their home computer. Staff compiles the online scores and comments and presents them to the board at the meeting. Staff averages the overall board scores to create a final ranked list of applicants by their score. At the meeting, the board members discuss the application scores and vote to fully fund, partially fund, or deny the application, based upon the scores and available funds.

Artists and Arts and Cultural Heritage grant applicants are invited to attend the review meetings to observe the grantmaking process and hear the council's discussion. Notices of the PLRAC funding decisions include an automated letter sent by the Foundant system once the staff assigns the contract. Second, applicants will be sent a note by email within five days of the review meeting to describe the process to submit their contract, if a grantee training session is required, list of grantee responsibilities, use of credit line, etc.

**Grant Review Criteria.** Three criteria are used for each of our four grant program areas.

**Legacy: Arts and Cultural Heritage organizational program.**

(0-10 points per category, for a total of 30 points)

1. Artistic quality and merit and organizational ability to accomplish the project.
2. Impact on Participants and Audience; does the project help to overcome barriers to access, does it represent diverse ethnic and cultural traditions, does it follow the Governor's Stay Safe plan and MN Dept. of Health recommendations and include "social distancing" for in-person events.
3. Artistic need for the project by the organization or community and clear goals and evaluation plan.

**Legacy: Youth Arts Scholarship program**

Students Grades 3-6 and 7-12, there are 3 categories and total of 16 points.

1. Years of Experience (4 points)
2. Students Answer to Questions (8 points)
3. Instructor Recommendation (4 points)

**General State fund program, Small Arts Community and School Art Project grant.**

(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.

**McKnight/PLRAC Artist Development Grant.**

(0-10 points per category, for a total of 30 points)

1. Project's contribution to the artist's artistic growth.
2. Evidence of serious artistic commitment.
3. Demonstration of work and exceptional talent.

**Notification and Payment Process.** Notices of the PLRAC funding decisions are a two-step process since the creation of online grants in FY 2017. First, there is an automated letter sent by the Foundant system once the PLRAC staff assigns the contract. Second, the group will be sent a note by email to the project director named on the application within five days of the review meeting. Applicants wishing to know the funding decision immediately may contact the PLRAC office on the day following the grant review.

1. Grantees receive a note electronically from the online Foundant grants management system, and it directs them back to the PLRAC website to Login and see their online forms. The follow-up forms are the Contract and the Final Report. 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 the Contract, signs the form electronically, and selects "Submit".
3. The full amount of the grant funds are paid to the grantee one-month after approval of the grant.
4. Within 60 days of completion of the project, the Final Report must be submitted.

**Grantee Contract and Responsibilities.** Grantees are responsible to follow the 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 sponsor is utilized, the agent and the organization carrying out the project must have a formal agreement. The fiscal sponsor 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 sponsor 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 School Arts Project grantee, will receive full payment of the grant one-month after the grant is approved. McKnight Artist Grantees also receives full payment of the grant.
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 State Small Arts Project or School Arts Project 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 in part by a grant provided by the Prairie Lakes Regional Arts Council, from funds appropriated by the Minnesota State Legislature from its general fund.”**

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 after six (6) months the final report has 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, *(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.
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 outperforming 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. If a virtual event is held, the organization should send a link to the event.
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 sponsor (where applicable) or PLRAC. PLRAC will transfer the property to another non-profit arts organization.

### **Grant Monitoring Process.**

Prairie Lakes uses the Foundant online grant management platform for applications and monitoring. Notices of the PLRAC funding decisions include an automated letter sent by the Foundant system once the staff assigns the contract.

Each grant awarded requires a contract that outlines the responsibilities of the grantee and of PLRAC during the execution of the grant. Grant payment is made of full funding within 30 days on receipt of the Contract. Organizational final reports require documentation of publicity, final expenses and how grant funds were used, and two Thank You letters that were sent to their Senator and Representative stating that they received a State arts grant from PLRAC and how they used the funds for their arts activities.

Grants are monitored at the start and end of the grant with the requirement that if the grant is significantly modified, prior approval must be received from the PLRAC Executive Director. *We will continue to be flexible with artist and organization grantees and provide technical assistance, as needed.*

Staff and board also regularly attend grant-funded events. At each monthly board meeting members verbally mention if they attended a grantee event and there is a Report form, they complete after attending an event. We also monitor publicity for funded events and websites of funded organizations to make sure state requirements related to Legacy funds are followed, and that they use the Legacy logo and credit line.

**a. Grantee Termination.**

In the Grantee Contract it states: 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.

**b. Grantee Payments or Revocation of Funds.**

In the Grantee Contract it states: We will submit a Final Report Form to the PLRAC within sixty (60) days after the completion of the proposal. If the final report is not filed within six (6) months after completion of the proposal, our organization will not be considered for funding for two (2) years from the completion date of the proposal. The Final Report must be completed by July 1 to apply for the ACH Grant August 1 or it must be completed by January 1 to apply for the ACH Grant February 1.

If the project is not completed as stated as reflected in your Final Report, (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 Prairie Lakes Regional Arts Council Policy Manual contains the following information about Misuse of Funds.](#)** (Excerpt)

**MISUSE OF FUNDS BY GRANTEES.** (Approved April 2018.)

**PLRAC Final Report Guidelines and Follow-up Actions**

**A. Submission Requirement of Final Report**

Grantee will submit a complete and accurate final report within 60 days of the proposal end date specified in the grant contract. The PLRAC communicates the requirement for filing a Final Report to each grantee using multiple techniques. Grantees are informed that final reports are required using the following methods; include language in every contract stipulating the need to submit a final report within sixty (60) days after the contract end date; sending email alerts to each applicant before and after the final report due date; communicating the requirement through information sessions conducted by the PLRAC staff every year. Grantee refers to an individual, organization, or individual(s) within an organization.

**Actions**

1. A final report that is received and approved by the Program Manager meets this requirement. Grantees will be eligible to apply for another grant.
2. A final report that does not show the required match or comes under review for identified deficiencies may result in the grant being adjusted. If information is missing, Program Manager will contact group by email and request required information be provided within two (2) weeks.
3. A final report not received after an additional six (6) months the grantee will not be considered for funding for two (2) years from the completion date of the proposal.
4. If a grantee requests a due date extension, grantee will be asked to provide information about grant activities to date and explain the reason for the extension in writing.
5. If a grantee has not filed a final report by the due date the grantee is not eligible to apply for PLRAC grants until a complete and accurate final report is received.
6. If a final report is filed and approved by the PLRAC within a year of the due date, grantee may apply for another grant.
7. If a final report is more than one year overdue grantee will not be eligible for PLRAC grants until a final report documenting the completion of the proposal and proper expenditure of funds is submitted to and approved by the PLRAC.

#### **B. Acknowledgment Requirement**

Grantee will provide evidence of proper use of PLRAC State credit line and/or Arts and Cultural Heritage credit line and Legacy Logo within the final report.

#### **Actions**

1. If grantee fails to meet the acknowledgement requirement on one grant, a written warning letter will be sent. If grantee fails to meet the acknowledgement requirement on a second grant, the contract violation will be noted during future application reviews.

#### **C. Expenditure Requirement**

Grantee will use funds for approved expenses within the proposal (i.e., expenses related to the proposal, that are within the scope of the proposal, or purposes that are expressly allowed in the program guidelines or contract).

#### **Actions**

1. If the project is not completed as stated as reflected in the Final Report, (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 the grantee. Grantee must match the grant award. If it is determined that some of the grant funds must be returned due to inappropriate use of the funds or expenses are much lower than anticipated, and grantee does not meet match requirement based on total project expenses, a written notice from the Executive Director will be sent to the grantee. It will outline the amount owed to PLRAC and the payment terms.
2. If funds are not repaid, the grantee is not eligible to apply for PLRAC grants. If funds are not repaid within 6 months of request, grantee may not be eligible to receive funding from the PLRAC for two years from the date of the written notice. Grantee must submit a request to the PLRAC to have its eligibility reinstated before applying for another grant from the PLRAC.



3. If funds are repaid, grantee may not be eligible to receive funding from the PLRAC for two years from the date of the written notice. Grantee must submit a request to the PLRAC to have its eligibility reinstated before applying for another grant from the PLRAC.

#### **D. Recordkeeping Requirement**

Grantee is able to meet the recordkeeping standards outlined in the grant contract.

#### **Actions**

1. If grantee records are examined, and grantee cannot provide sufficient documentation to meet the examining authority's requirements:
  - a. the grantee may be asked to return grant funds;
  - b. the grantee may be deemed ineligible to apply for PLRAC grants for up to two years from the date of written notification.
2. To have eligibility reinstated, Grantee must submit a request to the PLRAC before applying for grants. A request must outline the steps the grantee has taken to ensure that they will be able to meet the PLRAC maintenance of records standards on any future grants that the PLRAC may award.

Note: All approved extensions must be documented in grantees original online application. All findings and correspondence will be documented and included in grantees online grant and paper copy of application in the PLRAC office.

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#### **Misuse of Funds Procedure.** (Approved June 2019.)

**Description and Scope.** This procedure defines misuse of funds, outlines investigation and documentation of misuse, establishes a range of consequences when misuse has occurred, and outlines a process by which a grantee may appeal consequences.

This procedure applies to funds a regional arts council receives from the State of Minnesota from its general fund, its arts and cultural heritage fund, or any other State funds. The procedure does not apply to other revenue sources regional arts councils may have (e.g., contributions from other grant makers or donors, or earned income).

**Objective.** The intent of this procedure is to ensure that regional arts councils are managing state funds in a consistent manner; that similar consequences will be imposed when misuse of state funds occurs; and that a grantee that has misused funds will lose privileges statewide, not just in the region in which it resides.

#### **Definition: What constitutes misuse of funds.**

Misuse of funds means using State of Minnesota resources for any purpose other than those allowed by:

- State of Minnesota statutes, laws, rules, policies; and
- The regional arts council receiving and disbursing the funds; and
- The program guidelines or grant contract through which funds are disbursed.

Misuse can happen both intentionally or unintentionally. Intentional misuse occurs when the grantee knowingly spends funds in ways that are outside the allowable parameters of the State, the council, or the program. Misuse also occurs when a grantee spends funds in ways that are inconsistent with the submitted proposal and budget. Unintentional misuse generally occurs as a result of miscommunication or misunderstanding.

## Whether the misuse is intentional or unintentional—notices and consequences will be issued.

A grantee that is unable to complete all proposed activities is not misusing funds. For example: An artist receives a grant to conduct residencies in 3 schools—three months in school A, three months in school B, three months in school C. Midway through the project, and before activities have happened at school C, school C decides it is unable to host a residency. It is too late to find a replacement school; one-third of the awarded funds will be unspent at the end of the grant period. The grantee will need to document how funds were spent, and return any unspent funds.

Unspent funds are not misuse. The notices and consequences described below would not apply in this situation.

**When and how to identify misuse.** Based on its internal risk assessment, each regional arts council is expected to put in place internal controls to prevent and detect misuse of state funds. The following are some of the most common kinds of internal controls a council might put in place, however, this is not an exhaustive list:

1. Writing extremely clear program guidelines that explicitly describe what expenses are allowable and unallowable;
2. Issuing grant contracts that list costs that are unallowable;
3. Issuing grant contracts that incorporate the proposal and budget;
4. Conducting monitoring or site visits during the grant period;
5. Requiring and reviewing interim and/or final reports;
6. Conducting reconciliation or audits of grant expenses during or after the grant period.

Misuse may also be detected and reported by a third party. In these cases, council must conduct a careful investigation to ensure that the allegations are true and that misuse has occurred. Grant records must be retained for seven years—the year in which the original grant contract was issued, and six subsequent fiscal years. Misuse must be detected and addressed within that seven-year period.

## **Responsibilities of council, when misuse has occurred**

### **1. Verification and documentation**

- Council will request financial documentation from grantee to determine exactly how funds were spent. If grantee does not provide requested documentation, skip to # 2.
- Council will review all financial documents to verify their accuracy and authenticity
- Council will authenticate any documents or receipts that seem suspicious
- Council will determine how much money was spent inappropriately
- Council will document how it determined money had been spent inappropriately
- If grantee has any other active grants, council will review those grants for potential misuse and will suspend any grant payments until a thorough investigation has been completed.

### **2. Notice of misuse and consequences to the grantee**

- Council will notify grantee, in writing (via mail or e-mail), that misuse has been detected. Written notice will state:
  - The amount of funds that have been misused, and how council determined funds had been misused.

- How much money needs to be returned to council, and the date by which funds must be returned.
- The consequences the grantee will face if funds are returned, and the consequences the grantee will face if funds are not returned.
- If grantee does not response, a second written notice will be sent within 30 days of original notice, accompanied by a phone call from council to grantee.
- If grantee does not respond, a third written notice will be sent by registered mail, within 60 days of original notice.

Unless and until a grantee responds, no less than three notices will be given. More notices may be given, but all should be sent within 90 days from the date misuse is detected.

### **3. Notice to the Arts Board**

- Council will call or e-mail Arts Board executive director as soon as the misuse is discovered.
- Upon receiving notice of misuse, the Arts Board will:
  - a. Request documentation of the misuse.
  - b. Notify the Office of the Legislative Auditor. Other state agencies may also be notified, if relevant, i.e. Office of the Attorney General or Minnesota Management and Budget
  - c. Notify other regional arts councils that misuse has occurred and no other state funds may be awarded to that grantee until the investigation, recovery, and consequence phases have been completed.
  - d. Review its active grant contracts to determine if grantee is also receiving funds from the Arts Board. If grantee has an active grant with the Arts Board, any outstanding payments will be suspended, and no new award(s) will be made to the grantee until the council's investigation, recovery, and consequence phases have been completed.

### **4. Recovery of funds**

Council is expected to use all reasonable methods to recover the funds that have been misused. Recovery of funds might take different forms, depending on the amount owed and the circumstances.

- If there is an unpaid balance on the grant in question, council will withhold that payment until the investigation, recovery, and consequences phases have been completed, and will cancel the payment if misuse is proven and funds must be returned.
- If there is no unpaid balance, council may use a variety of methods to recover the misused funds:
  - a. Council may request a lump sum repayment of funds
  - b. Council may negotiate a repayment plan with grantee
  - c. Council may engage the services of a collection agency to recover the funds
  - d. Council may ask the Arts Board for assistance in recovering the funds.

### **5. Consequences**

Misuse of state funds is never allowable. Severe consequences must be imposed if funds are not returned; lesser consequences will be imposed if funds are returned. Consequences may be different, depending on the amount of funds that have been misused. If the reason for the misuse is unintentional, consequences may be minimized.

The following is the range of consequences a regional arts council will impose:

- a. If grantee does not return the funds:
  - Grantee is permanently ineligible to receive State of Minnesota funds from the council, from the Arts Board, or from any other regional arts council.
- b. If grantee does return the funds:

- Misused funds are less than \$1,000 – Grantee is ineligible to receive State funds from the council, the Arts Board, or any other regional arts council for a period of one year from date of notification.
- Misused funds are \$1,000 - \$5,999 – Grantee is ineligible to receive State funds from the council, the Arts Board, or any other regional arts council for a period of two years from date of notification.
- Misused funds are \$6,000 or more – Grantee is ineligible to receive State funds from the council, the Arts Board, or any other regional arts council for a period of three years from date of notification.

In some circumstances, council may determine that consequences outside this range are appropriate and may impose them. In these cases, council should document, and provide written notice to the grantee, the reasons that it believes more or less severe consequences are warranted.

Council will notify the Arts Board which consequences have been imposed. Arts Board will notify other regional arts councils that grantee is under consequences.

## **6. Reinstatement**

- At the end of the consequence period, the grantee must submit a request to the council to have its eligibility reinstated. The request must clearly outline what safeguards have been put in place to ensure that misuse would not occur again. Grantee may not submit a grant application to the council until council has reinstated its eligibility.
- If council is satisfied that sufficient safeguards have been put in place, it will notify the grantee that eligibility has been restored.
- If council is not satisfied that sufficient safeguards have been put in place, it may deny the request. It will notify the grantee of the weaknesses that still exist and steps that need to be taken to regain eligibility privileges. Grantee may submit another request for reinstatement when those weaknesses have been corrected.
- Council will notify the Arts Board that it has reinstated grantee's eligibility, or that it has denied the reinstatement request. The Arts Board will notify other regional arts councils that the grantee's eligibility has, or has not, been reinstated.

## **7. Appeal process**

Grantees that have been assigned consequences have the right to appeal if one of the following two circumstances has taken place:

- A. Consequences outside the guidelines have been assigned that the grantee feels are unfair or unwarranted.
- B. Grantee has made substantial progress toward remedying the situation that prompted the consequences; grantee may appeal to have the remainder of the consequences waived.

Each council may adopt its own appeal process, so long as the process aligns with the intent of this misuse of funds procedure. Council will document its appeal process, will make its grantees, aware of the process, and will document the appeal process in its biennial plan that is submitted to and maintained by the Arts Board.

If the council does not adopt its own appeal process, it should use the following process:

A. Consequences outside the guidelines have been assigned that the grantee feels are unfair or unwarranted. The grantee must submit an appeal in writing within 30 days of the date of the letter notifying the grantee that consequences will be imposed. The grantee's appeal must state the reasons

for the appeal and must provide clear and compelling support for its assertion that the consequences assigned were unfair or unwarranted.

— or —

B. Grantee has made substantial progress toward remedying the situation that prompted the consequences; grantee may appeal to have the remainder of the consequences waived.

The grantee must submit an appeal in writing no earlier than 180 days (six months) from the date of the letter notifying the grantee that consequences will be imposed. The grantee's appeal must state reasons for the appeal and must provide clear evidence that grantee has taken the necessary steps and implemented the appropriate remedies so that its privilege of eligibility should be reinstated.

Council will review the appeal at its first meeting following the receipt of the appeal. At that meeting, the council may take one of the actions provided in subitems (1) to (5) in response to the appeal:

1. Determine that the appellant does not show sufficient cause for an appeal;
2. Direct the staff to investigate the appeal and bring a recommended resolution of the appeal to a subsequent meeting of the Council;
3. Request that the appellant appear before the Council at a subsequent meeting and address the appeal at that time;
4. Determine that the appellant does show sufficient cause for appeal and offer a settlement to the applicant at the meeting.

If the appeal results in early termination of consequences, the Council will notify the Arts Board that consequences have been lifted and eligibility has been restored. The Arts Board will notify other regional arts councils that the grantee's eligibility has been restored.

A grantee may not appeal to the Arts Board to overrule the decision of the regional arts council.

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2019-05-01 Reviewed and approved by Minnesota State Arts Board

2019-03-29 Reviewed and approved by Minnesota State Arts Board/Regional arts council liaison committee

2019-06-11 Reviewed and approved by Forum of Regional Arts Councils

**2019-06-20 Reviewed and approved by Prairie Lakes Regional Arts Council**

**From:** Prairie Lakes Regional Arts Council, Inc. <plrac@hickorytech.net>  
**Sent:** Friday, March 10, 2023 2:26 PM  
**To:** plrac@hickorytech.net  
**Subject:** PLRAC Biennial Plan Public Hearing March 23, 2023 at 6:00 p.m.



Dear Arts Constituent,

## Biennial Plan Public Hearing March 23 at 6:00 p.m.

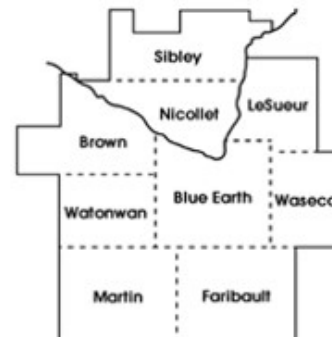
The Prairie Lakes' Biennial Plan Public Hearing will take place on Thursday, March 23 at 6:00 p.m. at Pioneer Bank, 1450 Adams Street in Mankato. There is also an option to join via Zoom.

As required by our designation as the Regional Arts Council serving the 9-county region, Prairie Lakes will present the draft plan for grant programs, priorities and services to be delivered in fiscal years 2024-2026 beginning July 1, 2023 through June of 2025.

Join us to learn how your taxpayer dollars return to your communities through our arts grantmaking. Provide your input and suggestions during the public hearing on Thursday, March 23 at 6:00 p.m. **The Biennial Plan Draft is available to preview on our website.** The link to the plan is:  
[https://www.plrac.org/downloads/FY2024-25\\_PLRACPlan\\_Outline.pdf](https://www.plrac.org/downloads/FY2024-25_PLRACPlan_Outline.pdf)

You are invited to respond during the live presentation or through email, phone, or mail by 3/22/23.

The good news is that Prairie Lakes is anticipating a 20% increase in Arts and Cultural Heritage funds for FY 2024 and FY 2025. Details will be discussed at the meeting.



*Live Public Presentation*

**Thurs., March 23rd**  
**at 6:00 p.m.**

**In Person at Pioneer Bank, 1450 Adams St., Mankato or via Zoom**

You can register to attend this meeting by emailing [plrac@hickorytech.net](mailto:plrac@hickorytech.net). We will then provide the Zoom Meeting link, if needed.

**We serve the nine county region: Blue Earth, Brown Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca and Watonwan Counties.**



[Click Here For PLRAC Website](#)

Prairie Lakes Regional Arts Council  
105 22nd Avenue NE, Suite A, Waseca, MN 56093  
507-833-8721 or 800-298-1254  
[plrac@hickorytech.net](mailto:plrac@hickorytech.net)



The Prairie Lakes Regional Arts Council (PLRAC) receives funding from the McKnight Foundation, an allocation from the State of Minnesota, and a legislative appropriation made possible by the voters of Minnesota from the Arts and Cultural Heritage Fund.

*Thank you for supporting the arts in southern Minnesota!*  
PLRAC serves the nine county region: Blue Earth, Brown Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca and Watonwan Counties.

**BYLAWS  
OF  
PRAIRIE LAKES REGIONAL ARTS COUNCIL, INC.**  
As revised by action of the Board of Directors on January 23, 2020.

**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 allowed to serve three consecutive terms of three years or a maximum of nine consecutive years.
  - (4) Members may apply to the board to serve again after a 90-day waiting period, if circumstances exist that a new member cannot be found.
  - (5) Members may extend their term for a period of one year, if a replacement cannot be found.
- 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 principals 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, May 16, 2002, and Jan. 23, 2020.

## **Prairie Lakes Regional Arts Council, Inc.**

105 22<sup>nd</sup> Avenue NE, Waseca, MN 56093

507-833-8721 (800) 298-1254, [plrac@hickorytech.net](mailto:plrac@hickorytech.net), [www.plrac.org](http://www.plrac.org)

### FY 2024-2025 Plan Attachment.

Includes Board Information, names and affiliations, arts experience and background, requirements for Board membership, nomination process and rotation system. Also, demographics of the board for FY 2023 and PLRAC Diversity, Equity, and Inclusion Statement. Board member conflict of interest policy is added.

**Board Information, FY 2023 Members.** Names and affiliations, arts experience, and background.

**Blue Earth County** – Tom David Barna, Eagle Lake. Tom David Barna, playwright has penned for the stage, more than thirty full-length plays, thirty-two short plays, co-authored a 13-part radio series and authored four children's books (Cantata Publishing). He has been commissioned for projects as varied as episodic radio and children's musicals and recently penned a new full-length musical for Melody Bay Productions. His recent play “Music In The Clouds” debuted at the Stoll Theatre in Minneapolis in August 2022. He is the recipient of more than twenty-eight regional non-equity and/or festival productions and/or staged readings since 2009 and the recipient of five McKnight Artist Grants. In 2021 he received the prestigious Minnesota State Board Artist Grant. Tom has also directed, produced, and performed on stage. [www.Minnesotaplaywright.weebly.com](http://www.Minnesotaplaywright.weebly.com) Term began 7/1/22.

**Brown County** – Bethany Steffl, Sleepy Eye. Bethany has a BS in Elementary Education and MS in Educational Leadership. She is the Principal, Music and Art teacher (2018-present) and previously taught Kindergarten at St. Raphael School (2006-2018). She previously taught school at Mount Olive Lutheran School (2004-2006). Bethany is a Board Member of the Springfield Community Theater (2019-present). Bethany is the School Choir Director at St. Raphael School (2007-Present). She is a 4-H Club volunteer (2016-Present). In her spare time, she is also a jewelry artist. Term began 7/1/20.

**Faribault County** – Julie Forderer, Wells. Julie has a BA in Elementary Education, K-12 Special Education and a MA in Curriculum and Instruction. She is a retired educator from United South Central Schools in Wells, where she worked in Special Education for grades K-4. Julie has choreographed many school musicals and community theater events. She has written grants for the Faribault County Fair, has served as a grant reviewer for the Minnesota State Arts Board, and was a Regional Facilitator for the Minnesota Rural Arts Initiative. She was also an Associate Professor in the College of Education at Minnesota State University, Mankato for six years. Term began 7/1/21.

**LeSueur County** – Larry Pint, New Prague. Larry has a degree from Control Data Institute. He is the retired CEO and owner of SOFT-STAR, Inc. and Pint Industries, Inc. He is on the board of directors for the Minnesota Association of Community Theaters. Larry is a member of Minnesota Citizens for the Arts, American Association of Community Theater, and New Prague Arts Council. He is an auditorium tech for New Prague Area Schools. He previously served on the New Prague School's Board of Education, the Twin Cities Users Group board, City of New Prague Commissions, and the Curtain Call Theatre board. Term began 7/1/20.

**Martin County** - Kristie Gaalswyk-Pomerence, Truman. Kristie is currently a web editor for the University of Minnesota Extension. Prior to her current position, she worked as the 4-H Extension Educator in Martin County for 8 years, where she developed a county-wide 4-H club for the performing arts. In addition, she was the Education Coordinator at the Ordway Center for the Performing Arts for 4 years. While there, Kristie facilitated in-school artist residencies, managed their school performances, and developed a musical theatre camp. She is a board member of the Martin County Area Foundation. She also previously served as a



board member of the Fairmont Opera House and a grant panelist for the Metropolitan Regional Arts Council and Minnesota State Arts Board. She has a BA degree in Theatre Arts and Journalism from the University of Minnesota. Term began 7/26/18.

**Nicollet County** – Mark Wamma, St. Peter. Mark has a BA in Honors Music Performance. He is the Music Director and Operations Director for Mankato Area Youth Symphony Orchestra. He teaches violin and viola privately, at the New Ulm Suzuki School of Music, and as an adjunct instructor for these organizations: MN State University, Mankato, Martin Luther College, New Ulm, and Bethany Lutheran College, Mankato. He performs as a soloist and an orchestral musician. He is a founding member of the Two Rivers Community Orchestra and River Valley String Quartet serving as the coordinator and violinist for the latter. Term began 7/1/22.

**Sibley County** – OPEN

**Waseca County** – Karen Krause, New Richland. Karen has a BS in Comprehensive Art and MS in K-12 School Counseling. Karen recently retired as School Counselor for Waterville Public Schools. She has served on the Board of the Waseca Arts Council and been a member of the organization since 1978. In the past she has been an Elementary and Jr. High Art Teacher and she currently teaches art classes for youth at the Waseca Arts Council. She has taught art classes for community education, been a Trustee for Church of All Saints in New Richland and served on the Waseca County Fair Board. She has also been a judge for the 4-H Fair in southern MN and at the MN State Fair in arts and crafts. Term began 8/1/17.

**Watonwan County** – Sandra Sunde, St. James. Sandra has a BA in English and MA in Education. She is a retired Language Arts educator at St. James High School. Sandra was the co-editor of and contributor to “Your Story, My Story, Our Story” a published collection of immigrant stories. Sandra currently is a member of Uniting Cultures, Community Theater Board, multi-cultural fiesta planning committee, and council member and chair of Worship, Music, Arts Board First Lutheran Church. She previously was the director of 25 high school musical theater productions, 6 community theater musical productions, artistic director of St. James Trust Company, director of adult, youth and children’s choirs. Term began 7/1/22.

**City of Fairmont** – OPEN

**City of Mankato** – Bethany Truman. Bethany is the southern regional representative for the Minnesota Hip Hop Coalition to further her local youth's equity in the community and in youth serving organizations. She also serves on: MAPS SRO advisory committee, Minnesota State University Mankato education reform committee, Mankato Public Safety Advisory Committee, and The Mankato Makerspace. She organized the 1st, 3rd, and 4th Mankato Juneteenth Celebrations in partnership with a local area non-profit and co organized the Inaugural MN Statewide Juneteenth Celebration in 2022 with True Essentials Consulting. She plans to complete her Masters degree in Pastoral Counseling with Crisis and Trauma Response in 2023. Term began 7/1/23.

**City of New Ulm** – Carolyn Borgen. Carolyn has a BA in Electronic Publishing, Saint Mary’s University of MN, Winona and a MA in Art Administration, Saint Mary’s University of MN, Minneapolis. She is a musician and plays the bass, and provides lessons for youth for the bass. She is a board member of the New Ulm Figure Skating Club. She previously was Director of Marketing and Design at State Street Theater, New Ulm; Executive Director for Mankato Area Youth Symphony Orchestra; Executive Director for Minnesota Valley Chorale, Mankato; and Program Director for The Grand Center for Arts & Culture, New Ulm. Term began 12/1/21

**City of North Mankato** – Dana Sikkila. Dana has a MA and BFA in Printmaking, and Non-Profit Leadership Certificate from Minnesota State University, Mankato. Her artwork combines printmaking, sculpture, and performance with an impressively anarchic sense of scale and playfulness. She concentrates on making her artwork as well as being Executive Director of the 410 Project Art Gallery, a volunteer managed art space as

well holding an arts adjunct professor position at MNSU, Mankato. Since 2014 Dana has served as a Grant Review Panelist and Artistic Evaluator for the Minnesota State Arts Board. She has been a member of Minnesota Citizens for the Arts since 2016. Dana has been an Artist Career Consultant for Springboard for the Arts, St. Paul since 2018. Term began 8/1/14.

**City of St. Peter** – April Malphurs. April has a MA in Art Education and BS in Interior Architecture/Design. April was selected to participate in the National Art Education Association's School for Arts Leaders class of 2022 and has presented at several NAEA national conventions. April is a practicing artist in sculpture, glass, mixed media, and glass jewelry. April teaches K-5 art at LeSeuer Henderson Public Schools and online masters level art teachers at the Art of Education University. April also plans and teaches the St. Peter sPARK mobile art studio, a free program to take art to low income and BIPOC children in their own neighborhoods. April was the founder of Creative Play Place in St. Peter and served as board member and director for eight years. April was a guest artist and volunteer with the Children's Museum of Southern Minnesota in Mankato for eight years. Term began 7/1/19.

**At Large** - 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. He currently serves on the Waterville Area Arts & Recreation Committee. Term began 1/1/23.

### **Requirements for Board Membership.**

In the PLRAC policy manual pg. 13-14 under Board Member Policies it describes the qualifications for membership.

#### **A. Qualifications (Personal)**

1. Possess an interest in the growth and development of all art forms; skill in particular art forms are not a requisite but is very helpful. Believe in the mission of Prairie Lakes Regional Arts Council (PLRAC) and state funding for the arts.
2. 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, art organization members and interested consumers.
3. Demonstrated experience in community leadership roles; comprehensive knowledge and insight into community and/or arts organization structures in your area with special emphasis on needs and resources.
4. Capacity to absorb knowledge and ability to exercise objectivity and critical judgment. (This applies particularly to the granting process.)
5. Willingness to work cooperatively with other PLRAC board members and staff. Ability to work with the public, individuals, and groups in the Arts community and with all socio-economic levels in the region.

**Education** - Minimum requirements: Knowledge and skills equivalent to completion of H.S. Knowledge or experience in the arts preferred. (Exceptions made on an individual basis.)

**Availability** - Ability to make a firm commitment of time to attend scheduled PLRAC meetings in Mankato,

at the PLRAC office or elsewhere in the region. Willingness to serve on standing or ad hoc committees of the PLRAC and to attend orientation session and special workshops as scheduled.

**Training** - Willingness to accept and effectively utilize formalized training offered by or through PLRAC. (1) Initial new-member orientation session with PLRAC staff to provide knowledge of the council, its particular place in the community, its policies and procedures and board member's responsibilities. (2) Mentorship for one year with a current PLRAC board member. (3) Training opportunities such as seminars, workshops, MN Citizens for the Arts Advocacy Day, etc., to promote personal growth, development and understanding of the arts in Minnesota.

### **Nomination Process.**

Board Members are appointed through an open nomination process. This process will involve sending a news release announcing the vacancies to regional news media to inform the public. A notice of vacancies will be included in the PLRAC Newsletter and constituents will be contacted through an email note, and will include artists and arts organizations in the counties, with a request for volunteers. Interested persons should submit a Board Application Form and Resume to the Prairie Lakes office, and applications will be referred to the full board for consideration. *The Executive Director will have an informal meeting with the applicant to provide details about board responsibilities and answer any questions they may have, prior to their approval.* Appointment to the board will follow a vote of the current PLRAC Board Members at a regular meeting. The term is three years, with a maximum of three terms. *If a position does not have any applicants, the staff may contact artists and arts organizations in the community/county to inquire specifically about possible candidates.*

The board is comprised of fourteen members, one from each of the nine counties and one from each city over 10,000 population. This includes the cities of Fairmont, Mankato, North Mankato, and St. Peter. 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. 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. This includes dance, literature, media arts, music, theater, visual art, folk/traditional art. A president, vice-president, treasurer, and secretary will be elected at the first meeting each fiscal year and will serve as the Executive Committee.

### **Rotation System.**

Board members serve a three-year term from July 1 through June 30. The board member terms are staggered with about one-third of the board's terms expiring each year. Members can seek reappointment after serving one term (three years). Members shall be allowed to serve three consecutive terms of three years or a maximum of nine consecutive years. Members may extend their term for a period of one year if a replacement cannot be found. *Members may apply to the board to serve again after a 90-day waiting period, if circumstances exist that a new member cannot be found.*

### **Board Demographics and information on the diversity of our organization.**

The McKnight Foundation has requested that we provide demographic information about our board and staff regarding gender, race, sexual orientation, and disability with our FY 2022-2023 proposal. Therefore, a survey was created and tabulated. Demographics are now updated annually. This information is also being included in the FY 2024-2025 State plan.

On the Prairie Lakes Board in FY 2023, our thirteen members are 69% Female and 31% Male.

\* The Board's Race/Ethnicity is 85% European American/White and 15% Other.

- \* They identify as 92% Heterosexual and 8% Lesbian/Gay/Bisexual.
- \* The Board Members have 84% without a disability, and 16% have a disability.
- \* Cultural background is 67% German, 50% Irish, 25% English, 17% Scottish and Swedish, 8% Other.
- \* Artistic background: 11% literature and 28% visual art, 22% theater, 22% music, 11% dance, 6% media arts.

Our Staff is 100% Female, Race/Ethnicity is 100% European American/White, and 100% Heterosexual. The Staff has 50% without a disability and 50% have a disability. Their cultural background is 50% German and 50% Dutch/Norwegian. Artistic background: 100% music and 50% graphic arts.

In FY 2024-25 the PLRAC board and staff reaffirms their commitment to focus on diversity, equity, and inclusion, and continue goals set forth the previous year. Specifically, how can board members and staff seek out a new arts community in our region; and how can we make a conscious effort to reach out to the different Ethnic communities or underserved populations (elderly, handicapped, etc.) in our region who do not normally participate with PLRAC but want to participate in the Arts?"

Goals:

1. Learn about underrepresented populations that are living in our 9-county Region.
2. Ask about the arts that are most relevant within that cultural/ethnic community. They may be arts that are already supported, such as ethnic music and dance events. If they are, what collaborations or contributions could increase these activities?
3. Bring what you have learned to PLRAC as part of the board "reporting" we do each meeting.
4. The Prairie Lakes Executive Director will continue to explore other groups and meetings that will help us in understanding Racial and Ethnic Diversity in our 9-county area and other underserved populations that want to experience arts activities. The board will be informed of specific meetings and workshops they could attend and that staff could attend.
5. An Equity Taskforce was started in January 2021. It included six community members who represented BIPOC communities and individuals with a disability; the four PLRAC board officers; and three PLRAC staff members. Meetings were held monthly January thru April 2021.

The same Equity Taskforce members may continue in FY 2022-23 or new individuals may volunteer or be sought out to serve on the taskforce.

**Diversity, Equity and Inclusion Statement of Prairie Lakes Regional Arts Council**

The Prairie Lakes Regional Arts Council (PLRAC) recognizes arts and culture as inherent and vital aspects of life. Art is a proven proponent of healthy, balanced, and prosperous communities. The creation and experience of cultural and artistic expression contribute to both individual and community well-being. We believe in the ability to build increased connectivity and economic strength through supporting cultural and artistic expression of all social identities including race, tribal affiliation, ethnicity, national origin, age, gender, sexuality, religion, ability, socio-economic background and the intersectionality of these identities.

This may include historically marginalized and underserved groups such as:

BIPOC (Black, Indigenous and People of Color) including Native American, Black/African/African American, Afro-Latino, Caribbean, Chicano/Mexican, Central American, South American, Middle Eastern/North African, Southeast Asian/Asian/Pacific Islander, Immigrants, Refugees, and Muslim individuals.  
Economically disadvantaged.  
Youth and Seniors

People with Disabilities  
LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, etc.)

We are committed to closing access gaps in the arts with urgency and accountability. We believe sustained impact requires authentic relationships and transformative work, and to this end we are deeply invested. As stewards of public funds, including those allocated by the Legacy Amendment, PLRAC embraces the unique opportunity to ensure that all residents of the nine-county area have access to quality arts experiences. We celebrate our region as an artistic cultural hub where artists and community members from all walks of life intersect. PLRAC dedicates its work to providing key support at these vital intersections where art and community align. PLRAC is committed to engaging in the relationship building, self-reflection, community discourse, and hands-on work imperative to make our region a place where all artistic communities can thrive.

PLRAC will focus our resources to educate ourselves, modify our practices and shift our own organizational culture to challenge racial disparities as we move toward equitable arts communities. We embrace our responsibility to lead racial equity work in funding, while informing and learning from equity and inclusion in the artistic practices and programming of our constituents.

### **Conflict of Interest Policy for Board Members**

In the PLRAC policy manual pg. 16 under Board Member Policies it describes the conflict-of-interest policy, and that section is copied below. There is also a Conflict-of-Interest Form that Board Members complete annually.

#### **F. Conflict of Interest Policy for Board Members**

The PLRAC will use the guidelines established by Minnesota Rules, Chapter 1900.0410, Subp.5 to guide its actions. Review of the Conflict of Interest Policy will be done individually by board members.

- a. Each new reviewer shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.
- b. Each reviewer shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the reviewer is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions or circumstances might include service as a director of or consultant to a nonprofit organization. Any such information regarding interests of a reviewer or a reviewer's family member shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- c. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated immediately to all reviewers.

**1. Grant Reviews:** A position of objectivity must be maintained to carry out grant making with fairness to all applicants. Before commencement of deliberation, a reviewer who has a conflict of interest or has a family member that would be perceived as having a conflict of interest, shall disclose to the Chair that he/she has a conflict of interest and shall abstain from commenting on, discussing, ranking, or voting on that specific application. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

#### **A conflict of interest exists if a member of the PLRAC review panel:**

- a.) receives direct financial benefit from the applicant or proposal being reviewed; or

- b.) serves as an employee or governing board member of an applicant organization being reviewed; or
- c.) has a familial relationship with an applicant or with a staff or board member of an applicant organization; or
- d.) serves with or without payment as an advisor or consultant to an applicant being reviewed.
- e.) has accepted gifts, entertainment or other favors from an applicant organization being reviewed where it might be inferred that such action was intended to influence or possibly would influence the reviewer in the performance of his or her duties.

**2. General Activities:** Minnesota Statute 317A.255 governing Nonprofit Corporations shall govern all other actions of PLRAC Board of Directors relating to contracts and other transactions between the PLRAC and other corporations or organizations. Under certain circumstances, a contract or transaction between a non-profit corporation and one of its Board Directors, or an organization in which a Board Director has a material financial interest is acceptable. However, if the transaction is challenged, the director will have the burden of establishing that the contract or transaction was fair and reasonable, that there was full disclosure of the conflict, and that the contract or transaction was approved by the other Board Directors in good faith.

Note: The purpose behind creation of a rule, which would disqualify PLRAC directors from participating in proceedings in a decision-making capacity when they have a direct interest in its outcome, is to ensure that their decisions will not be arbitrary reflections of their self-interest. Besides guarding against actual conflict of interest, the PLRAC is concerned that there must be no appearance of conflict of interest. It is a concern shared by the courts and the legislature. It is the intent of this policy to prevent any question of a delicate nature and to prevent unfavorable comment on transactions, which may bring the administration of public affairs into disrepute.

**3. Definitions:**

- a. A "Conflict of Interest" is any circumstance described in Part F.1. of this Policy.
- b. A "reviewer" is any person serving on the grant review panel who will be responsible for determining funding or denial of funding for grant applications to the Prairie Lakes Regional Arts Council.
- c. A "Family Member/Familial Relationship" is a spouse, domestic partner, parent, child or spouse of a child of a reviewer.

## **Prairie Lakes Regional Arts Council**

105 22nd Avenue NE, Suite A, Waseca, MN 56093 • (507) 833-8721 • www.plrac.org

FY 2024-25 Plan Attachment. PLRAC Staff, Job Descriptions and Staff Conflict of Interest Policy.

**Current Staff Information.** The Prairie Lakes Regional Arts Council employs three full time staff.

Executive Director – We do not have a director at this time, but will hire an executive director by July 1, 2023.

Program Manager and Bookkeeper - Cindy Lewer has worked for PLRAC for 28 years. Cindy has a two-year degree in Bookkeeping. She plays the piano, enjoys photography and attending arts and music activities in the area.

Administrative Assistant - Pam Trumbull has worked for PLRAC for 13 years. Pam has an A.A.S. degree in Graphic Art. She sings in her church choir, plays trumpet in her church band, and plays the piano.

## **Staff Qualifications and Job Descriptions, and Conflict of Interest**

### Executive Director

Qualifications and Education – B.S. Degree in Business, Arts or Non-Profit Administration or equivalent. Knowledge of planning, administration, ability to evaluate procedural and program efficiency and make recommendations and ability to prepare concise reports, oral and written. Ability to maintain effective working relationships with a diverse clientele which includes other public funding agencies, professional artists, arts administrators, board members, arts organizations, foundation representatives and arts consumers existing in the region. Talents or skills in a particular art form is not necessary. Full-time - 40 hours.

### Program Manager

Qualifications and Education: Minimum one-year degree in Business Administration. Provides technical assistance about grant programs to local artists, arts organizations, community groups, schools, and others as requested. Oversees grant application process, answering questions of potential grantees, reviewing and screening grant applications, and processes grantee final reports. Part-time - 25 hours.

Bookkeeper Qualifications and Education: Degree or several years of bookkeeping and accounting experience in QuickBooks. Part-time - 15 hours.

### Administrative Assistant

Qualifications and Education: Typing and computer skills (Microsoft Office, Excel, Access, Publisher, etc.) and experience in general office administration. Have knowledge of social media, Facebook, etc. Has the ability to deal effectively with the general public, artists and arts organizations. Full time – 40 hours.

## **FY 2023 Prairie Lakes Regional Arts Council Job Descriptions.**

### **Executive Director** (Hourly position 40 hours per week)

1. Provides technical assistance and general information to local artists, arts organizations, community groups, schools, and others as requested. Provides assistance to arts constituents to complete the application form; and conveys 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. Provides support to the council on grant policy and procedural issues.
3. Directs development of State Biannual Plan based on direction from arts council, which includes assessing the needs within the region; determines program objectives, priorities, and budget levels. Submit proposal

to the McKnight Foundation, Minneapolis for artist programs. Prepare final reports for state and 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. Online grants were initiated in FY 2017. Maintains an ongoing assessment of each grant program's structure and propose 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. Be 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 newsletter and news releases. Receives and disseminates information regarding arts related activities occurring within the nine-county area and informs the board.
10. Organizes workshops and special projects as identified in the State Biennial Plan and other grant proposals. Organizes the McKnight Artist Grantee exhibition and coordinates with a host facility in the region. Attends workshops and seminars, in areas of needed expertise, which relate to the regional arts council.
11. Prepares proposals that will maintain and expand the arts program.

**Program Manager and Bookkeeper** (Hourly position 40 hours per week)

The Program Manager and Bookkeeper position provides content-specific expertise and assists with the management of the Arts and Cultural Heritage grants, and other grant programs. The Program Manager and Bookkeeper is directly responsible to the Executive Director and performs the following tasks:

**Program Manager** (25 hours)

1. Provides technical assistance and general information about grant programs to local artists, arts organizations, community groups, schools, and others as requested. Provides assistance to arts constituents to complete the Foundant online application form. Conveys 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 using the Foundant online program.
3. Develops applications, forms and handouts that relate to existing programs and to new programs as they develop with the Foundant online program. 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 with the Foundant online program, 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 using the Foundant online program.
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. Work with the Executive Director to create and compile the Artist, Organization, and Arts Interested People Survey on the online Survey Monkey program which is done every 3-4 years.
10. Attend monthly council meetings.

**Bookkeeping** (15 hours)

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 completes 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** (Hourly position 40 hours per week)

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. The administrative assistant performs the following tasks:

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, updating the email lists in Constant Contact, sending bill and grant payments after checks are prepared by Bookkeeper, updating monthly staff timecards and assisting with cleaning the office. Computer skills to assist with the development of forms, online applications, and 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. Directs Arts Council phone calls and visitors in the absence of the Executive Director and Program Manager. Conveys 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 assists the Executive Director with updating our Facebook page.
4. Compiles multiple Data Collection Reports 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.
9. Creates, updates, and maintains applications, follow up forms, and automatic email templates in the Foundant Online Grant System.

**Staff Conflict of Interest Policy** (This is included in the PLRAC Policy Manual, page 12.)

Employees should strive to avoid conflicts of interest as well as the appearance of any conflict. There is a conflict of interest policy for PLRAC Board Members in the policy manual. However, a new Staff form has been created to disclose any relationships and memberships with an organization, which might constitute a conflict of interest in our staff performing their duties with PLRAC.

**Volunteer Opportunities**

Employees will not serve on the board of directors (or equivalent) of any group that is a Prairie Lakes Regional Arts Council (PLRAC) applicant or grantee or is eligible to be a PLRAC applicant. You are requested to review any outside volunteer opportunity with the Executive Director if you have any concern that your involvement may violate this policy. At the beginning of each fiscal year employees will complete and submit to PLRAC the Conflict of Interest form listing their organizational affiliations for PLRAC records.

**Employment/Financial Opportunities**

PLRAC employees will not work as an employee or paid consultant of any group that is a PLRAC applicant, a PLRAC grantee, or is eligible to be a PLRAC applicant. Outside employment, public speaking, or other outside opportunities for financial gain should not have the potential to lead to a conflict of interest, nor should they interfere with your regularly required job duties. You are required to review any outside employment or outside opportunities for financial gain with the Executive Director to ensure no conflict of interest exists. PLRAC reserves the right to take appropriate action if outside activity is deemed a conflict of interest or affects your job performance.

**Conflict of Interest - Other**

If an employee's immediate relative has any financial or managerial connection to a project or group that is an applicant for PLRAC funds or to which PLRAC funds have been granted, that relationship must be disclosed before any proposal concerning that project or organization is reviewed. The employee then may not participate in discussion or remain in the room during any discussion of the project or organization in question. Immediate relatives include spouse, domestic partner, parents, siblings, and children; people in those categories with a "step" or "in-law" relationship; and any other member of the employee's immediate household. Pursuant to the Board of Director's conflict of interest policy, key staff, such as the executive director and program manager, who may have a conflict of interest with respect to a grant recommendation or other action item shall disclose to the board President or the chair of the meeting any conflict of interest that such staff member has as soon as the conflict of interest is known to that staff member, and that staff member shall refrain from participating in the board's discussion and consideration of those items.

**Gifts, Tips or Promotional Items**

Employees will not accept anything of value from any individual or group doing business with PLRAC, including any group or individual seeking a grant or obtaining a grant from PLRAC. To avoid the appearance

of attempting to influence, employees will not give gifts or promotional items of value to people who do business or who are considering doing business with PLRAC.

Note: A yearly form is completed and signed by staff noting any conflicts of interest.

**R9: Prairie Lakes Regional Arts Council**

**PROJECTED BUDGET: Fiscal year 2024**

		Arts & Arts Access 2024 State	Arts Education 2024 State	Arts & Cult Heritage 2024 State	McKnight Foundation	Other Funds	2024 Total
<b>REVENUE</b>							
1	State of Minnesota: Appropriations for 2024	\$123,178	\$592,059	\$120,327	\$40,109		\$875,673
2	State of Minnesota: Carryforward from 2023						\$0
3	McKnight Foundation				\$70,000		\$70,000
4	Other Income						\$0
5	Interest						\$0
6	<b>TOTAL REVENUE</b>	<b>\$123,178</b>	<b>\$592,059</b>	<b>\$120,327</b>	<b>\$40,109</b>	<b>\$70,000</b>	<b>\$0</b>
<b>EXPENSES</b>							
<b>Programs and Services</b>							
7	Grant Programs and Services						
a	State Small Arts Project and School Arts Project Grant	\$85,000					\$85,000
b	ACH Grant - Arts & Arts Access		\$380,728				\$380,728
c	ACH Grant - Arts Education			\$81,965			\$81,965
d	ACH Grant - Cultural Heritage Festival				\$23,067		\$23,067
e	McKnight / PLRAC Artist Grants				\$49,500		\$49,500
f							\$0
8	Grant Programs and Services, Operations and Support	\$20,178	\$184,655	\$31,362	\$10,042	\$16,770	\$263,007
9	<b>Subtotal Grant Programs and Services</b>	<b>\$105,178</b>	<b>\$565,383</b>	<b>\$113,327</b>	<b>\$33,109</b>	<b>\$66,270</b>	<b>\$0</b>
10	Nongrant Programs and Services						
a	Regional exhibits and showcases						\$0
b	Workshops and training	\$500	\$3,000	\$2,000	\$5,000	\$1,000	\$11,500
c	Arts promotion						\$0
11	Nongrant Programs and Services, Operations and Support	\$1,500	\$16,000	\$3,000	\$2,000	\$2,730	\$25,230
12	<b>Subtotal Nongrant Programs and Services</b>	<b>\$2,000</b>	<b>\$19,000</b>	<b>\$5,000</b>	<b>\$7,000</b>	<b>\$3,730</b>	<b>\$0</b>
13	<b>Total Programs and Services</b>	<b>\$107,178</b>	<b>\$584,383</b>	<b>\$118,327</b>	<b>\$40,109</b>	<b>\$70,000</b>	<b>\$0</b>
14	<b>Fundraising</b>						<b>\$0</b>
15	<b>General Administration</b>	<b>\$16,000</b>	<b>\$7,676</b>	<b>\$2,000</b>			<b>\$25,676</b>
16	<b>TOTAL EXPENSES</b>	<b>\$123,178</b>	<b>\$592,059</b>	<b>\$120,327</b>	<b>\$40,109</b>	<b>\$70,000</b>	<b>\$0</b>
17	<b>SURPLUS/CARRYFORWARD to FY 2025 or (DEFICIT)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Line 6 Is the sum of lines 1 through 5

Line 7 Add as many subitems as necessary to clearly indicate all grant programs and services costs

Line 9 Total of all lines under line 7, plus line 8

Line 10 Change the subitem names, and/or add as many subitems as necessary to clearly indicate all nongrant programs and services costs

Line 12 Total of all lines under line 10, plus line 11

Line 13 Add line 9 and line 12

Line 16 Add lines 13, 14, and 15

Line 17 Line 6 minus line 16

**REGIONAL ARTS COUNCIL NAME**

**PROJECTED BUDGET: Fiscal year 2025**

		General Fund <u>2025 State</u>	Arts & Arts Access <u>2025 State</u>	Arts Education <u>2025 State</u>	Arts & Cult Heritage <u>2025 State</u>	McKnight Foundation	Other Funds	<u>2025 Total</u>
<b>REVENUE</b>								
1	State of Minnesota: Appropriations for 2025	\$123,178	\$603,656	\$103,859	\$34,626			\$865,319
2	State of Minnesota: Carryforward from 2024							\$0
3	McKnight Foundation					\$70,000		\$70,000
4	Other Income							\$0
5	Interest							\$0
6	<b>TOTAL REVENUE</b>	<b>\$123,178</b>	<b>\$603,656</b>	<b>\$103,859</b>	<b>\$34,626</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$935,319</b>
<b>EXPENSES</b>								
<b>Programs and Services</b>								
7	Grant Programs and Services							
a	State Small Arts Project and School Arts Project Grant	\$85,000						\$85,000
b	ACH Grant - Arts & Arts Access		\$379,830					\$379,830
c	ACH Grant - Arts Education			\$70,281				\$70,281
d	ACH Grant - Cultural Heritage Festival				\$23,427			\$23,427
e	McKnight / PLRAC Artist Grants					\$49,500		\$49,500
								\$0
8	Grant Programs and Services, Operations and Support	\$20,178	\$198,650	\$28,078	\$9,099	\$16,770		\$272,775
9	<b>Subtotal Grant Programs and Services</b>	<b>\$105,178</b>	<b>\$578,480</b>	<b>\$98,359</b>	<b>\$32,526</b>	<b>\$66,270</b>	<b>\$0</b>	<b>\$880,813</b>
10	Nongrant Programs and Services							
a	Regional exhibits and showcases							\$0
b	Workshops and training,	\$500	\$3,500	\$500	\$100	\$1,000		\$5,600
c	Arts promotion							\$0
11	Nongrant Programs and Services, Operations and Support	\$1,500	\$15,000	\$3,000	\$2,000	\$2,730		\$24,230
12	<b>Subtotal Nongrant Programs and Services</b>	<b>\$2,000</b>	<b>\$18,500</b>	<b>\$3,500</b>	<b>\$2,100</b>	<b>\$3,730</b>	<b>\$0</b>	<b>\$29,830</b>
13	<b>Total Programs and Services</b>	<b>\$107,178</b>	<b>\$596,980</b>	<b>\$101,859</b>	<b>\$34,626</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$910,643</b>
14	<b>Fundraising</b>							<b>\$0</b>
15	<b>General administration</b>	<b>\$16,000</b>	<b>\$6,676</b>	<b>\$2,000</b>				<b>\$24,676</b>
16	<b>TOTAL EXPENSES</b>	<b>\$123,178</b>	<b>\$603,656</b>	<b>\$103,859</b>	<b>\$34,626</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$935,319</b>
17	<b>SURPLUS/CARRYFORWARD to FY 2026 or (DEFICIT)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Line 6 Is the sum of lines 1 through 5

Line 7 Add as many subitems as necessary to clearly indicate all grant programs and services costs

Line 9 Total of all lines under line 7, plus line 8

Line 10 Change the subitem names, and/or add as many subitems as necessary to clearly indicate all nongrant programs and services costs

Line 12 Total of all lines under line 10, plus line 11

Line 13 Add line 9 and line 12

Line 16 Add lines 13, 14, and 15

Line 17 Line 6 minus line 16

## **ARTS AND CULTURAL HERITAGE FUND FUNDAMENTAL ISSUES INSTRUCTIONS: BUDGET and ADMINISTRATIVE COSTS**

Arts and cultural heritage fund appropriations laws states that, "Money appropriated in this article may not be spent on activities unless they are directly related to and necessary for a specific appropriation. Money appropriated...must not be spent on indirect costs or other institutional overhead charges that are not directly related to and necessary for a specific appropriation." Regional arts councils may determine which costs are "directly related to and necessary for" delivering their arts and cultural heritage supported programs and services, keeping in mind that it is vital to use the funds as effectively as possible and minimize administrative costs.

The nonprofit standard is to keep administrative costs to 15 to 20 percent of overall expenses. In our sector, keeping to this same standard is important to be viewed as good stewards of the funds. Public reporting should be similar across all regions to provide consistency during planning periods.

Diverse program development is very important so that the grassroots arts needs of each region can be addressed. Regional arts councils are service providers as well as funding resources. Therefore, the decision to allocate funds to direct programs and services versus grants needs to remain at the regional level.

In October 2003, the Forum of Regional Arts Councils of Minnesota's finance committee developed a universal budget format and definitions to be used by the regions. This was in order to add consistency to our budgets, especially when legislative committees are reviewing our budgets. These definitions and guidelines follow the categories of the IRS 990 form, so are still applicable. They can be followed by all the regional arts councils as they submit biennial plans.

The attached definitions and examples are meant to provide guidance to regional arts councils in accurately assigning costs.

### Working group

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## **DEFINITIONS AND GUIDELINES**

The budget template includes 17 main lines. These lines are referenced below for clarification. Although we use the word "line," in some sections the word line is a series of rows.

### **Line 1 State of Minnesota (current year appropriations)**

Actual amounts that your region is expected to receive from the general fund appropriation and the arts and cultural heritage fund appropriation.

### **Line 2 State of Minnesota carryforward**

Actual amount(s) of funds you expect to have left, unexpended, at the end of one fiscal year, that you intend to carryforward to the following year. These amounts should equal the amount in the Surplus/Carryforward or Deficit line in the previous fiscal year's budget template. These amount(s) must be reported to the Arts Board by June 1 of the fiscal year for which the funds were appropriated, in order to be carried forward to the next fiscal year.

### **Line 3 McKnight Foundation**

Actual amount that your region receives from The McKnight Foundation, or are proposing to receive.

### **Line 4 Other Income**



**ARTS AND CULTURAL HERITAGE FUND FUNDAMENTAL ISSUES**  
**INSTRUCTIONS: BUDGET and ADMINISTRATIVE COSTS**

List funds received from other sources.

**Line 5 Interest**

Indicate any interest revenue.

**Line 6 Total Revenue**

This line is the total of lines 1 through 5.

**Line 7 Grant Programs and Services**

List all grant programs that your region will offer. List the actual amounts that will be available to regrant.  
Do not include staff time and direct expense items here.

**Line 8 Grant Programs and Services, Operations and Support**

This line is the portion of each Council's budget which includes all expenses related to grant programs and services offered by the Council besides the actual grant awards regranted by your Council; as they are listed by grant program in Line 7 area. This line should include the percentage of salaries, benefits (insurance and pension plan contributions), and payroll taxes for the time you and your staff members spend working on your grant programs and includes time spent administering the grant programs as well as technical assistance related to the grant programs. This line should also include the percentage of equipment and operating costs that support the administrative duties related to your grant programs. If this kind of assistance represents X% of you and your employees' time, include X% of equipment repair costs or purchases as well as X% of the rent, electricity, phone, internet connection, website expenses, general supplies, etc. You will also want to include any related travel expenses and the actual printing and postage costs of producing and distributing your grant guidelines.

This line should NOT include the actual amount of grant money that was awarded or paid out during the fiscal year.

Grant programs and services, operations and support activities might include (this list is illustrative, not all-inclusive):

- . bookkeeping related to grants
- . filing federal and state reports related to grants: 1099s for individual artists
- . data collection list to MSAB, MCA grant list for advocacy day
- . paying grants
- . grant rounds
- . grant related committee meetings for the review of grants
- . planning committee meetings related to grant programs
- . reading and following up on grant final reports
- . grant workshops and training
- . printing applications, guidelines, and grant books
- . development of grant programs and writing the guidelines
- . working with individuals on grant related issues (phone calls, meetings, etc.)
- . and anything else that is directly related to getting applications in and grants out the door.

**Line 9 Subtotal Grant Programs and Services**

This line is the total of all lines under 7 (Grant Programs and Services) and line 8 (Grant Programs and Services, Operations and Support).

**Line 10 Nongrant Programs and Services**

The Nongrant Programs and Services line is the percentage of each Council's budget which is related to the programs and services offered by the Council but are not related to its granting programs.

Examples of programs or services that might be included in this area include:

- Regional Exhibits and Showcases: actual costs for travel, printing, postage, and awards related to holding a regional art exhibit; costs associated with having a gallery space

## **ARTS AND CULTURAL HERITAGE FUND FUNDAMENTAL ISSUES**

### **INSTRUCTIONS: BUDGET and ADMINISTRATIVE COSTS**

– Workshops and Trainings and Technical Assistance: nongrant related workshops and trainings, actual costs for travel, printing workshop materials, presenter costs, consultants, advertising workshops or trainings; direct costs associated with travel for advocacy work within your region, direct expenses related to MCA, MSAB, and Forum

– Arts Promotion: newsletter printing and postage, marketing booklet printing and distribution costs, Web site costs, e-newsletter service costs; brochures and other printed promotional items

This line should NOT include personnel or administrative costs related to nongrant programs and services.

#### **Line 11 Nongrant Programs and Services, Operations and Support**

This section mainly relates to personnel time do certain activities. Activities might include time related to (this list is illustrative, not all-inclusive):

- . plan and conduct nongrant related workshops and training
- . advocacy work
- . work with the Regional Arts Council Forum (label as technical assistance)
- . work with the Minnesota State Arts Board
- . needs assessment, public forums, and focus groups related to needs assessment
- . plan the gallery exhibitions for the year or regional art shows if not under Line 10
- . plan the workshop and support the activity
- . plan professional development activities
- . work with private foundations, etc. (unless for fund raising)
- . public speaking
- . community involvement related to the arts
- . newsletter if not in Line 10 area
- . brochures (unless specifically for fundraising – if used for both, costs can be split)
- . juried art shows (for those who do them) if not in Line 10 area
- . library materials – books made available to constituents
- . anything else that is considered service to the state, regions, or your region.

When you include personnel costs, this line should also include the percentage of equipment and operating costs that support nongrant related technical assistance and other programs. If this kind of assistance represents X% of you and your employees' time, include X% of equipment repair costs or purchases as well as X% of the rent, electricity, phone, postage, printing, internet connection, general supplies, etc., expenses.

#### **Line 12 Subtotal Nongrant Programs and Services**

This line is the total of all lines under 10 (Nongrant Programs and Services) and line 11 (Nongrant Programs and Services, Operations and Support)

#### **Line 13 Total Programs and Services**

Add line 9 (Subtotal, Grant Programs and Services) and line 12 (Subtotal, Nongrant Programs and Services)

#### **Line 14 Fundraising**

Fundraising expenses should include all expenses related to raising and receiving funds. Fundraising costs do not appear in the columns related to state funds, these costs are general administrative costs for being designated a regional arts council.

Every good organization must also raise funds to support its mission. This means someone (usually a paid staff person or an outside professional fundraiser) must write the grant proposals and talk with foundation representatives, someone must conduct direct mail and/or telephone solicitations, and someone must write thank you letters to donors who offer their support.

– excerpted from Charities Review Council Web site: <http://www.crcmn.org/donorinfo/faq.htm#6>

Fundraising expenses might include (this list is illustrative, not all-inclusive):

- . writing McKnight plans

## **ARTS AND CULTURAL HERITAGE FUND FUNDAMENTAL ISSUES**

### **INSTRUCTIONS: BUDGET and ADMINISTRATIVE COSTS**

. membership fundraising, if applicable, should be under the Other column

#### **Line 15 General Administration**

The general administration line is the portion of each Council's budget which is related to general operation of running the Council. This line should include the percentage of salaries, benefits (insurance and pension plan contributions), and payroll taxes for the time you and your staff members spend working on straight administrative duties. This line should also include the percentage of appropriate equipment and operating costs that support administrative duties. If administrative duties represent X% of your and your employees' time, include X% of equipment repair costs or purchases as well as X% of the rent, electricity, phone, postage, printing, internet connection, general supplies, etc., expenses. If an expense is completely for administrative purposes, you should include the full amount of the expense.

General administration activities might include (this list is for illustration only and is not all-inclusive):

- . attending workshops or conferences which focus on administrative issues (i.e. a workshop on personnel issues, QuickBooks, etc. – unless you would be sharing this information with your constituents as part of technical assistance, in which case it could go under nongrant programs & services)
- . working with your auditor to prepare for and conduct audit
- . federal and state reporting – 990, Annual registration renewals
- . paying bills (minus grants) and payroll
- . working with the board, committees, and staff on nongrant and nonservice issues
- . bookkeeping
- . preparing budgets
- . preparing board financial statements
- . time spent dealing with nonprogram related facility costs
- . biennial plan writing and participating in advisory committee review of plans
- . writing annual reports for state legislative funding

#### **Line 16 Total Expenses**

This number should match your revenue totals in Line 6. If revenue and expenses are not equal, line 17 must be completed.

#### **Line 17 Surplus/Carryforward or Deficit**

Record the actual difference between revenue and expenses in each column. Funds may not be moved from one state column to another (i.e., surplus in arts education column cannot be moved to arts and arts access column to cover a deficit in the latter column). Carryforward funds must be reported the Arts Board by June 1 of the fiscal year for which the funds were appropriated. State general fund or arts and cultural heritage fund amounts carried forward from one fiscal year must be recorded as revenue in line 2 in the following fiscal year budget.