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# Region 2 Arts Council

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07 - 0423

## **Region 2 Arts Council Biennial Plan**

### **Fiscal Years 2008-2009**

**Submitted By:**

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**Region 2 Arts Council  
Biennial Plan**

**Fiscal Years 2008-2009**

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# **Region 2 Arts Council Biennial Plan FY 2008-2009**

## **MISSION STATEMENT of the Region 2 Arts Council**

The Region 2 Arts Council  
strengthens the presence of the arts  
by supporting opportunities  
for arts creation, promotion, education and funding  
for the people of  
Beltrami, Clearwater, Hubbard, Lake of the Woods,  
and Mahnommen Counties.

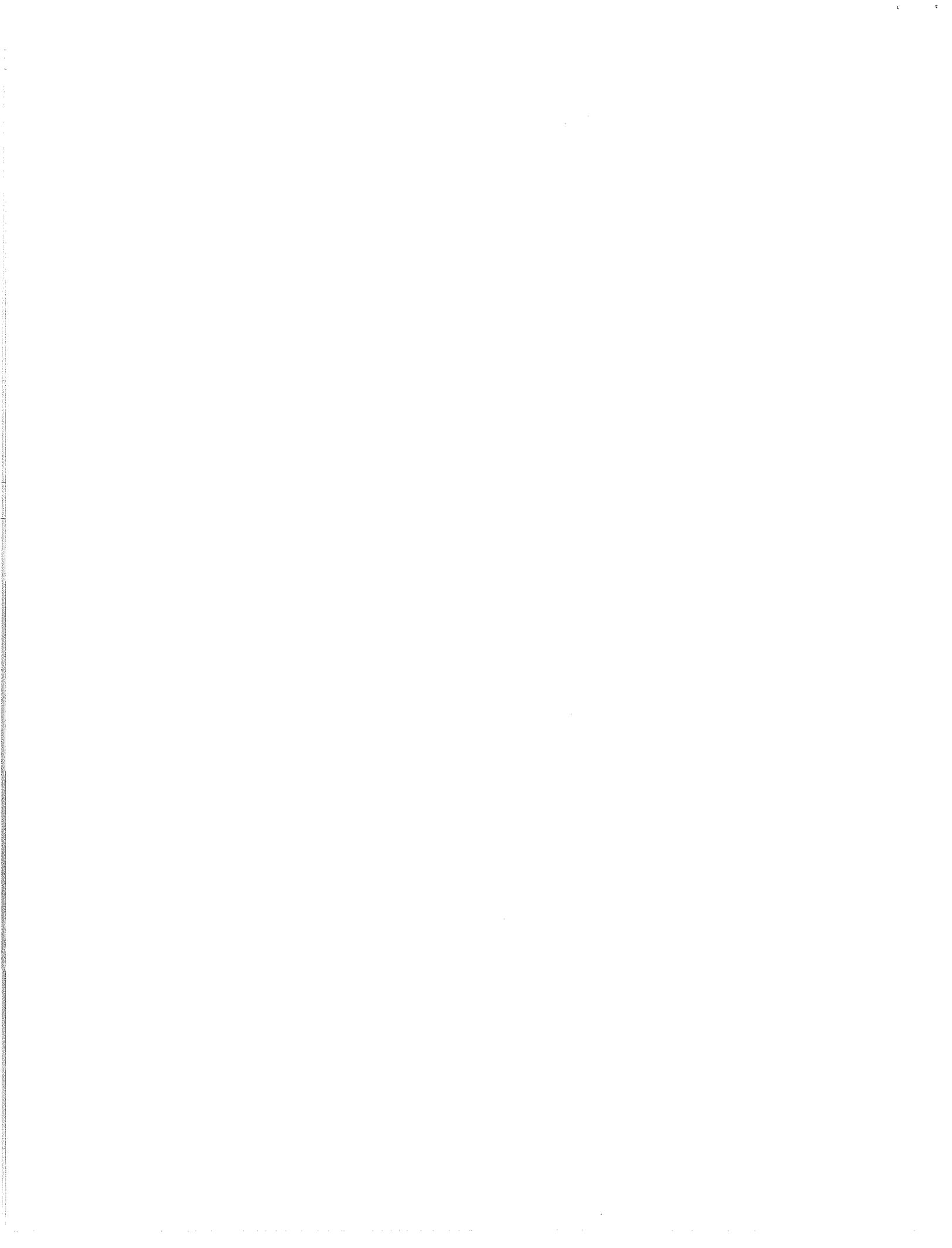
## **BACKGROUND**

The Region 2 Arts Council (R2AC) has been helping the people of North Central Minnesota strengthen the presence of the arts in their lives since 1980. The R2AC is served by ten volunteer board members, and employs two part-time staff.

The five-county area served by R2AC remains among the poorest in the state in terms of median household income. In terms of arts support, the difficulties associated with low household income levels in our area are compounded by the overall lack of access to family or corporate foundations willing to invest in rural areas, and by our small local governments that struggle to provide adequate services with a remarkably inadequate tax base. In addition, our low population density makes the cost of arts programming higher per participant than in other more densely populated areas of the state.

The arts suffer a low profile in most communities. Art exhibit and performance facilities are inadequate, and in most of Region 2 communities, totally non-existent. Often there is a lack of recognition that arts and artists serve as integral elements to our communities. There is also a lack of information about those people and groups who engage in artistic activity. Outside of the occasional news release, the rural media pays little to no attention to the arts.

In spite of disadvantages mentioned above, the people who believe in the meaning and the purpose of the arts in rural settings are accustomed to hard work and perseverance. With a little seed money, they produce remarkable events by making the best of what is available, be it the local restaurant as a gallery, a church or the school gym as a theater, or the lawn at the city park as a concert hall. The level of volunteer involvement in the arts is high because without it, the arts would not and could not happen in rural Minnesota.



## **PLANNING PROCESS**

The Region 2 Arts Council dedicated time to the biennial planning process at several meetings from January to April 2007. All ten members of the R2AC Board were involved in the planning process. The R2AC Goals and Objectives and the Mission Statement were reviewed and revised, utilizing the needs assessment information, at a planning session on January 20, 2007 at the Lueken's Conference Room in Bemidji, Minnesota. Former R2AC Executive Director, MaryAnn Wilimek, facilitated the meeting.

On May 7, 2007, a public meeting was held at the R2AC office in Bemidji to seek input and responses to the Plan. This meeting was publicized throughout the region using news releases. Written comments from the public were also invited.

The FY08-09 Biennial Plan, including the FY08 Budget, was reviewed and approved by the Region 2 Arts Council on April 16, 2007.

## **PROCESS AND SUMMARY**

Every four years, each regional arts council is mandated to complete a Needs Assessment within its region. R2AC uses an ongoing needs assessment process. There were six components to our most recent assessment:

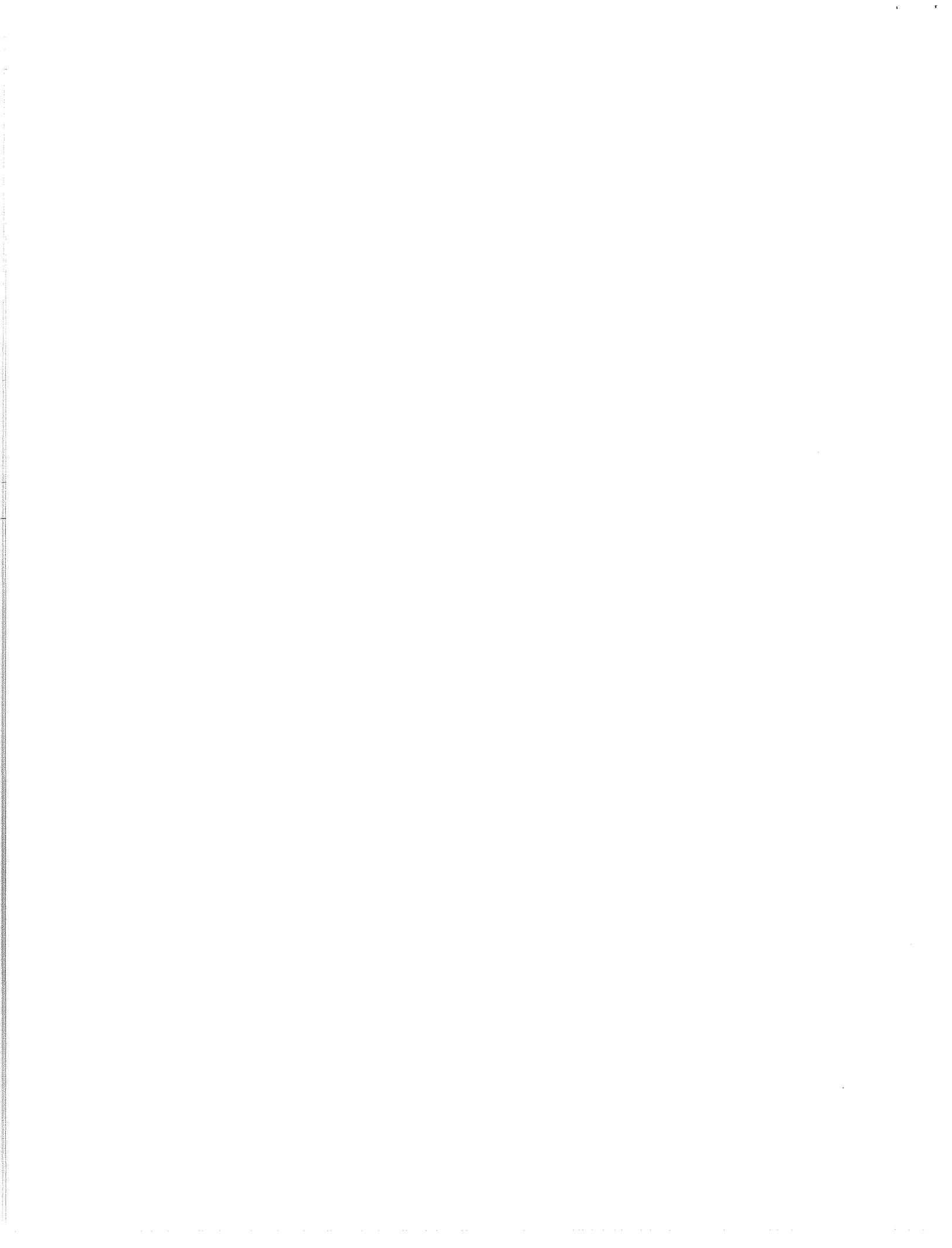
- (1) Needs assessment questions are a requirement in all grants and final reports.
- (2) Direct meetings with artists through the Arts Marketing Program.
- (3) Artist focus group meetings in each county.
- (4) Musicians telephone survey.
- (5) Writers Survey and focus group meetings.
- (6) Informal discussions with arts organization directors and board members, grantees, artists, and members of the public.

### **(1) Needs Assessment Questions in Grant Applications and Final Report**

A needs assessment questionnaire was added to the Final Report in FY04 and due to the good response another set of questions was added to all five of our grant applications in FY05. Because the assessment is a requirement of our application process, the responses we receive are meaningful and thoughtful. This assessment tool has proven to be an excellent methodology to collect information from our applicants.

### **(2) Direct Meetings with Artists through the Arts Marketing Program**

The Arts Marketing Program consultant met with artists throughout the region while implementing a variety of marketing programs. Needs were identified in informal conversations, discussions at professional development workshops, recording days and slide shoots.



### **(3) Artist Focus Group Meetings**

During fiscal year 2006 and 2007, the R2AC Executive Director met with artist focus groups in the region. At each meeting, artists were asked to reflect on their personal artistic goals, the perceived barriers to those goals, and potential solutions to removing the barriers. These comments were recorded, along with any general comments. Other specific questions were asked to stimulate a discussion of needs for artists, and for their communities and county.

Focus group meetings were held on the following dates:

FY06: Hubbard County	August 11, 2005
Beltrami County	August 15, 2005
Lake of the Woods County	August 24 & 25, 2005
Leech Lake Reservation	September 15, 2005
FY07: Beltrami County	August 11 & 17, 2006
Mahnomen County	September 14, 2006
Red Lake Reservation	September 21, 2006
Leech Lake Reservation	October 2, 2006
Beltrami County	January 28 & 29, 2007
Beltrami County	February 6, 2007

### **(4) Musicians' Survey**

R2AC conducted a telephone needs assessment survey for musicians in Region 2 in FY06. Musicians in all genres were surveyed in each county to identify their needs.

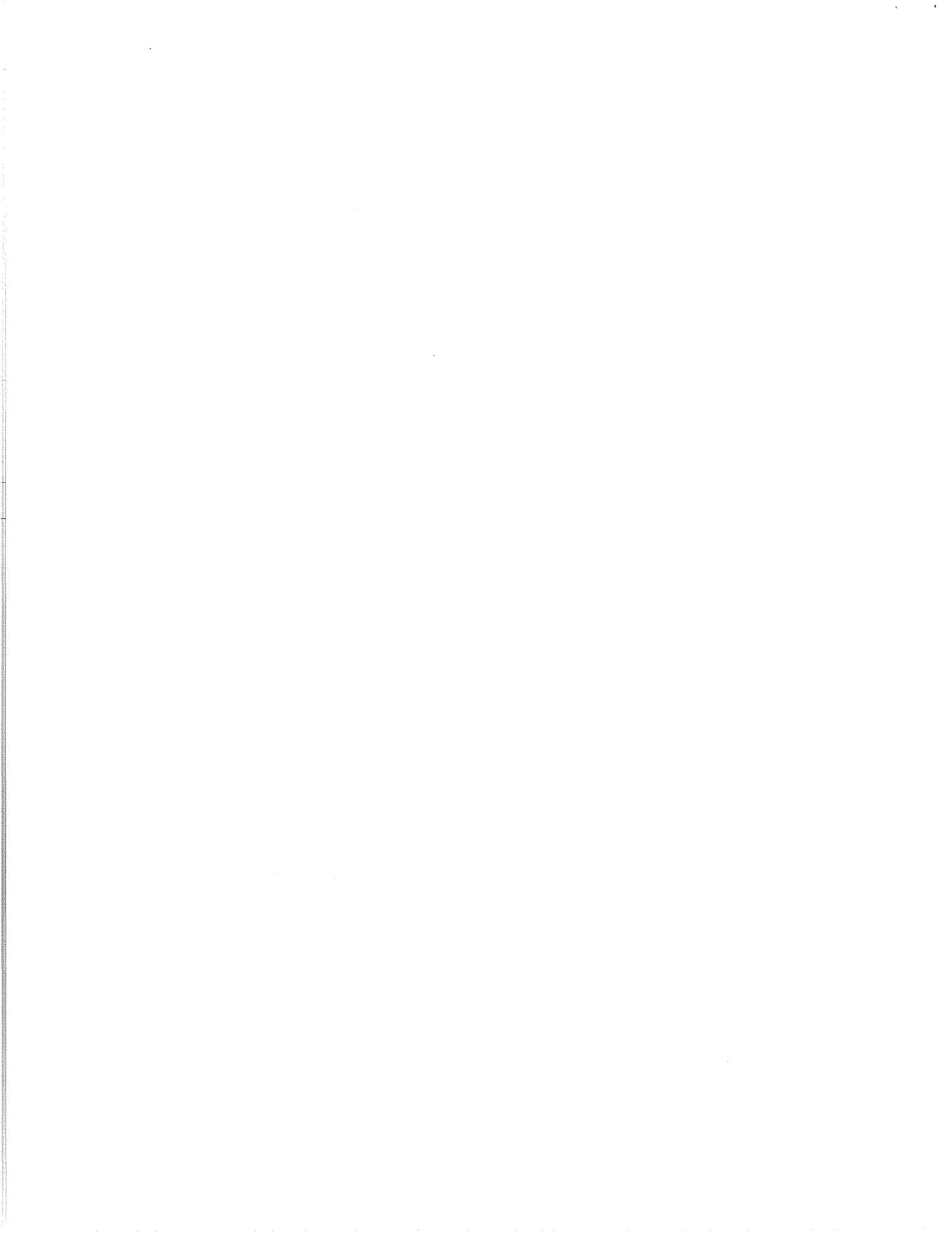
### **(5) Writers Survey and Focus Group Meeting**

Writers from the region were surveyed to identify and understand their unique needs. A written survey was conducted and information gathered from informal conversations. Focus group meetings were held in FY04 and FY06 with regional writer's groups and at a writers' workshop.

### **(6) Informal discussions with arts organization directors and board members, grantees, artists, and members of the public.**

This is done as a matter of routine by R2AC board and staff from our day-to-day contacts with people. Frequently, we have the opportunity for in-depth discussions of needs when discussing grant proposals.

The Executive Director also met individually with the directors of the arts organizations to gather survey information. The responses from the artists, arts organizations and art organization directors were compiled.

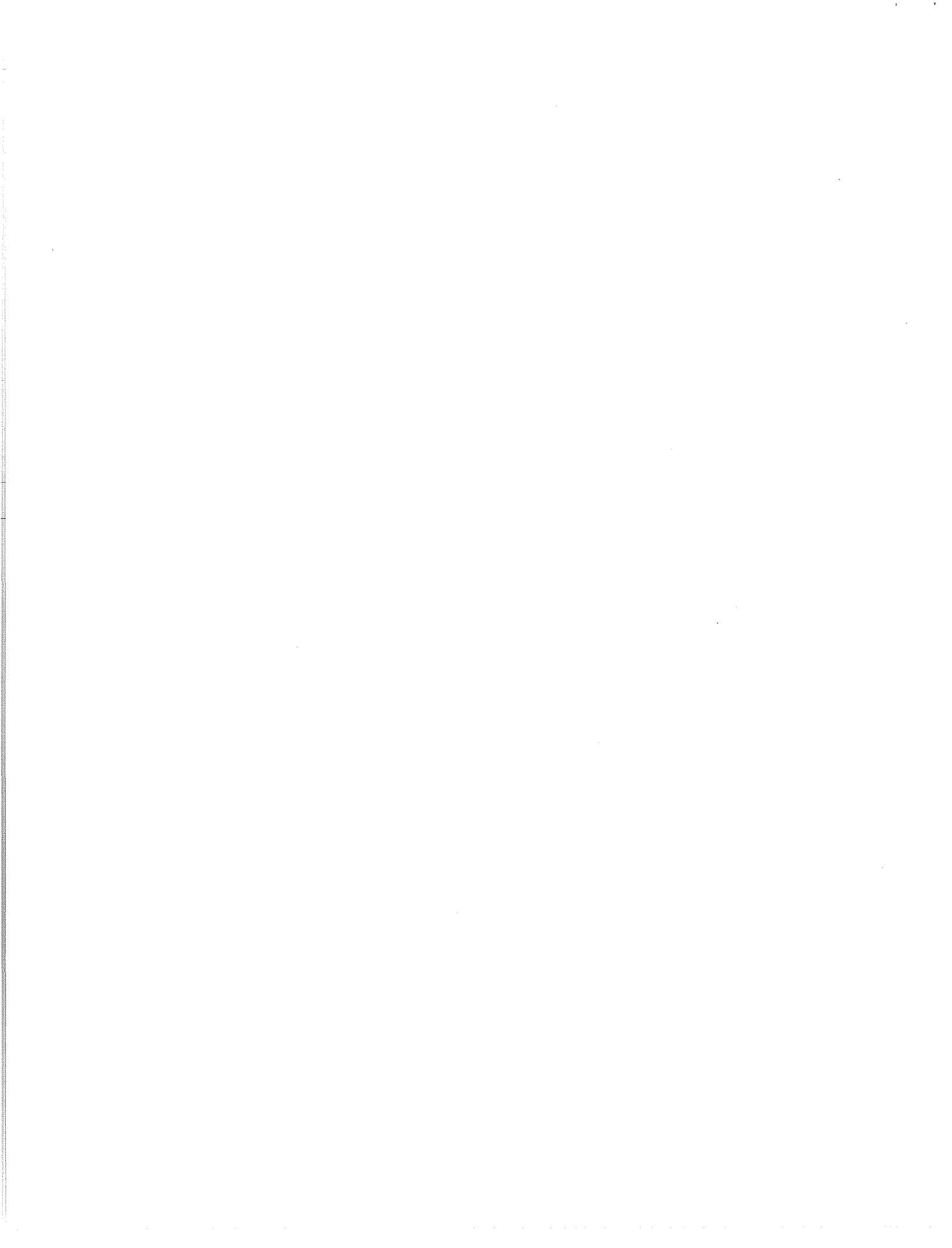


## NEEDS ASSESSMENT SUMMARY CATEGORIES IDENTIFIED IN REGION 2

Using the Needs Assessment information that we gathered from the tools outlined above, we identified the following categories. We are able to fully fund some and others only partially.

- (1) **Organizational Development. General Operating Support and Arts Project** grants for arts organizations. Partial funding available. Addressed in Goal # 1(a) of R2AC's Biennial Plan.
- (2) **Informational/technical grant writing assistance** in the form of presentations and workshops. Funding available. Addressed in Goals # 1(b), 2(b) and 4(a) of R2AC's Biennial Plan.
- (3) **Supplies, Equipment, Mentoring, Educational Opportunities and Workshops.** Grants to individual artists to help them learn new skills and take artistic risks. Funding available. Addressed in Goal # 1(a) of R2AC's Biennial Plan.
- (4) **Newsletter Printed information** relative to Opportunities, Events and Networking. Partial funding available. Addressed in Goals # 2(d), 2(g) and 4(b) of R2AC's Biennial Plan.
- (5) **Marketing/promotional assistance, Marketing Workshops, Networking** for artists in the region. Partial funding available. Addressed in Goal #4(c) of R2AC's Biennial Plan.
- (6) **Artist Residency opportunities for schools/Arts in Education** to assist in the growth of teachers, students, artists, and the community. Partial funding available. Addressed in Goals #1(a) and #3 of R2AC's Biennial Plan.
- (7) **Venues/Opportunities for performance and exhibit space** in the region. Funding not available. Addressed in Goal #7(a) of R2AC's Biennial Plan.

In terms of R2AC's own organizational needs, we recognize that we have a need for increased staff hours, as the two current staff positions are still part-time and the workload has grown significantly over the years. We also recognize the need for a different office space, as our current office (while inexpensive) is not located in an accessible space. However, no changes are being planned. Given the current level of funding that R2AC receives through the state appropriation, we feel that we do not have enough to meet both our own internal needs and the needs of our constituents.



## GOALS AND OBJECTIVES

**Goal #1: To make financial resources available for arts opportunities and programming in our region.**

- Objectives:**
- (a) Continue R2AC's existing grants programs: Region 2 Arts Project Grants; General Operating Support Grants; R2AC McKnight Grants to Arts Organizations; R2AC Individual Artist Grants; and Anishinaabe Arts Initiative grants.
  - (b) Continue to offer staff assistance during the grant application process through individual assistance to applicants and through grant writing workshops given by the Director.
  - (c) When appropriate, seek new possible sources of funding for R2AC programs and/or arts groups in our region, provided it does not put R2AC in competition with the arts organizations it serves. This may include continued involvement with the Bemidji Area Arts Endowment.
  - (d) To work toward equitable distribution of the funds for under-served counties.

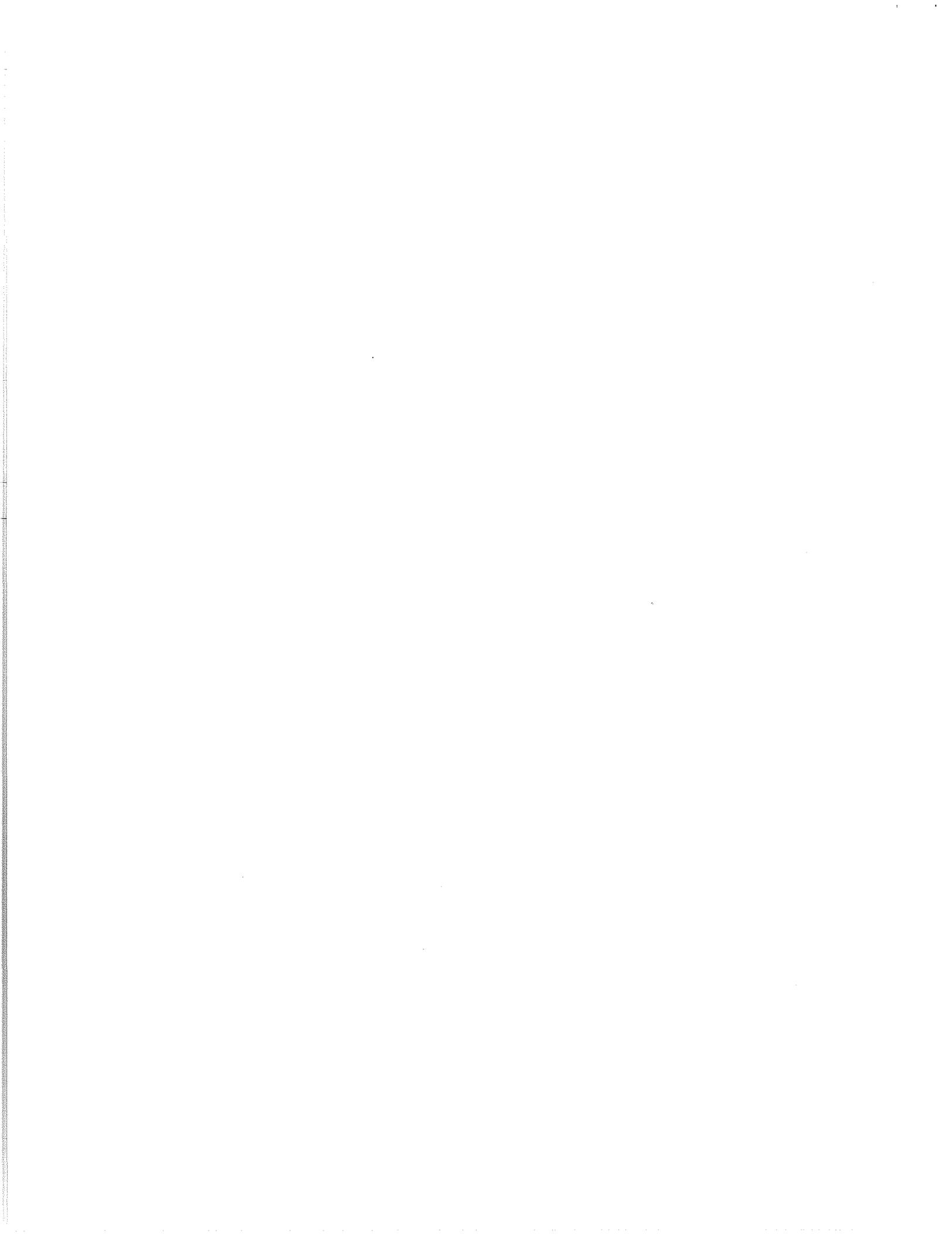
**Goal #2: To act as an information source for regional artists and arts organizations and to encourage publicity, promotion and marketing for arts in our region.**

- Objectives:**
- (a) Gather information pertaining to regional artists and arts organizations; maintain a data base.
  - (b) Co-sponsor arts-related presentations in our region by representatives from other agencies, foundations, and/or organizations.
  - (c) Per R2AC board direction, require grant recipients to issue news releases publicizing their events in media throughout the region.
  - (d) Publish an R2AC newsletter as funded by the McKnight Foundation.
  - (e) Maintain the R2AC web site, updating it as needed.
  - (f) Provide direct informational mailings to artists and organizations on an as-needed basis.
  - (g) Explore/research methods of collecting and disseminating regional arts-related information.

**Goal #3: To support arts experiences in our regions' schools by continuing to make resources available through existing R2AC programs.**

**Goal #4: To improve our service to individual artists.**

- Objectives:**
- (a) Continue the R2AC "no risk" workshop partnership initiative.
  - (b) Expand arts-related resources, including links on the R2AC website.
  - (c) Redefine the Arts Marketing Program to focus on the development of



- artists' marketing skills.  
(d) Maintain an on-line artist registry.

**Goal #5: To assess the needs of the people and organizations we serve in an ongoing manner.**

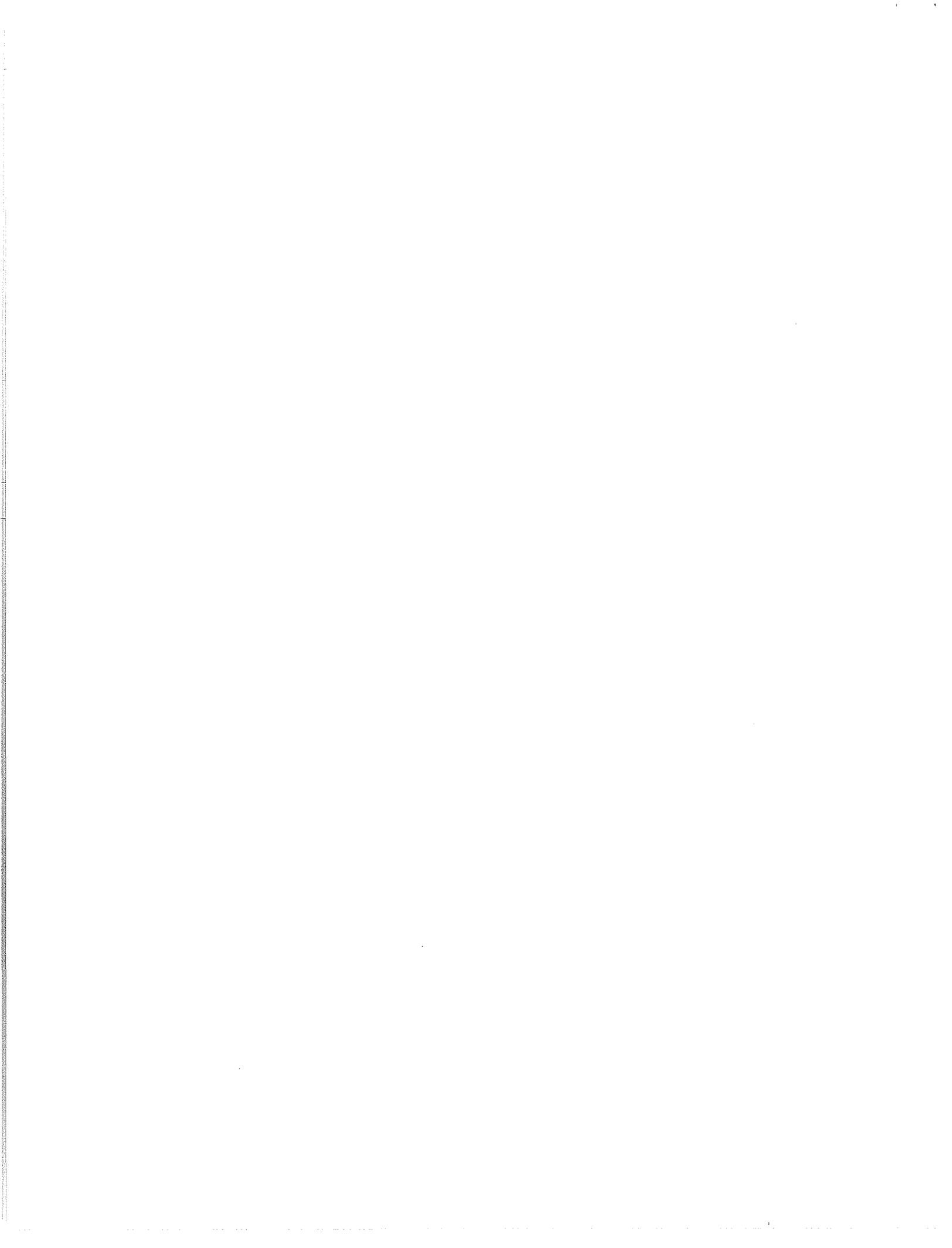
- Objectives:**
- (a) Assess the needs and concerns of individuals and artists through focus groups, surveys, workshop evaluations, one-on-one discussions and through methods such as needs assessment questions in the grant applications.
  - (b) Assess the needs and concerns of regional 501(c)3 arts organizations and organizations that serve the arts through surveys and/or meetings.

**Goal #6: To provide responsible administration and accountability for Council activities.**

- Objectives:**
- (a) Provide office space and equipment for R2AC to conduct business.
  - (b) Hold board meetings as necessary.
  - (c) Maintain a budget and accounting system.
  - (d) Retain professional staff and provide development opportunities.
  - (e) Maintain a Personnel Policy Manual that includes:
    - (1) Job descriptions.
    - (2) Performance evaluation criteria and process.
  - (f) Continue to file reports:
    - (1) Monthly Treasurer's Report.
    - (2) Quarterly Financial Reports.
    - (3) Federal and State forms.
    - (4) Annual Report and audit.
    - (5) Final reports to grantors.
  - (g) Conduct a board planning session every two years.
  - (h) Complete the biennial plan according to schedule.
  - (i) Maintain the grant database and evaluation system.
  - (j) Comply with Fiscal Agent Agreement requirements with Minnesota State Arts Board.
  - (k) Evaluate programs and services.

**Goal #7: To maintain awareness of the following on-going concerns:**

- Objectives:**
- (a) Need, and/or creative use of existing venues, for performance and exhibition spaces in the region.
  - (b) Encouragement of new arts groups and the growth of relatively small arts groups.
  - (c) The need for evening and weekend hours for events and exhibits.
  - (d) Accessibility to arts facilities and events by persons with disabilities.



## DEMOGRAPHICS OF REGION 2

According to the 2005 census estimate, Region 2 holds 1.553% of the state's population. This compares to 1.547% in 2000. (Figures are based on the State Demographers Office reports.)

County	2000 Census	2005 Census Estimate
Beltrami	39,650	42,871
Clearwater	8,423	8,476
Hubbard	18,376	18,861
Lake of the Woods	4,522	4,421
Mahnomen	5,290	5,113
<b>Totals</b>	<b>76,161</b>	<b>79,742</b>

The five-county area served by R2AC remains among the poorest in the state in terms of median household income levels. Although income has increased somewhat over the past decade, it still falls far below statewide figures.

County	2003
Beltrami	\$35,108
Clearwater	\$32,504
Hubbard	\$36,438
Lake of the Woods	\$35,426
Mahnomen	\$30,214
Average income in Minnesota	\$50,750
<b>Average income in Region 2:</b>	<b>\$33,938</b>

The ethnic diversity of Region 2 is reflected in the following percentage of population figures:

County	All	White	Black	Native American	Asian	Hispanic
Beltrami	39,650	76%	<1%	20%	<1%	<1%
Clearwater	8,423	89%	<1%	8%	<1%	<1%
Hubbard	18,376	96%	<1%	2%	<1%	<1%
Lake of the Woods	4,522	97%	<1%	1%	<1%	<1%
Mahnomen	5,190	62%	<1%	28%	<1%	<1%
Totals for Region 2	76,161	84%	<1%	11%	<1%	<1%



## R2AC WORK PLAN

This work plan addresses the services and programs specified in R2AC's goals and objectives.

### A. Granting Programs

The R2AC will continue to make grants monies available to regional artists, schools, and organizations. Copies of FY08-09 Grant Guidelines and Application Forms are included as an appendix to this document. These give more detailed information as to the intent of each granting program, eligibility requirements, and review criteria and processes.

- (1) **R2AC Arts Project Grants** may be requested to help produce an arts event or performance; sponsor a "prepackaged" performance or exhibit; host an arts residency; and give planning or developmental assistance to an arts organization. Applications are accepted into two annual grants rounds. Deadlines for these two rounds are:

FY08: September 12, 2007	March 12, 2008
FY09: September 10, 2008	March 11, 2009

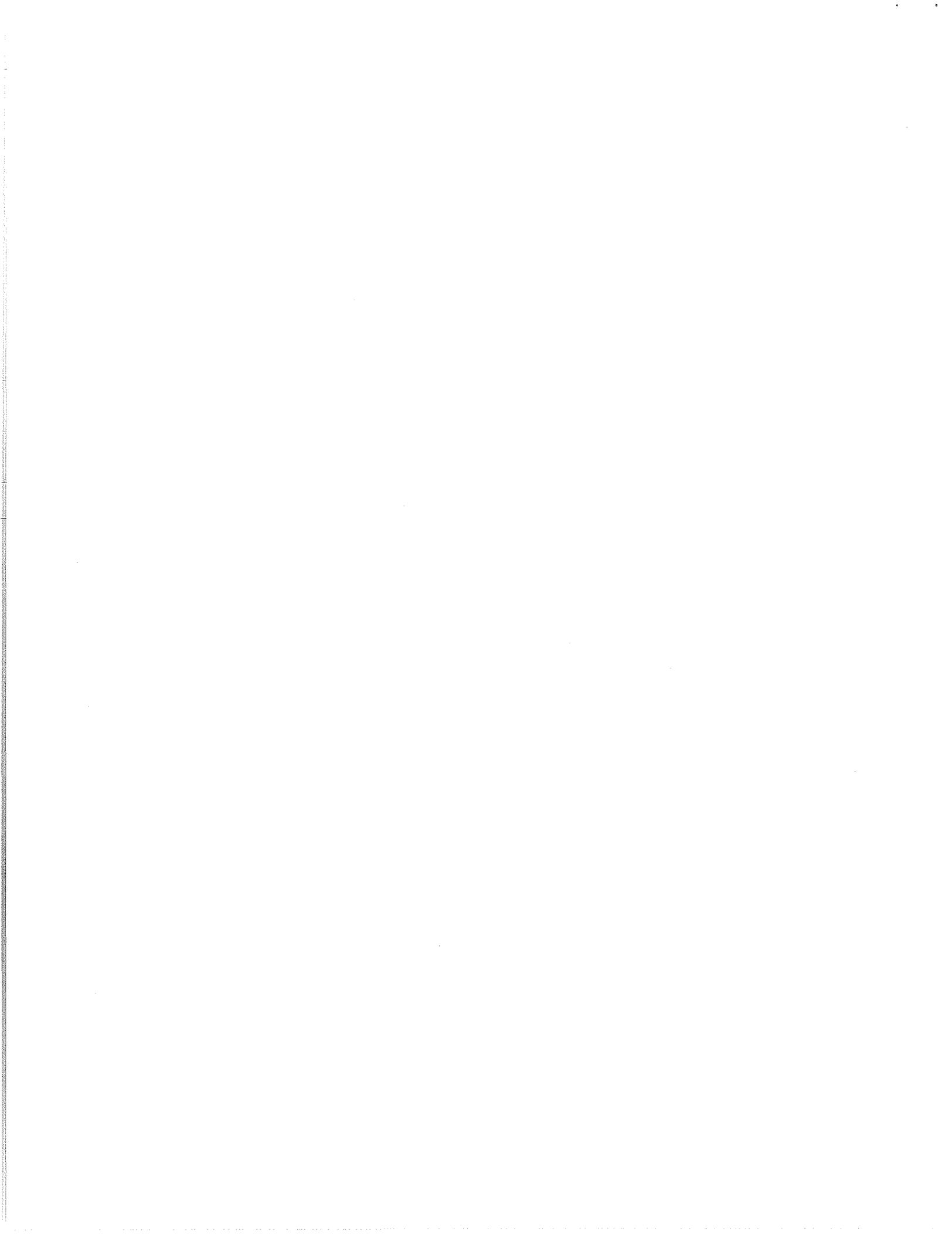
Effective FY04, a maximum request limit of \$1,250 was placed on the Arts Project Grants.

- (2) **R2AC/McKnight Grants for Arts Organizations** are available to the region's 501(c)3 arts organizations. These grants fund arts production and sponsorship activities as well as small capital purchases. The program is funded by the McKnight Foundation. A R2AC/McKnight grants deadline is posted once per year. Deadlines for this grants round are:

FY08: January 9, 2008	FY09: January 7, 2009
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- (3) **Individual Artist Grants.** Funded by the McKnight Foundation, these grants provide financial assistance to artists who show serious commitment to creative growth and career advancement. This program is designed for artists at various career levels. Individuals may request up to \$1,000 for expenses associated with a specific project, opportunity, or mentorship. Collaborative projects are welcome. Grant deadlines are twice per year:

FY08: October 10, 2007	February 6, 2008
FY09: October 8, 2008	February 11, 2009



- (4) **General Operating Support Grants** program offers three-year grants that are intended to provide a measure of stability to 501(c)3 arts organizations so that their energies can be better focused on increasing the quality and availability of the arts to their community. Because these are three-year awards, this grants round is held only once every three years.

FY08: February 13, 2008

- (5) **Anishinaabe Arts Initiative Grants** program supports and promotes traditional and contemporary Native American arts in the region through grants to schools, individual artists, and community organizations.

FY08: October 3, 2007

March 5, 2008

FY09: October 1, 2008

March 4, 2009

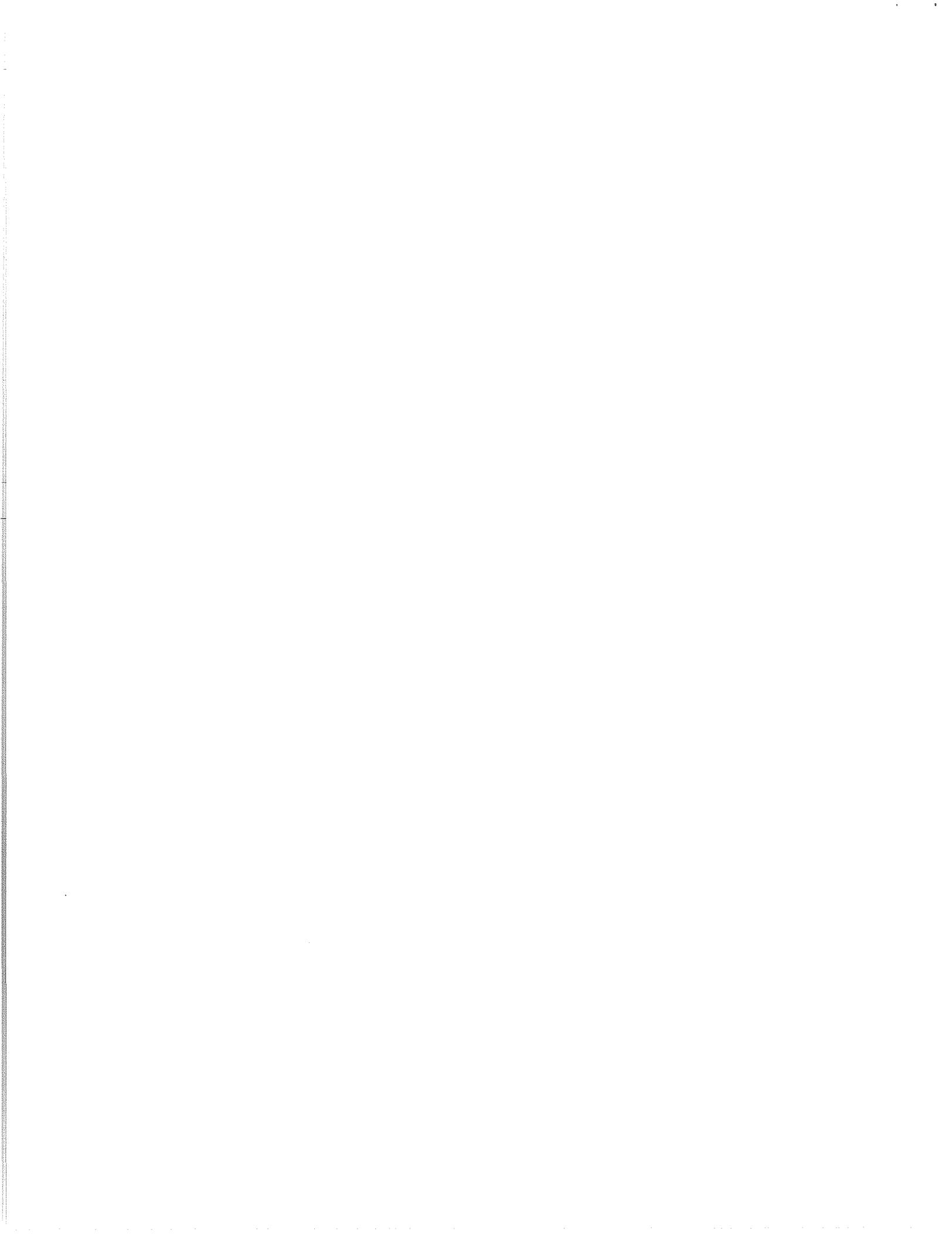
All grants rounds are publicized 60 days in advance by (1) sending news releases to regional media, (2) mailing flyers out to all organizations and individuals on the R2AC grants mailing list, and (3) posting a notice in our newsletter. Those interested in applying are instructed to request the Guidelines and an Application Form from the R2AC office. Applicants are always strongly encouraged to ask for R2AC staff assistance when developing their proposal ideas and in completing their application form.

For over 28 years, the R2AC has kept track of the amount of monies going to each of the region's five counties as compared to the percent of population that the county has. Ideally, R2AC would like each county to receive an amount of money proportional to the percent of the region's population that live in that county. Counties that receive less than this amount are termed "under-served." In order to increase funding to the under-served counties, all requests for grant applications from these counties are followed up with a phone call from the R2AC Executive Director. The purpose of this follow-up is to encourage potential arts projects in these counties and to directly offer assistance with the grant application process. R2AC also targets under-served counties with other R2AC programs, such as workshops and arts marketing activities.

Each project grant recipient is assigned an R2AC Board Member who evaluates the project and reports back to the R2AC Board.

## **B. Programs and Services**

R2AC will continue to sponsor the **Anishinaabe Arts Initiative (AAI)**. Funded by the McKnight Foundation, the AAI supports and promotes traditional and contemporary Native American arts in the region through grants to schools, individual artists, and community organizations. An advisory board made up of Native Americans from the area review grant applications, make funding recommendations, and give input as to the content, purpose, and structure of the AAI program.



R2AC will continue its **“no risk” workshop program** whereby monies are awarded for workshops on an on-going basis at no financial risk to the sponsoring group. This program has been very successful, and has resulted in more high quality adult workshops in the region. R2AC will continue to offer planning, implementation, and funding assistance for workshops through this program.

R2AC will continue to publish its newsletter **“Northern Arts News.”** Funded by the McKnight Foundation, this newsletter is published seven times per year and fills a huge need in the region for arts information.

R2AC will continue its FY98-99 initiative of helping artists with their **arts marketing** issues. A consultant was retained in February 1999 for the purpose of (1) developing and implementing a number of specific opportunities for visual artists in Region 2 to exhibit and/or sell their work; (2) developing and implementing a number of specific opportunities to educate individuals, business owners, building managers, and the public in general about how to evaluate visual art on their own terms and what the merits are of living with original works of visual art in various daily environments, thereby stimulating an interest in art acquisition; (3) developing and implementing traditional or nontraditional methods for bringing visual art from the studio into homes, work places, and public spaces; (4) developing and implementing opportunities for writers in Region 2; and (5) developing and implementing opportunities for performers in Region 2.

The R2AC will continue to co-sponsor presentations to the people of Region 2 as offered by representatives of other arts organizations and/or foundations.

When appropriate, the R2AC may seek new sources of funding, either for R2AC programming efforts, or on behalf of other regional arts organizations. R2AC does not intend that these efforts compete with fundraising by other regional arts organizations.

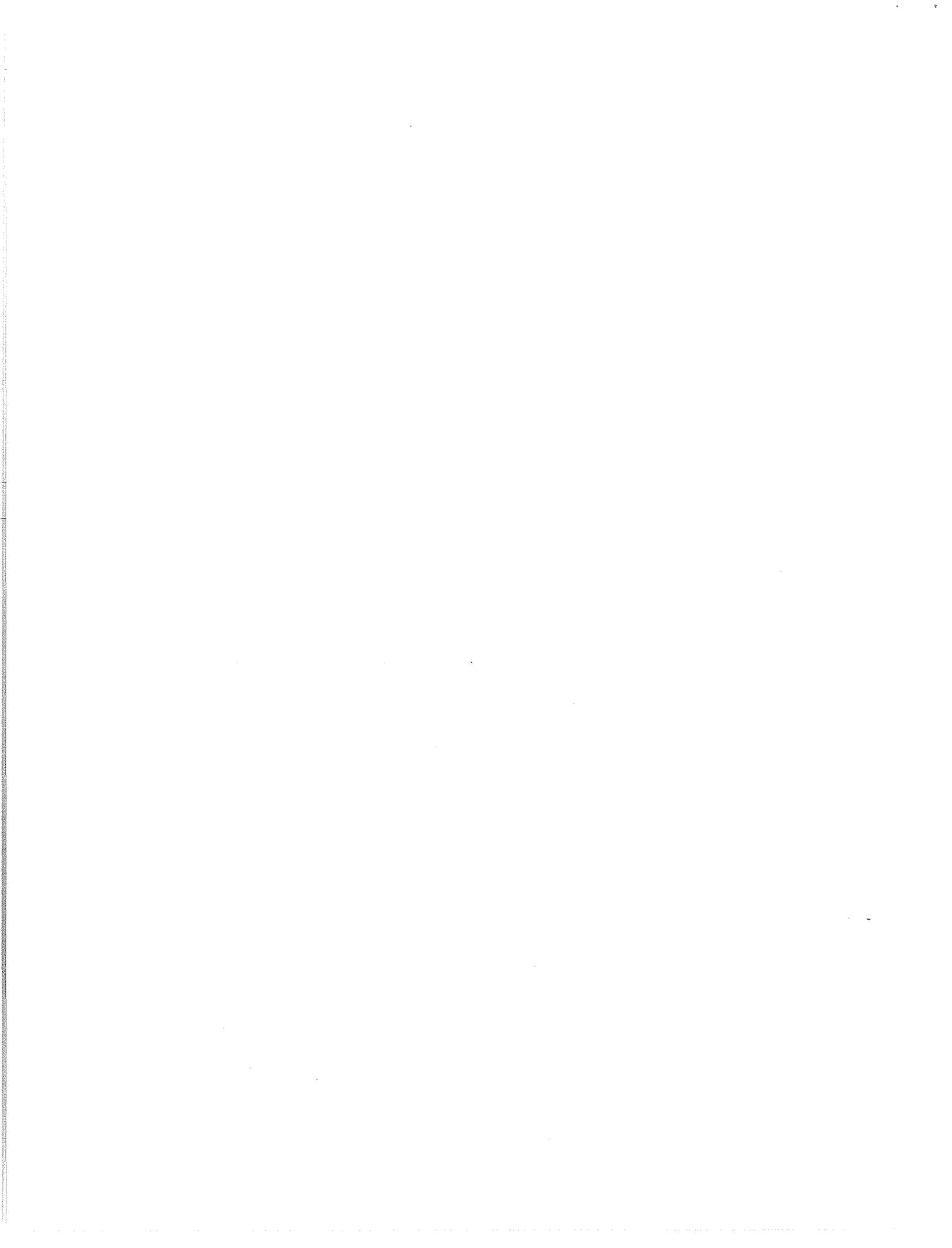
### **C. Administration**

The R2AC Board appointed Terri Widman, effective April 30, 2001, as Executive Director. Kay McCune was hired as Executive Assistant effective October 1, 2000. R2AC will continue to assess the needs of individual artists in the region through a mix of information-gathering tools that may include focus groups, surveys, and individual interviews.

R2AC will continue to assess the needs of 501(c)3 arts organizations in the region. The R2AC Executive Director and/or one or more R2AC Board members will meet with board and staff members of these organizations over the next two years to hear needs and concerns.

R2AC will continue to retain professional accounting services to prepare tax statements and audit reports.

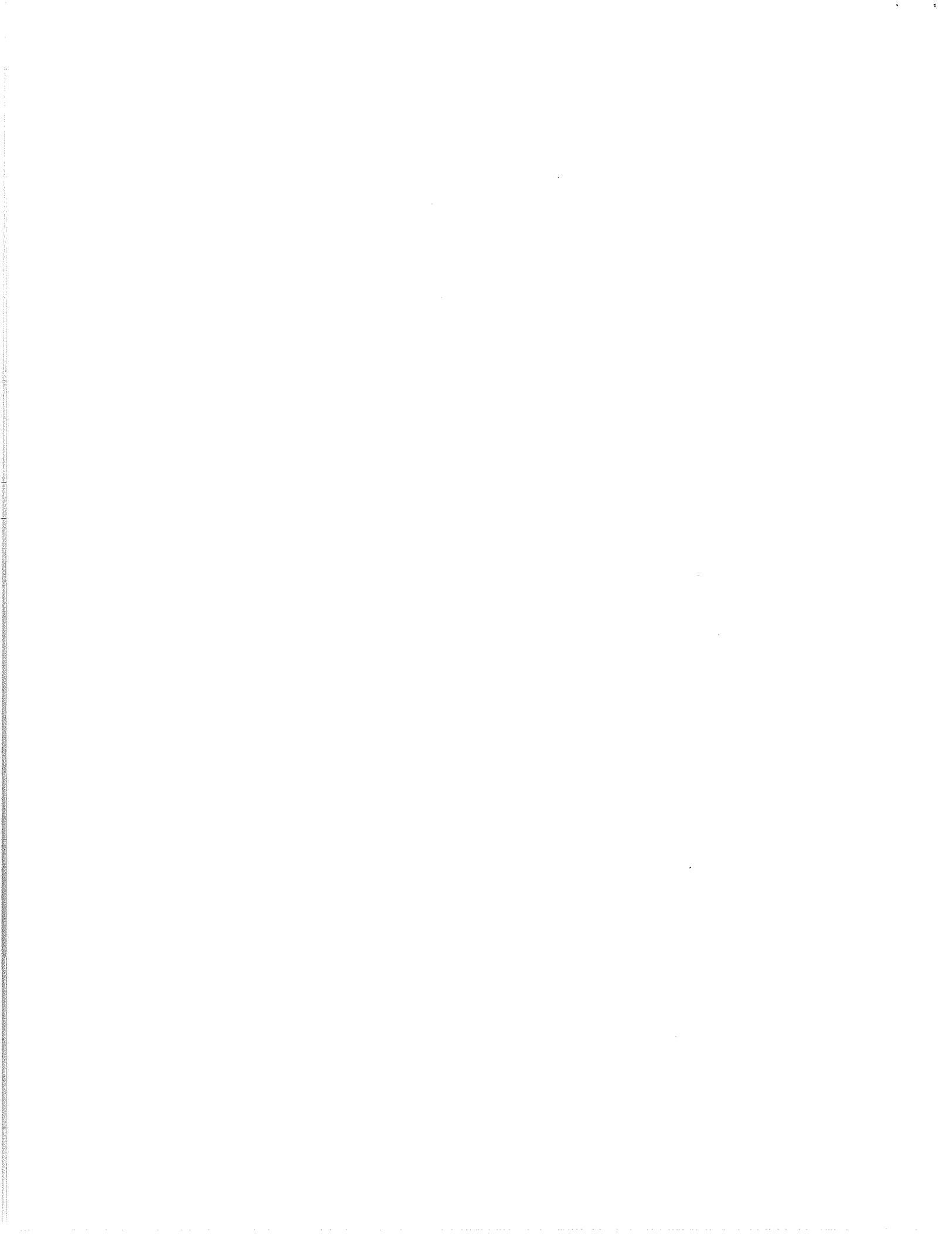
R2AC will add to and maintain a lending library of publications of interest to



organizations and individuals in the arts. The library list is on our website.

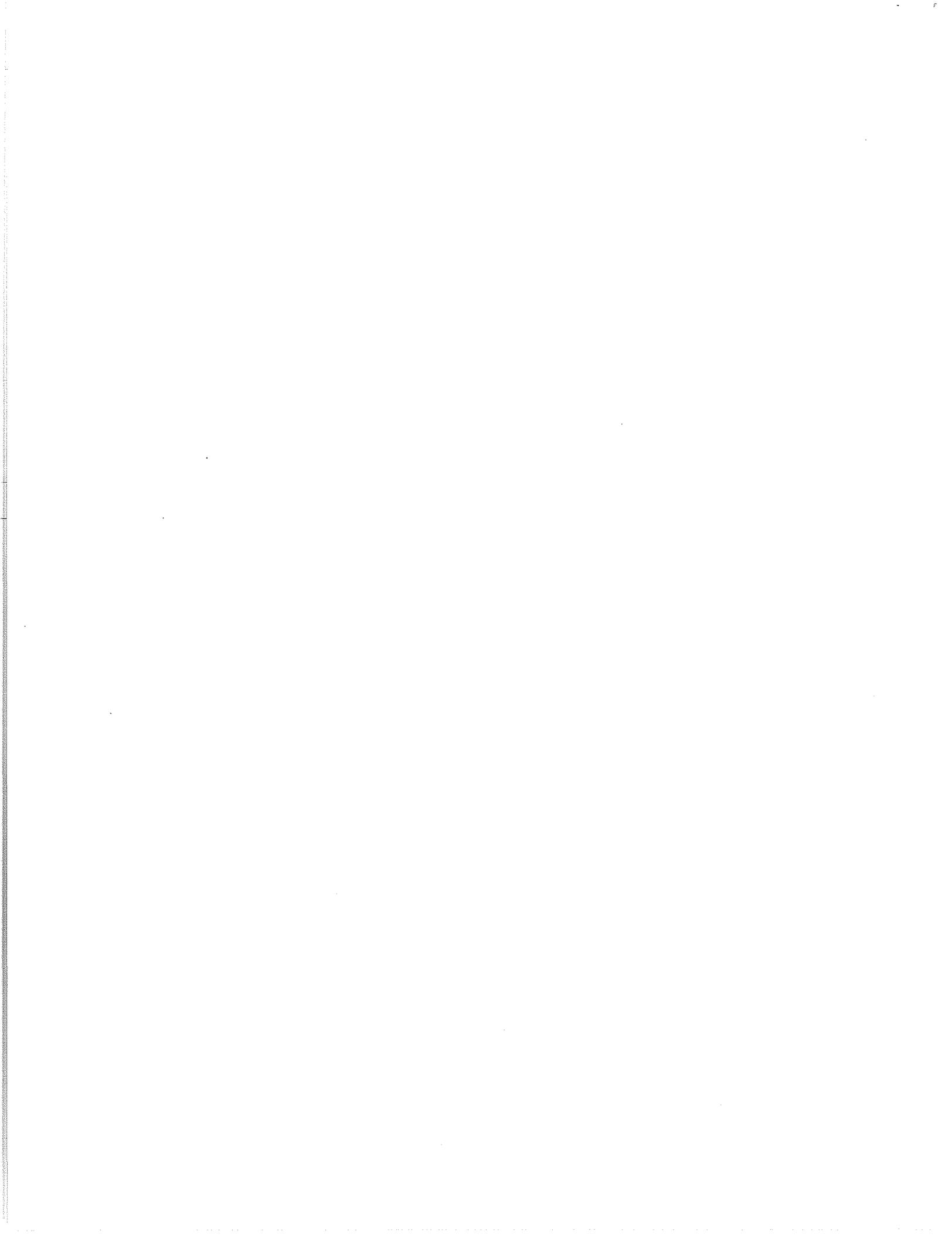
R2AC will maintain its databases on regional artists, arts organizations, and arts educators and the media.

The web site update, started in FY01, includes an on-line artist registry for the region, downloaded grant applications, the R2AC newsletter and information on programs and services.

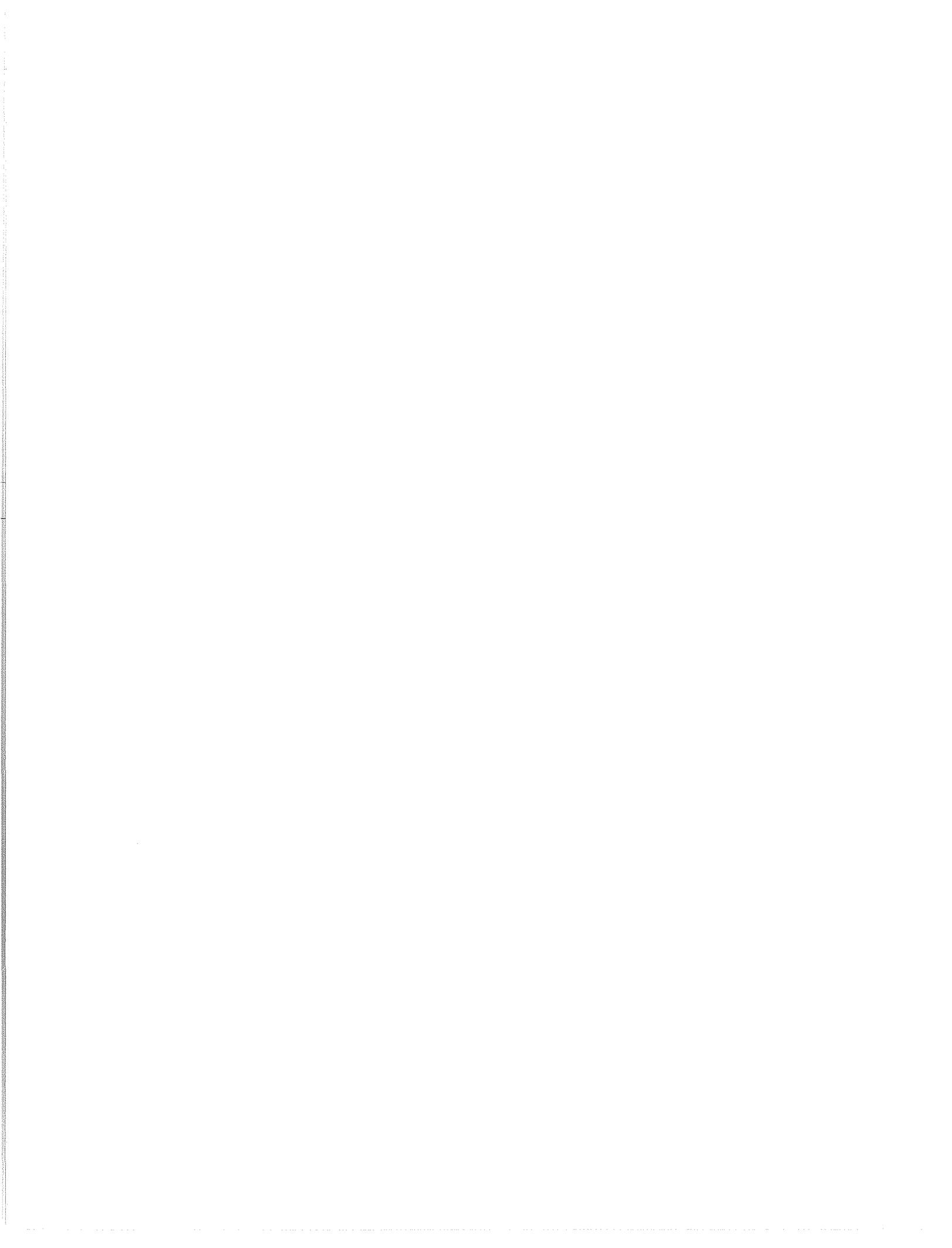


**Region 2 Arts Council - Fiscal Year 2008 Approved Draft Budget  
Approved at the April 16, 2007 Board Meeting**

Account #	Account Title	State	General	McKnight	Comments	Totals
	<b>FY08 Est. Revenues</b>	\$82,193.00	\$3,000.00	\$50,000.00		\$135,193.00
	<b>FY07 Carry Fwd to FY08</b>	\$313.00	\$5,627.00	\$0.00		\$5,940.00
	<b>Available for FY08</b>	<b>\$82,506.00</b>	<b>\$8,627.00</b>	<b>\$50,000.00</b>		<b>\$141,133.00</b>
510	R2AC Arts Grants	\$17,000.00	\$0.00	\$0.00		\$17,000.00
550	McKnight Grants	\$0.00	\$0.00	\$10,000.00		\$10,000.00
560	Individual Artist Grants	\$0.00	\$0.00	\$10,000.00		\$10,000.00
570	Anishinaabe Art Initiative Grants	\$0.00	\$0.00	\$10,000.00		\$10,000.00
590	GenOps Support Grants	\$10,000.00	\$0.00	\$0.00		\$10,000.00
592	Grant Writing Workshops	\$200.00	\$0.00	\$200.00		\$400.00
609	Staff Bonus	\$0.00	\$575.00	\$0.00		\$575.00
610	Payroll Taxes	\$3,290.00	\$0.00	\$585.00		\$3,875.00
650	Salary - Program Director	\$0.00	\$0.00	\$4,646.00		\$4,646.00
651	Wages - Program Assistant	\$0.00	\$0.00	\$894.00		\$894.00
655	Salary - Executive Director	\$25,556.00	\$0.00	\$0.00		\$25,556.00
657	Wages - Executive Assistant	\$11,941.00	\$0.00	\$0.00		\$11,941.00
658	Benefits	\$2,427.00	\$860.00	\$2,427.00		\$5,714.00
659	Retirement	\$986.00	\$305.00	\$0.00		\$1,291.00
701	Accounting Fees	\$200.00	\$0.00	\$0.00		\$200.00
702	Audit	\$750.00	\$0.00	\$750.00		\$1,500.00
704	Insurance	\$85.00	\$250.00	\$305.00		\$640.00
705	Equipment	\$0.00	\$1,568.00	\$0.00		\$1,568.00
708	Copy/Print	\$400.00	\$0.00	\$410.00		\$810.00
709	Postage	\$850.00	\$0.00	\$175.00		\$1,025.00
710	Rent	\$2,250.00	\$750.00	\$1,500.00		\$4,500.00
711	Occupancy Costs	\$600.00	\$140.00			\$740.00
725	Supplies	\$638.00	\$162.00	\$293.00		\$1,093.00
740	Telephone	\$1,515.00	\$150.00	\$140.00		\$1,805.00
741	Internet Access/Computer Support	\$485.00	\$100.00	\$0.00		\$585.00
743	Web Site Maintenance	\$84.00	\$75.00	\$0.00		\$159.00
745	Travel-Staff	\$0.00	\$120.00	\$0.00		\$120.00
746	Travel-Council	\$1,666.00	\$322.00	\$1,675.00		\$3,663.00
750	Staff Development	\$0.00	\$836.00	\$0.00		\$836.00
770	Dues/Books/Subscriptions	\$270.00	\$25.00	\$0.00		\$295.00
805	Arts Marketing Project	\$1,313.00	\$0.00	\$0.00		\$1,313.00
810	"No Risk" Workshops	\$0.00	\$875.00	\$0.00		\$875.00
811	Newsletter	\$0.00	\$0.00	\$6,000.00		\$6,000.00
900	Biennial Planning Meeting	\$0.00	\$0.00	\$0.00		\$0.00
920	Contingency	\$0.00	\$1,514.00	\$0.00		\$1,514.00
<b>Total</b>		<b>\$82,506.00</b>	<b>\$8,627.00</b>	<b>\$50,000.00</b>		<b>\$141,133.00</b>



**APPENDIX A**



**BYLAWS**  
of the  
**REGION 2 ARTS COUNCIL**

**ARTICLE I**

**Area Served**

All citizens within the Minnesota counties of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnomon.

**ARTICLE II**

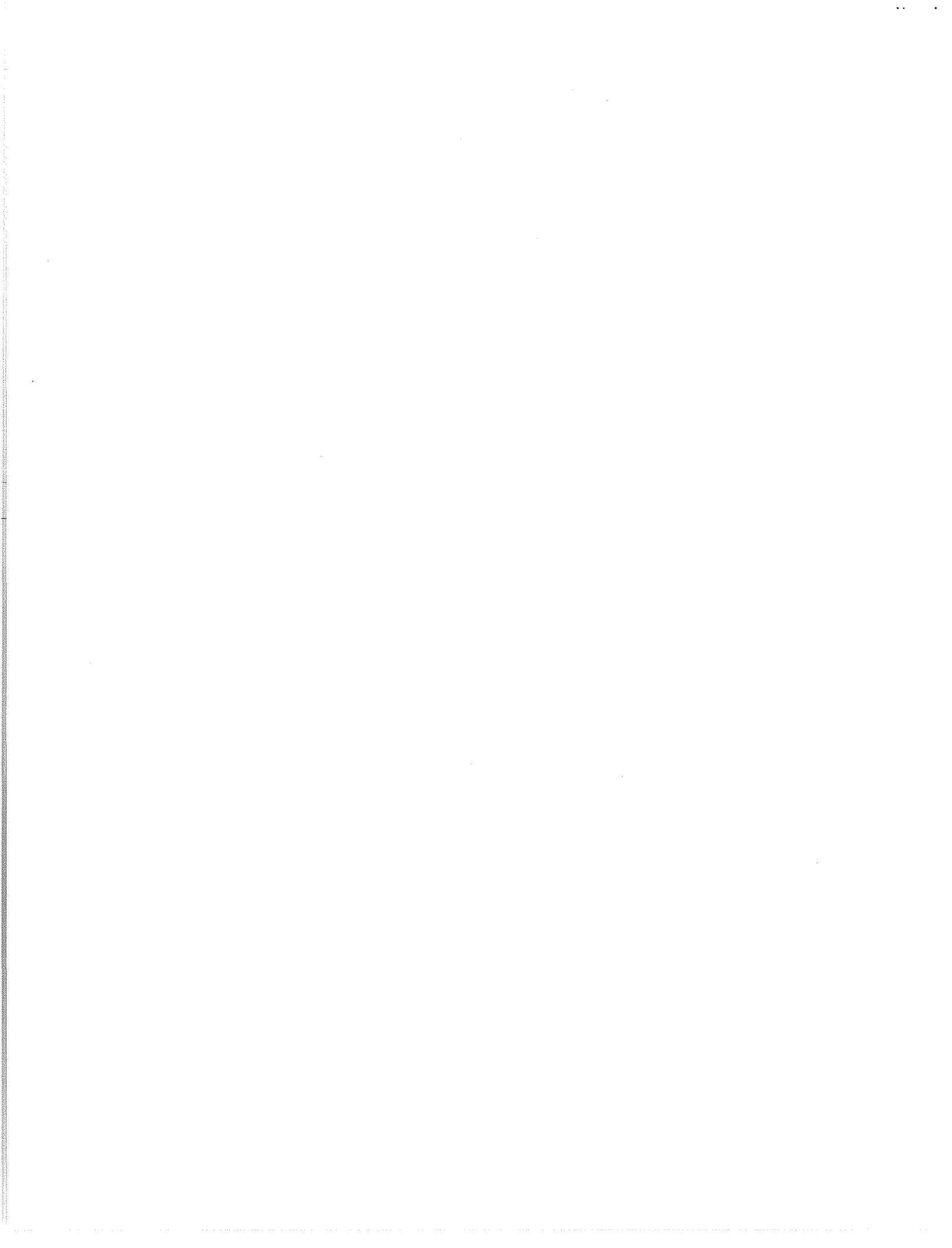
**The Council**

**Section I.** Membership on the Region 2 Arts Council shall consist of two persons and one alternate elected from among the residents of each county. Membership shall be composed of citizens who have demonstrated interest, have expertise or experience in or with the arts. Existing Council policy pertaining to the nominating process shall be adhered to. An open nomination process shall be used and will involve publication of the membership vacancies in regional news media to inform the public.

**Section II.** Each member shall have a single vote on any issue. No proxies shall be permitted. A designated alternate may vote when taking the place of a regular member. It shall be the responsibility of the member to contact an alternate for any meeting which the regular member cannot attend. The designated alternate may convey the views of the regular member to the Council for their consideration.

**Section III.** The length of a Council member's service shall be determined as follows:

- A. One member shall be elected on odd numbered years, and one member shall be elected on even numbered years, except for the first year when terms shall be adjusted, by consent of the membership, as provided under Article VII to establish the above rotation.
- B. Each term shall be for a period of two years with elections to



commence at the 1980 annual meeting.

- C. No member shall serve more than two consecutive terms except by a lapse of one term between such service. A vacancy in the Council membership shall be filled by the Council for the expired portion of the term as soon as possible. The time served to fill a vacancy shall not apply toward that member's service.
- D. Failure of a member to attend three of the scheduled meetings in the course of a one year period shall constitute reason for removal from the Council. The presence of an alternate at the scheduled meetings does not negate this requirement.
- E. A written resignation to the chairperson of the Council or Council action as a result of Section III D shall terminate a member's service.
- F. The Council shall consist of not fewer than six nor more than ten voting members. They shall perform such special duties as the chairperson or Council shall from time to time designate.

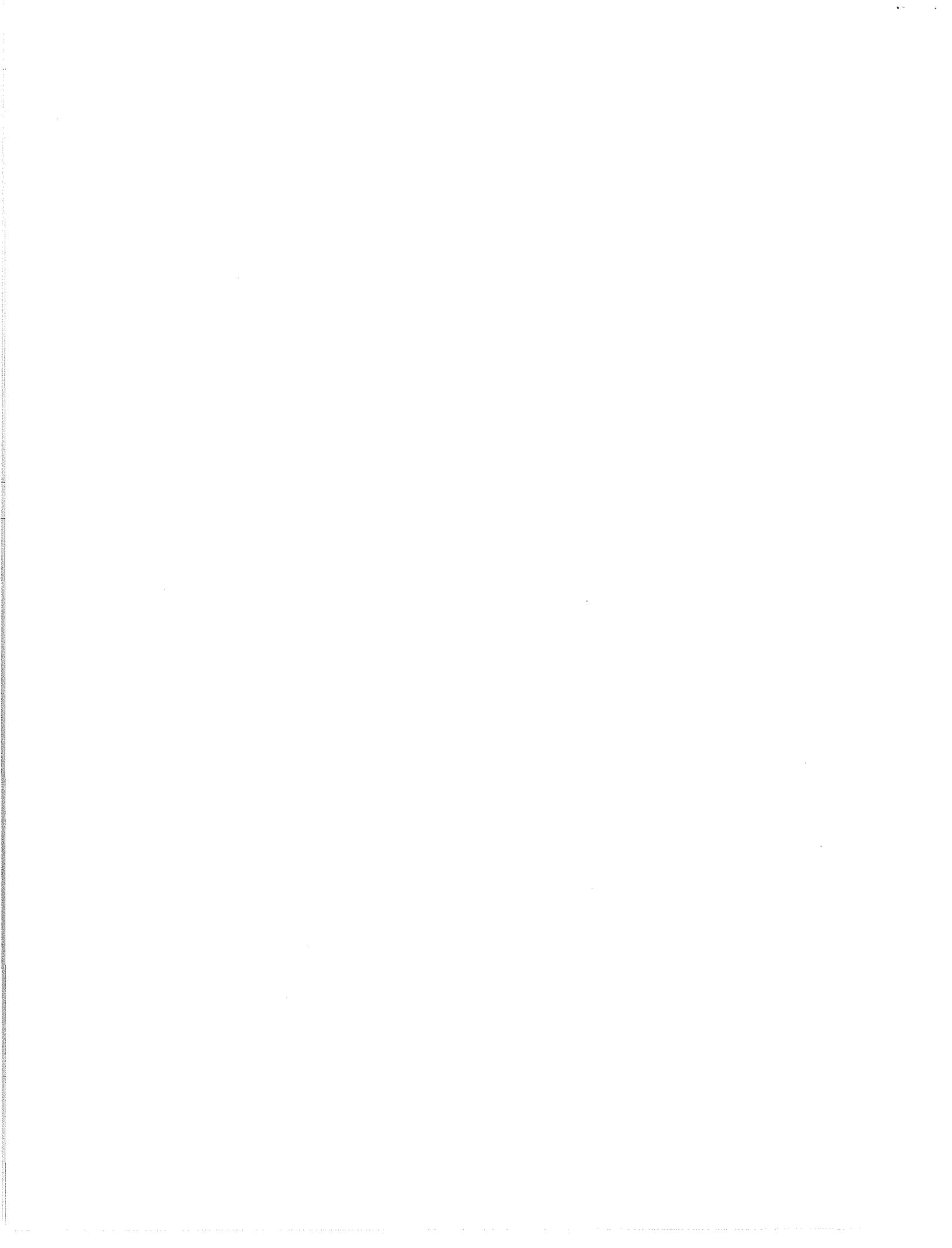
**Section IV.** The Council shall be vested with the general management, conduct, and control of the business and affairs of the Corporation, and shall exercise all the powers and do all things that may be exercised and done by the Corporation under the Statutes of Minnesota, the Articles of Incorporation, and the Bylaws.

**Section V.** The Council shall have the power to hire and discharge such staff as is decided necessary to the functioning of the Corporation. The guidelines specified in the R2AC Personnel Policy Manual shall be followed.

**Section VI.** The fiscal year of the Council shall coincide with that of the Minnesota State Arts Board; at this time being July 1 through June 30.

**Section VII.** The Council shall create such standing committees as are necessary or desirable to carry on the program of the Corporation. Members of standing committees shall be appointed by the chairperson of the Council in consultation with the members.

**Section VIII.** The Executive Committee shall be comprised of the elected officers of the Corporation and shall have full power of management of the business of the Corporation during the interval between meetings of the Council. The Executive Committee is empowered to authorize expenditures of amounts up to \$500 by a unanimous vote. Executive Committee votes may be polled by telephone.



## ARTICLE III

### Election of Officers

**Section I.** Election of officers will be held annually in accordance with Council policy, with terms to commence during the first month of the fiscal year. A chairperson, vice-chairperson, treasurer, and secretary shall be elected for one year terms. A vacancy in an office during a term shall be filled as soon as possible by the Council for the expired portion of the term.

**Section II.** The duties of the officers are as follows:

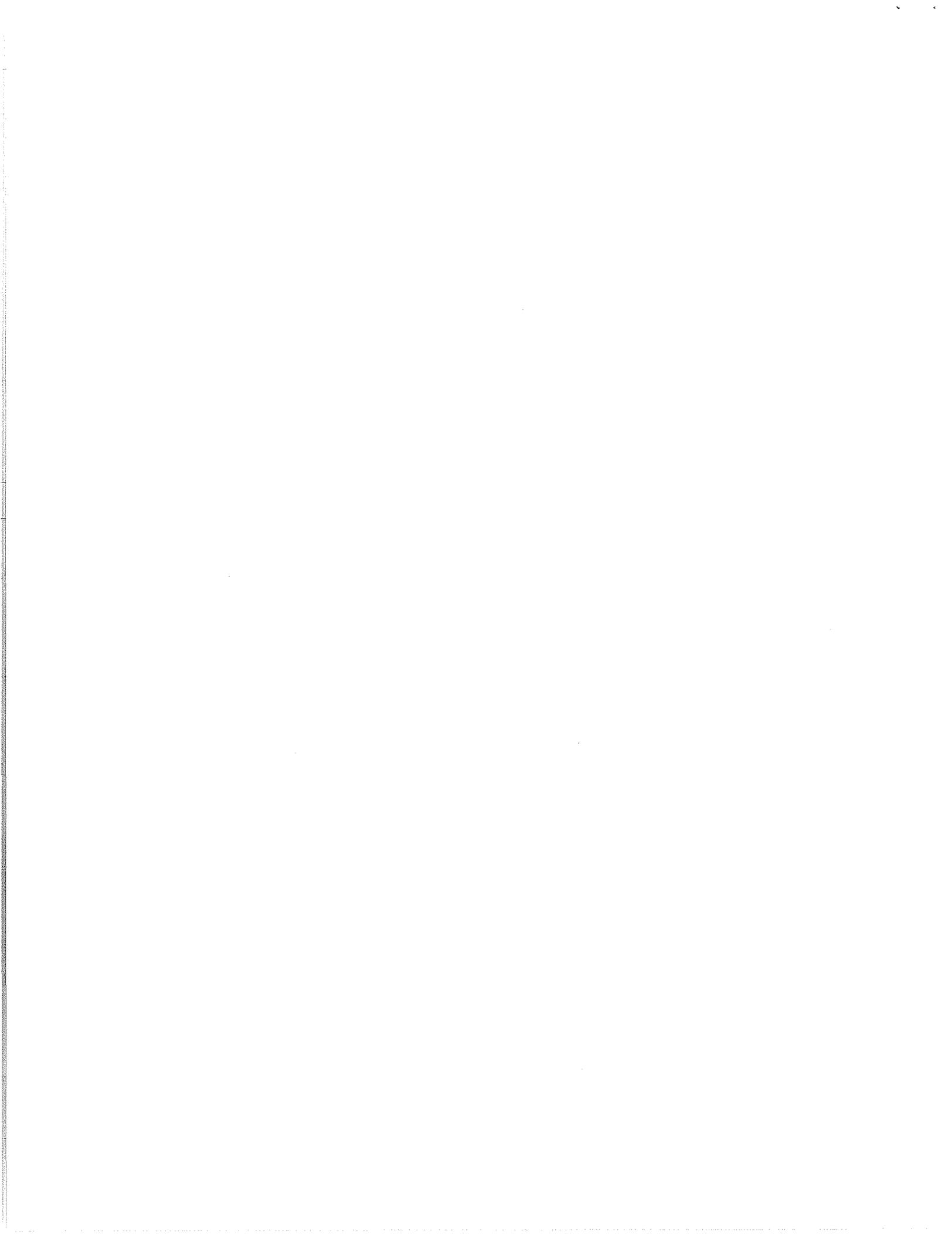
- A.** The Chairperson shall preside at all business meetings of the Council and perform all other duties pertaining to such an office.
- B.** The Vice-Chairperson shall assist the Chairperson in such matters as the Chairperson and/or the Council may request and shall perform the duties of the Chairperson in the absence or in the case of the temporary disability of the Chairperson.
- C.** The Treasurer shall be custodian of all funds, and pay out money upon order of the Council; shall ensure the keeping of records of costs and receipts of operating funds and of special projects, shall ensure a projection of an operating budget, and shall prepare a financial statement at the end of each fiscal year.
- D.** The Secretary shall keep all minutes of the meetings of the Council; shall supervise and/or be custodian of all records and files; shall supervise and/or be responsible for receipt filing, and replying to all correspondence of the Corporation; shall be responsible for sending all notices and perform such other duties as the Council shall designate from time to time.

## ARTICLE IV

### Meetings

**Section I.** The time and date of Council meetings will be decided by the Council. At least ten days notice, either by telephone, or person, or in writing, shall be given each member prior to the proposed meeting date.

**Section II.** Special meetings or the cancellation of meetings may be determined by a poll of the Executive Committee.



**Section III.** Robert's Rules of Order, Revised, shall govern in all matters not covered by the Articles of Incorporation or by the Bylaws.

## **ARTICLE V**

### **Reimbursement of Expenses**

Any Council member, designated alternate, or employee is eligible for reimbursement of mileage, and/or any other Council related expense as determined by Council policy.

## **ARTICLE VI**

### **Minutes**

Complete and accurate minutes of each meeting shall be maintained. Copies are to be mailed in connection with notification of subsequent meetings to each member.

## **ARTICLE VII**

### **Voting**

**Section I.** A simple majority of membership shall constitute a quorum.

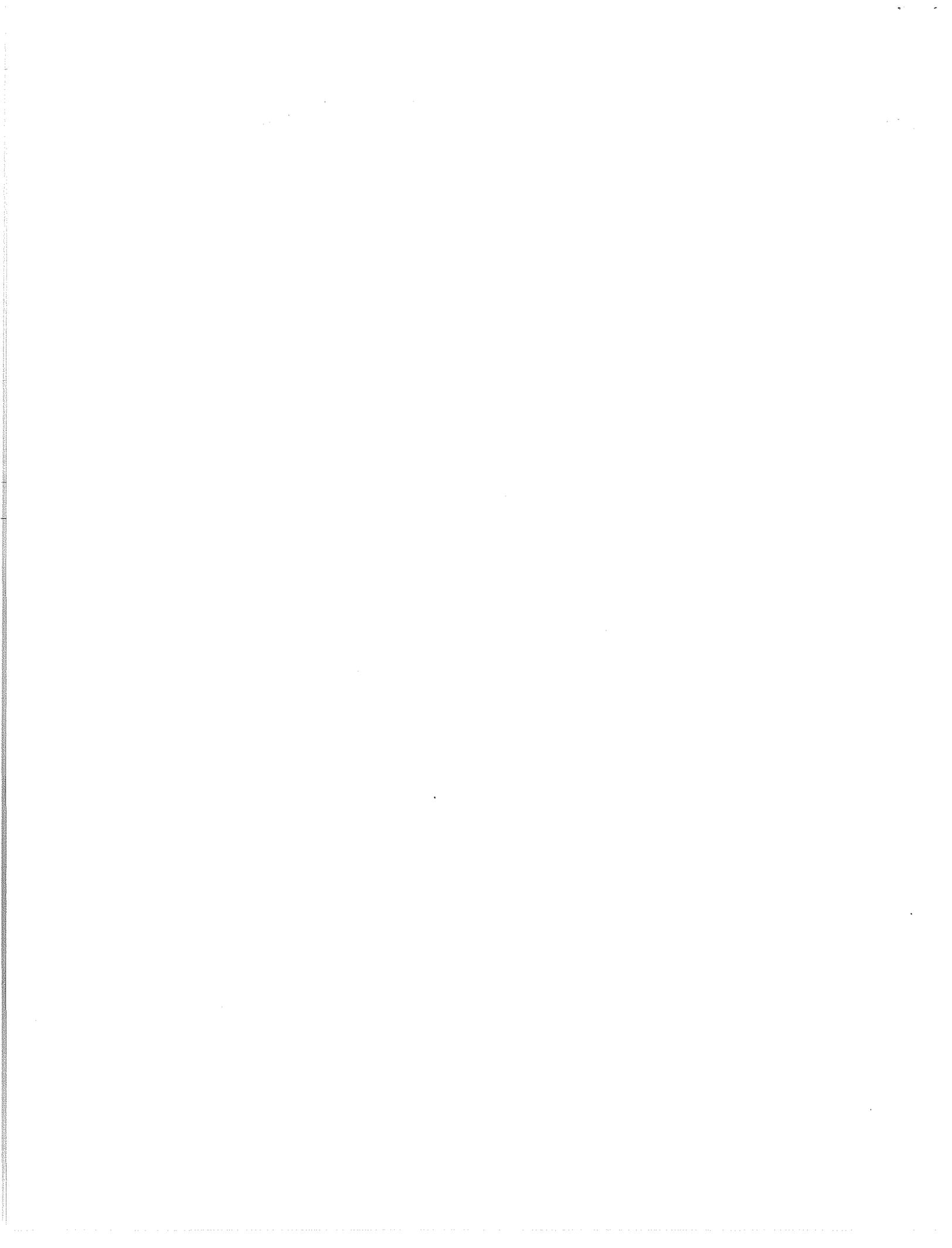
**Section II.** A simple majority vote of members in attendance (at least a quorum) shall carry any motion.

**Section III.** An act of the majority of the Council present and voting at a meeting at which a quorum is present is the act of the Corporation.

## **ARTICLE VII**

### **Housing and Properties**

The Council is authorized to do any and all acts necessary to acquire housing for the activities of the Corporation including leasing, building or buying such accommodations as they may deem suitable and in keeping with the financial standing of the Corporation, with full power to select the location and carry on all business necessary to effect the same, including executing contracts, options,



mortgages, leases with respect thereto; subject, however, to the following limitation: In the event of purchase or construction of a building, there shall be on hand at least 100% of the total amount before any binding commitments are made.

## **ARTICLE IX**

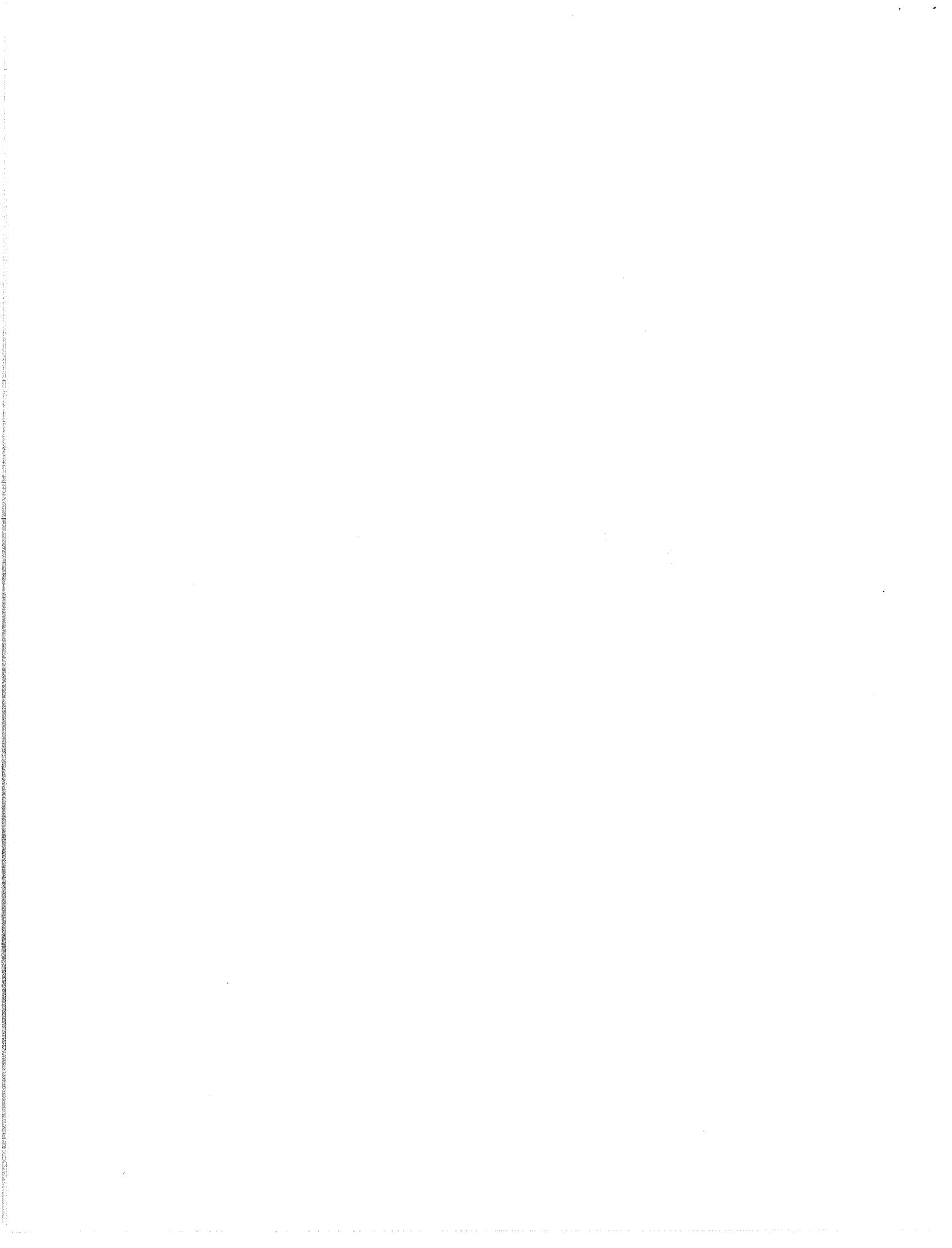
### **Amendments**

These bylaws may be amended at any regular or special meeting by the affirmative vote of two-thirds of the members present and voting, providing that the written notice for the meeting stated an amendment would be offered to the bylaws and that the notice contained the proposed bylaw change and that a quorum is present for the vote.

## **ARTICLE X**

### **Ratification**

These bylaws shall be ratified by the Region II Arts Council after being accepted by two-thirds of the Council members present and voting.



**APPENDIX B**



**Nancy Brown-Colligan, TREASURER**, Clearwater County. Nancy received her B.S. degree from the University of Minnesota-Minneapolis and graduate work at Bemidji State University with majors in speech, theater, English and Spanish. She recently retired from her teaching position at Bagley High School and remains active in theater and other arts-related activities. She has long been a supporter of community arts.

**Cynthia Ekren**, Hubbard County. Cynthia received a B.A. in English with Creative Writing Emphasis from Moorhead State University. She is a bookseller and is very active in the Jackpine Writers' Bloc and has helped to organize and perpetuate the monthly writing group meetings, including the startup of "The Twigs," a small group of dedicated writers who meet weekly. She is a published author, has completed one novel and is working on another. She would like to find ways to further the arts in our area because she believes creative arts are vital to a healthy, vibrant community.

**Joanne Kellner**, Lake of the Woods County. Joanne received her B.A. in Business administration from the Carlson School of Management and her M.A. in Management from the College of St. Scholastica-Duluth. She is a marketing researcher who feels the arts are important to our culture. She joined the Board because she wants to make a contribution to the arts.

**Marilyn Y. Melby**, Clearwater County. Marilyn received her B.S. degree in Home Economics Education from the University of Minnesota. Marilyn is a folk and traditional artist if forced to choose a medium, but is interested and knowledgeable about all of the arts disciplines. She is an active member in Northern Exposure to Lifelong Learning and the North Country Arts and Crafts Workshop.

**Tanya Miller**, Hubbard County. Tanya received her MFA in Creative Writing degree from Minnesota State University-Moorhead and her M.A. in Literature from Bemidji State University. She is a creative writing teacher and a writer. She is an active member in the Sons of Norway, and the Minnesota Writing Project.

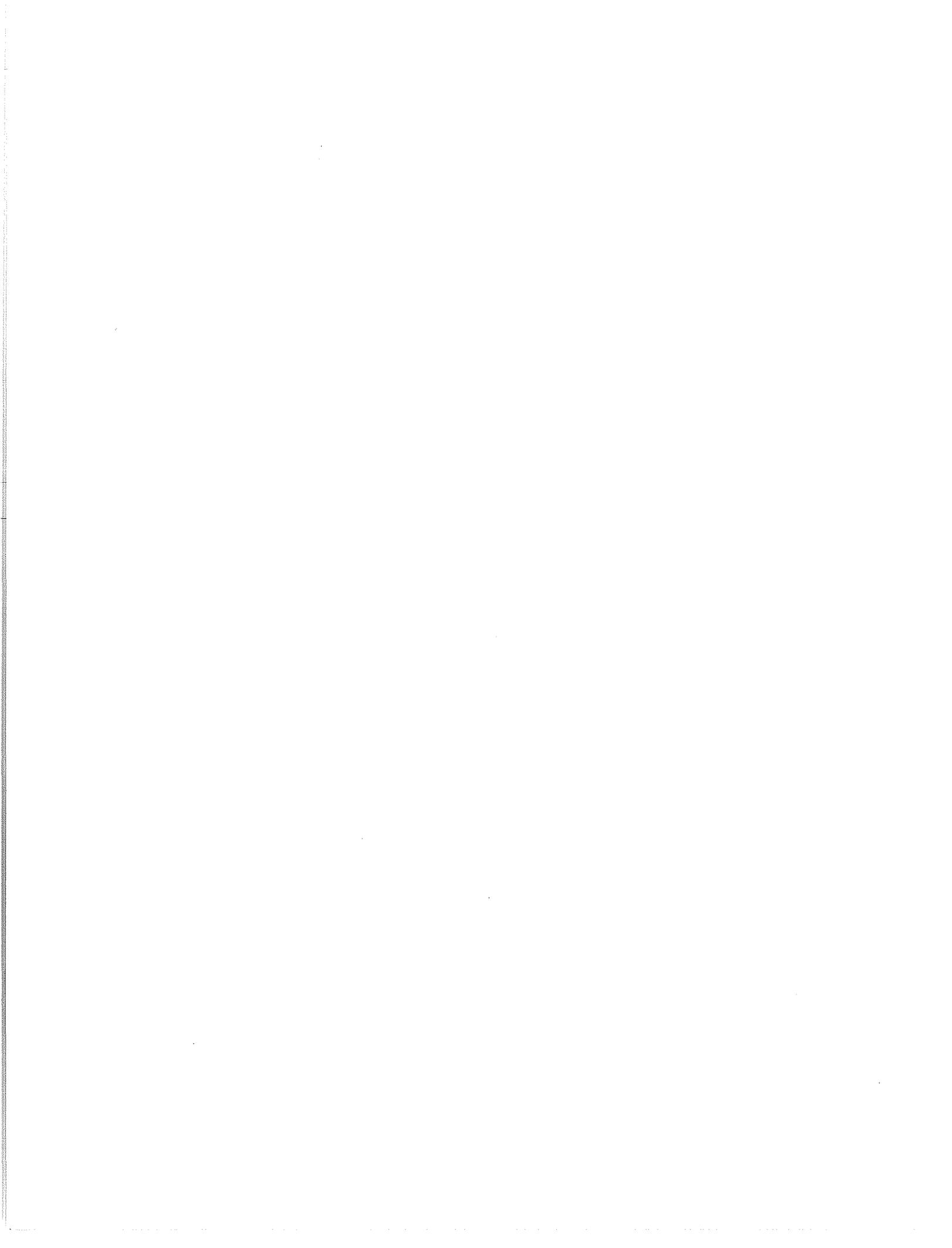
**Sandra Roman, SECRETARY**, Mahnomen County. Sandra received her Master of Science degree from Minnesota State University-Moorhead with a major in Curriculum and Instruction. She is a visual artist and is a 7-12 art teacher with the Mahnomen Public Schools. Sandra is a member of Art Educators of Minnesota.

**Suzi Rhae Ross**, Beltrami County. Suzi received her BFA degree in Painting from Bemidji State University and is currently working on a Master's in Industrial Technology with an emphasis in teaching from her Alma Mater. She is a multi-media artist who works in painting, metal sculpture and ceramics. She was Executive Director of the Bemidji Community Arts Council prior to returning to her studies and is an advocate for all artists.

**William "Bill" Edwin Smith, CHAIR**, Beltrami County. Bill received a Bachelor of Science degree in nuclear engineering from the University of Illinois. He currently works as a librarian for the Bemidji Public Library. Bill has a long-standing love of the arts and a desire to help promote the arts through public service. He feels that the arts are a necessary component of a vital and desirable community, and would like to help make our region an arts showplace.

**Darrel D. Thurk, VICE CHAIR**, Mahnomen County. Darrel received his Bachelor of Science degree from St. Cloud State University with a major in Vocal Music. He is a retired music teacher and is currently the organist for a church in Lengby. He has long been a supporter of community arts and returns to the R2AC for another term after sitting out for a few years.

**Joyce Washburn**, Lake of the Woods County. Joyce received her B.A. degree from Concordia College in French education with an English minor. She is a substitute teacher. Joyce is a vocalist and her chief interest and expertise is in theatre. She also plays several instruments. She is a strong advocate for the arts and has served on the Pequana Playhouse Board as the President.



# REGION 2 ARTS COUNCIL BOARD ROSTER for FY07

## Beltrami County

**William Edwin Smith, Chair**  
2635 Pearl Drive, NE  
Bemidji, MN 56601  
218-444-9732 (h)  
[besmith@paulbunyan.net](mailto:besmith@paulbunyan.net)  
Visual Artist  
2<sup>nd</sup> term ends: 6/30/08

**Suzi Rhae Ross**  
785 Bald Eagle Drive, SE  
Cass Lake, MN 56633  
218-766-4468 (w) 218-335-8486 (h)  
[artwalk@paulbunyan.net](mailto:artwalk@paulbunyan.net)  
Art Consultant, Visual Artist, Sculptor  
1<sup>st</sup> term ends: 6/30/08

## Clearwater County

**Marilyn Y. Melby**  
27039 State 92  
Bagley, MN 56621  
218-657-2364(h)  
[dmmelby@gvtel.com](mailto:dmmelby@gvtel.com)  
Folk & Traditional Artist/Arts Advocate  
1st term ends: 6/30/08

**Nancy Brown-Colligan, Treasurer**  
Box 85  
Bagley, MN 56621  
218-694-6944(h) 218-368-5027(cell)  
[nbc@gvtel.com](mailto:nbc@gvtel.com)  
Theatre Arts/Choreography  
2nd term ends: 6/30/07

## Hubbard County

**Tanya Miller**  
16658 County 20  
Park Rapids, MN 56470  
218-237-6494(w) 218-732-8202(h)  
[tmiller@parkrapids.k12.mn.us](mailto:tmiller@parkrapids.k12.mn.us)  
Literary/Theater Artist, Arts  
Appreciator/Advocate  
1<sup>st</sup> term ends: 6/30/08

**Cynthia Ekren**  
25146 Great Pine Drive  
Nevis, MN 56467  
218-237-2665(w) 218-652-4257(h)  
[cindiee@hotmail.com](mailto:cindiee@hotmail.com)  
Literary, Music, Theater artist, Arts  
Appreciator/Advocate  
1<sup>st</sup> term ends: 6/30/07

## Lake of the Woods County

**Joanne Kellner**  
956 Winter Drive, NW  
Baudette, MN 56623  
218-634-9402(h)  
[jkellner@mncable.net](mailto:jkellner@mncable.net)  
Literary/Folk/Traditional Artist, Arts Advocate  
1<sup>st</sup> term ends: 6/30/08

**Joyce Washburn**  
1108 County Road 18  
Baudette, MN 56623  
218-634-1749(h)  
[mwashburn@wiktel.com](mailto:mwashburn@wiktel.com)  
Vocal/Theater Artist, Arts Appreciator  
1<sup>st</sup> term ends: 6/30/07

## Mahnomen County

**Sandra Roman, Secretary**  
39496 Archers Acres  
Waubun, MN 56589  
218-734-2473(h) 218-935-2211(w)  
[sroman@mahnomen.k12.mn.us](mailto:sroman@mahnomen.k12.mn.us)  
Visual Artist  
2<sup>nd</sup> term ends: 6/30/08

**Darrel Thurk, Vice Chair**  
1175 315<sup>th</sup> Avenue West  
Lengby, MN 56651  
218-668-2846(h)  
[djthurk@gvtel.com](mailto:djthurk@gvtel.com)  
Vocal Musician  
2<sup>nd</sup> term ends: 6/30/07

## First Alternate

**Anthony Thomas Swann**  
617 Lincoln Avenue, SE  
Bemidji, MN 56601  
218-759-9730(h)  
Email: none  
Literary Artist

**Brenda L. Knable**  
32236 County 7  
Bagley, MN 56621  
218-694-3370(h)  
[rsblk@gvtel.com](mailto:rsblk@gvtel.com)  
Literary Artist

**Candyce Fitzloff-Westfield**  
P. O. Box 460  
Walker, MN 56484  
218-224-2955(h)  
[westfld@paulbunyan.net](mailto:westfld@paulbunyan.net)  
Visual Arts, Arts Appreciator

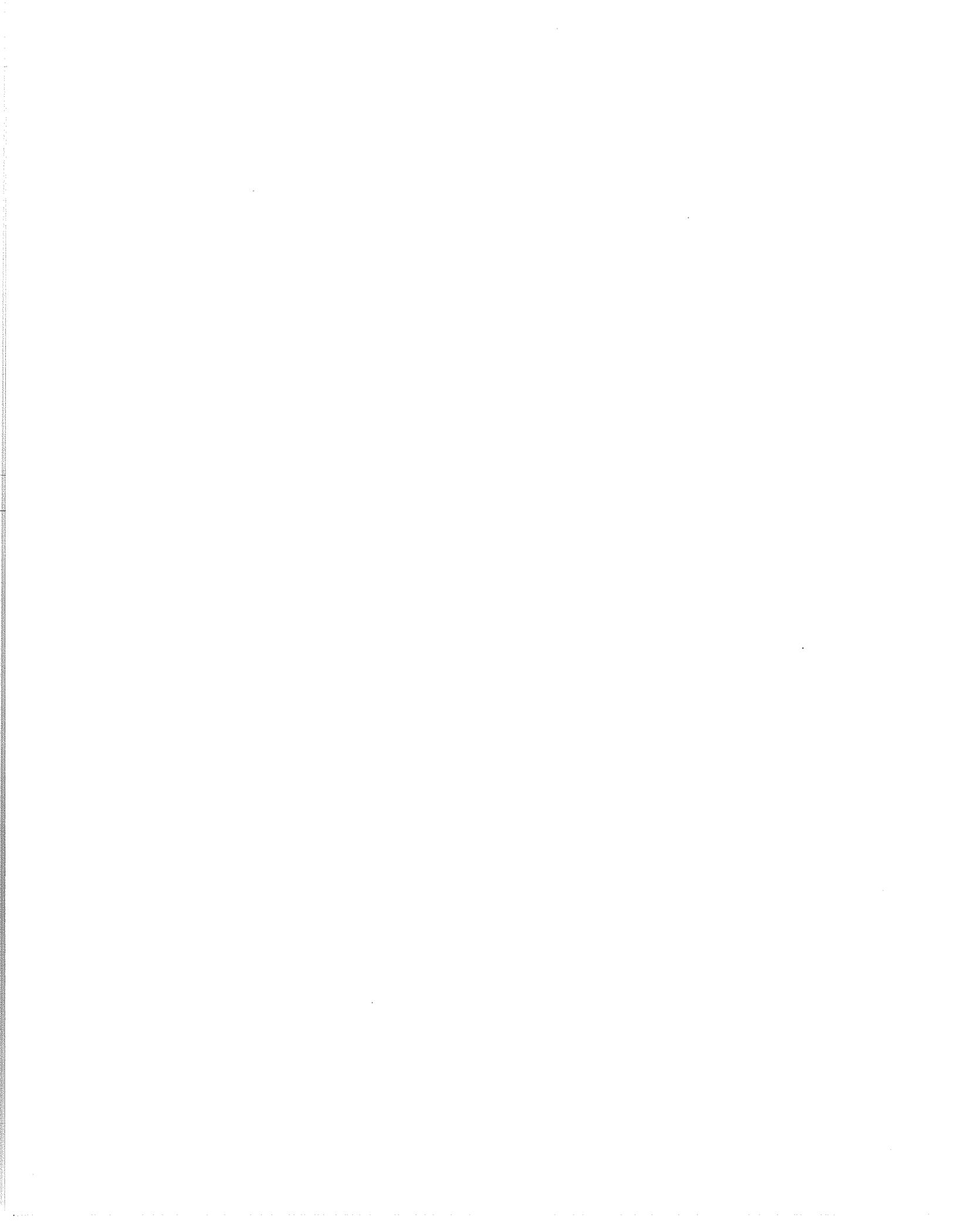
**Jack Krouss**  
P. O. Box 637  
Baudette, MN 56623  
218-634-1290(h)  
[jkrouss@mncable.net](mailto:jkrouss@mncable.net)  
Visual/Musical Artist, Art Historian

**Germaine Riegert**  
3126 230<sup>th</sup> Avenue  
Waubun, MN 56589  
218-473-2566(h)  
[lgricert@hotmail.com](mailto:lgricert@hotmail.com)  
Art Advocate/Appreciator

### Staff:

**Terri Widman, Executive Director**  
2804 Marion Drive, SE  
Bemidji, MN 56601  
759-8805 (home)  
751-5447 or 1-800-275-5447 (work)  
Rev. 10/0/06

**Kay McCune, Executive Assistant**  
4200 Sherman Drive, NE  
Bemidji, MN 56601  
751-2245 (home)  
751-5447 or 1-800-275-5447 (work)



**REGION 2 ARTS COUNCIL**  
**Anishinaabe Arts Initiative Council**  
**Fiscal Year 2007**

**Jody Beaulieu**

P. O. Box 297  
Red Lake, MN 56671  
Director of Archives Library Museum  
Collects & Exhibits Arts for the Tribe  
679-3978 (h) 679-3341 (w)  
[sovnr@hotmail.com](mailto:sovnr@hotmail.com)

**Bernice Mitchell**

P. O. Box 681  
Cass Lake, MN 56633  
Contract Specialist, Indian Health Service  
Crafts, Dance, Theater Artist  
335-8952 (h) 218-766-3960 (cell)  
[bernemitchell@yahoo.com](mailto:bernemitchell@yahoo.com)

**Thomas Buckanaga**

3110 St. Onge Drive, NE  
Bemidji, MN 56601  
Counselor, Walker Hackensack Akeley Schools  
Music, Theater, Arts Appreciator  
444-7266(h) 556-3064 (w)  
[magoo@paulbunvan.net](mailto:magoo@paulbunvan.net)

**Audrey Thayer**

P. O. Box 133  
Bemidji, MN 56619  
(ACLU/MN) Greater MN Racial Justice Project Coordinator)  
Visual & Crafts Artist  
444-2285(w) 218-556-6239 (cell)  
[athayer@paulbunvan.net](mailto:athayer@paulbunvan.net)

**Dawn Goodwin**

14506 Anginaush Road  
Bagley, MN 56621  
Paraprofessional, Bagley Public Schools  
Visual, literary folk, dance, arts appreciator/advocate  
694-3996(home) 694-6528 (work-morning)  
694-3120 (work-afternoon) 694-6126 (message)  
email - none

**Debra Warren**

1421 – 6<sup>th</sup> Street  
Bemidji, MN 56601  
MinneCep Job Counselor, Diversionary Work Program  
Visual Artist  
444-9848(h) 333-8248 (w)  
[dwarren@wfc.des.state.n.us](mailto:dwarren@wfc.des.state.n.us)

**Douglas Lee**

P. O. Box 23  
Mahnomen, MN 56557  
Music, Theatre, Media Artist  
936-3100  
[RuggieLee@yahoo.com](mailto:RuggieLee@yahoo.com)

**Delina White**

P. O. Box 1352  
Walker, MN 56484  
Professional Artist  
Dancer, Musician & Folk/Traditional  
649-2156(h) 335-3511(w)  
[delina.white@llojibwe.com](mailto:delina.white@llojibwe.com)

**Genny Lowry**

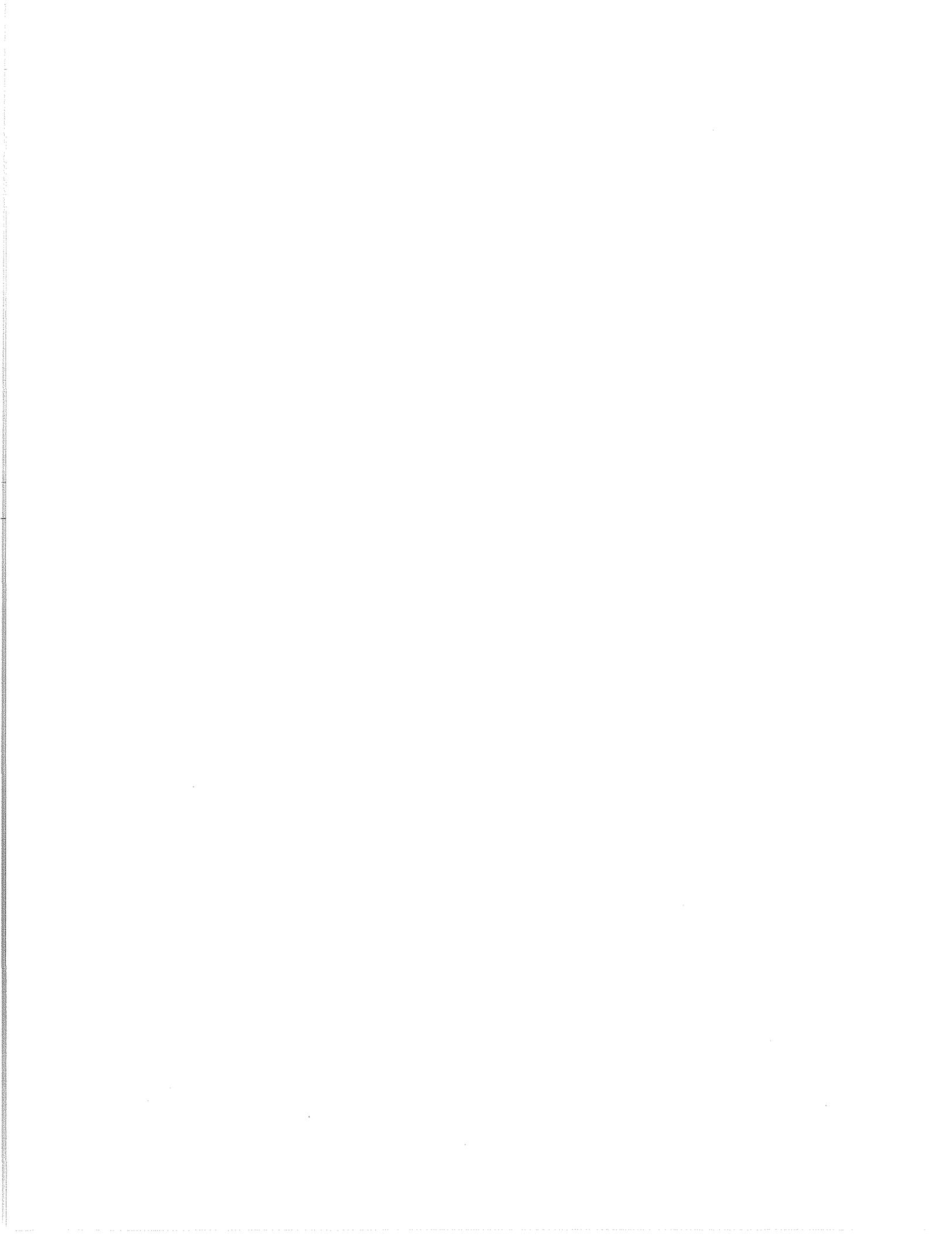
1610 Irvine Ave., NW  
Bemidji, MN 56601  
Leech Lake Gaming/Arts Appreciator  
556-7273 (h) 335-7000 (w)  
[gennyl@paulbunyan.net](mailto:gennyl@paulbunyan.net)

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**Staff:**

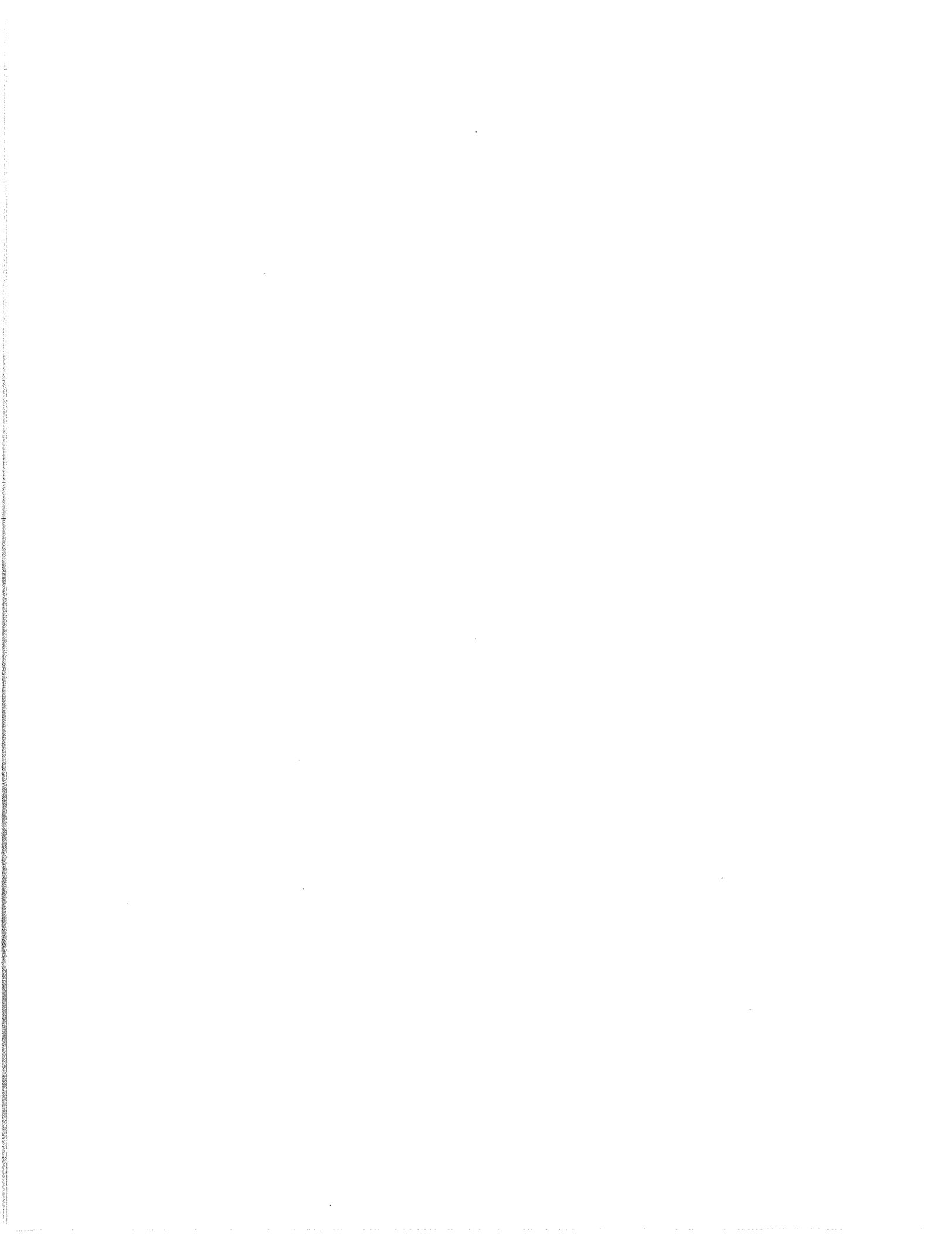
**Terri Widman, Executive Director**  
2804 Marion Drive, SE  
Bemidji, MN 56601  
759-8805 (home)  
751-5447 or 1-800-275-5447 (work)

**Kay McCune, Executive Assistant**  
4200 Sherman Drive, NE  
Bemidji, MN 56601  
751-2245 (home)  
751-5447 or 1-800-275-5447 (work)



R2AC COMMITTEES  
Fiscal Year 2007

<b>Committee</b>		<b>Personnel</b>
<b>Executive</b>	Chair: Members:	Bill Smith Darrel Thurk, Vice Chair Nancy Brown-Colligan, Treasurer Sandra Roman, Secretary
<b>Nominating</b>	Members:	Darrel Thurk Nancy Brown-Colligan
<b>Self-Assessment</b>	Members:	Sandy Roman Darrel Thurk
<b>Needs Assessment</b>	Members:	Suzi Rhae Ross Joyce Washburn Marilyn Melby
<b>Funding</b>	Members:	Suzi Rhae Ross Tanya Miller Cynthia Ekren Joanne Kellner



**APPENDIX C**



## Duties of the Nominating Committee

(NOTE: For more information on nominating, Board membership, length of term, etc., refer to the R2AC Bylaws, Article II, in the Orientation Manual.)

The Nominating committee will be established by the R2AC Board Chair at the **May** R2AC Board meeting. The term for Nominating Committee Members is July to June 30.

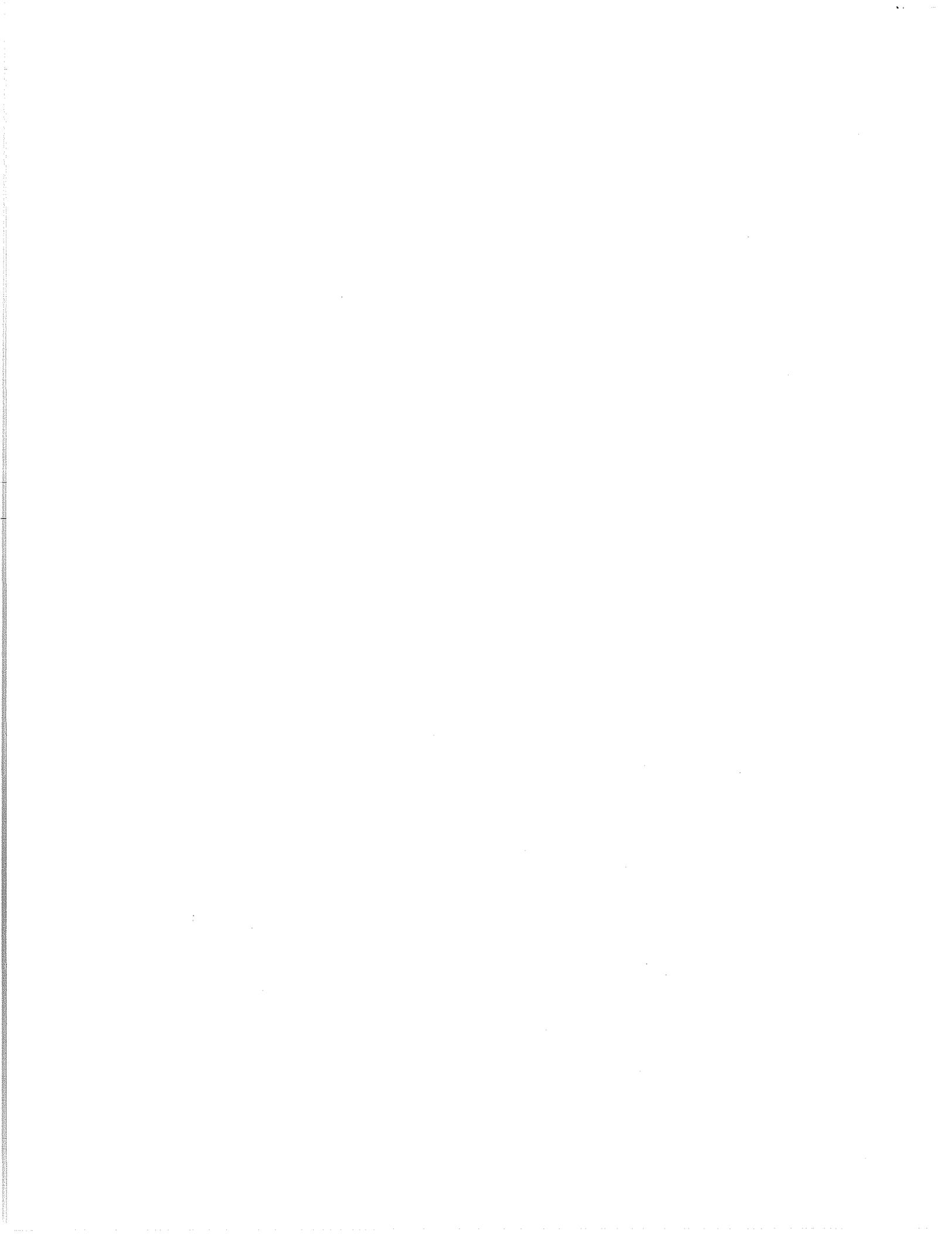
The Nominating Committee will be composed of two R2AC Board members. The members of this committee will serve one-year terms. If there are no volunteers willing to serve on this committee, the Board President will appoint two Board Members.

**The Nominating Committee is responsible for presenting the following at the April R2AC Board meeting:**

- (1) the names of four recommended candidates for the four R2AC offices.**
- (2) the names of recommended candidates for any Board vacancies.**

### A. Board Member Nominating Process

1. The Nominating Committee will meet in **January**, and use the current Board Roster to identify those counties which will have vacancies to fill in the upcoming Fiscal Year.
  - For each Board Member who will have completed his/her **first** 2-year term, the Nominating Committee will ask if he/she would like to serve a **second** 2-year term. (If a Board member has served two consecutive 2-year terms, he/she is not eligible to serve a third consecutive term.)
2. The Nominating Committee will advise the R2AC Executive Director **by February 1st** of the names of those counties that will have vacancies. The R2AC Executive Director will then advertise these vacancies and invite those interested to submit an application by a specified date. After that date, the R2AC Executive Director will forward all applications to all R2AC Board Members.



3. The Nominating Committee will meet as a committee to review the applications given to them by the Executive Director. The Committee will decide which candidates will be recommend for Board membership. These recommendations will be presented by the Committee to the R2AC Board for a vote at the April Board Meeting.

The Nominating Committee may do any or all of the following during the review process:

- call references provided by the applicants
  - schedule interviews with applicants
  - talk with the R2AC Executive Director about the applicants
  - talk with other R2AC Board members or alternates about the applicants
4. The Nominating Committee will use the following established guidelines during their review process:
    - R2AC members should represent diverse interests and expertise in the arts. Representation should include people interested in theater, visual arts, literary arts, music, film, dance, or multi-media.
    - R2AC may also seek members with expertise in arts administration, art education, law, and accounting.
    - R2AC will aim for a balance in the number of men and women on the Board.
    - R2AC shall not discriminate on the basis of sex, race, age, physical disabilities, or religious beliefs.
  5. The Nominating Committee will be available to discuss the responsibilities of Board membership with potential applicants.

### **B. Board Officer Nominating Process**

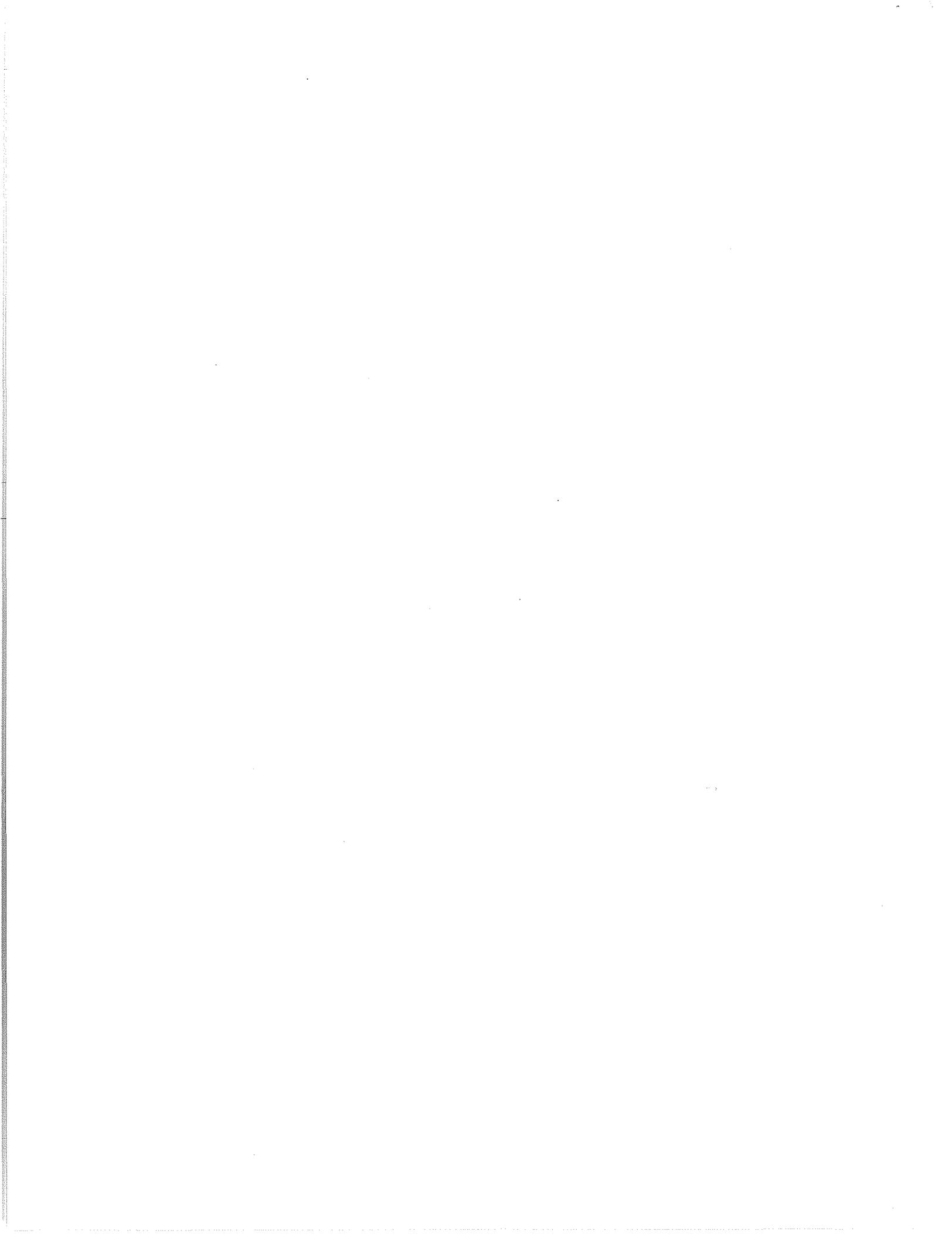
1. The Nominating Committee will determine which Board offices will be vacant in the upcoming Fiscal Year.
  - The Nominating Committee will contact each Board officer who will be



finishing his/her term to determine if he/she is willing to serve another term.

(An officer who has served two consecutive 1-year terms is not eligible to serve a third consecutive term in that office.)

2. If it is determined that there will be office vacancies, the Nominating Committee will ask each current R2AC Board member if he/she is willing to serve as an officer in the upcoming Fiscal Year.
3. The Nominating Committee will recommend one candidate for each of the four officer positions of President, Vice President, Secretary, and Treasurer. They will present this slate of four candidates to the R2AC Board for a vote at the R2AC April Board Meeting.



**APPENDIX D**





Region 2 Arts Council  
 426 Bemidji Avenue  
 Bemidji MN 56601  
 (218) 751-5447 • 1-800-275-5447  
 r2arts@northemnet.com

## R2AC Board Member Duties and Responsibilities

- A. You must regularly attend Board meetings that are held on the third Monday of each month at the Region 2 Arts Council Office in Bemidji. There are approximately 8 meetings per year. Meetings are not scheduled for the months of June, July, August, and December.

If you want to place an item on the Board's agenda, you should contact the Board chair or the Executive Director at least one week prior to the Board meeting.

- B. If you fail to attend three of the scheduled meetings during a year, this will constitute reason for your removal from the Board. The presence of an alternate at the scheduled meetings does not negate this requirement.
- C. You *must* contact the designated alternate for your County if you are unable to attend a Board meeting. You must pass materials pertinent to that meeting on to the alternate so that the alternate is adequately prepared for the meeting. If neither you nor your alternate can attend, *it is your responsibility to notify the Executive Director of this at least 24 hours before the meeting.* If the Executive Director then determines that a quorum will not be present, the meeting may be canceled or postponed.

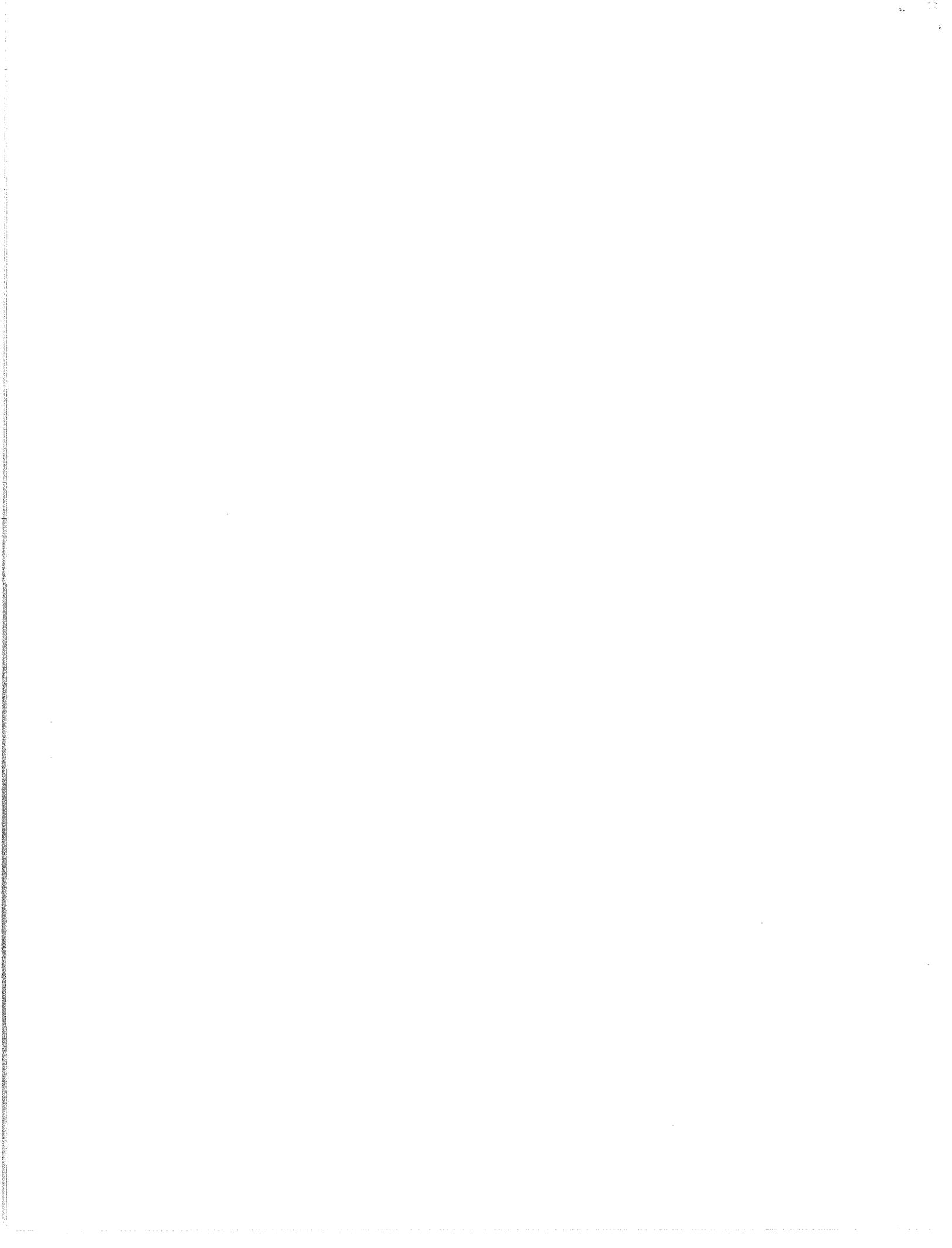
***Please remember:*** Some Board members travel up to two hours to attend Board meetings. If neither you nor your alternate can attend a meeting and you *do not*

- let the Executive Director know, these members may make a two-hour trip only to find out that the meeting was canceled because a quorum was not present.
- D. All Board members must attend a biennial planning session on the third Saturday or Sunday of January of each odd-numbered year. (1999, 2001, etc). This planning session generally lasts eight hours.
- E. You are responsible for overseeing the policies and general management of the R2AC.
- F. You are expected to read and familiarize yourself with the information

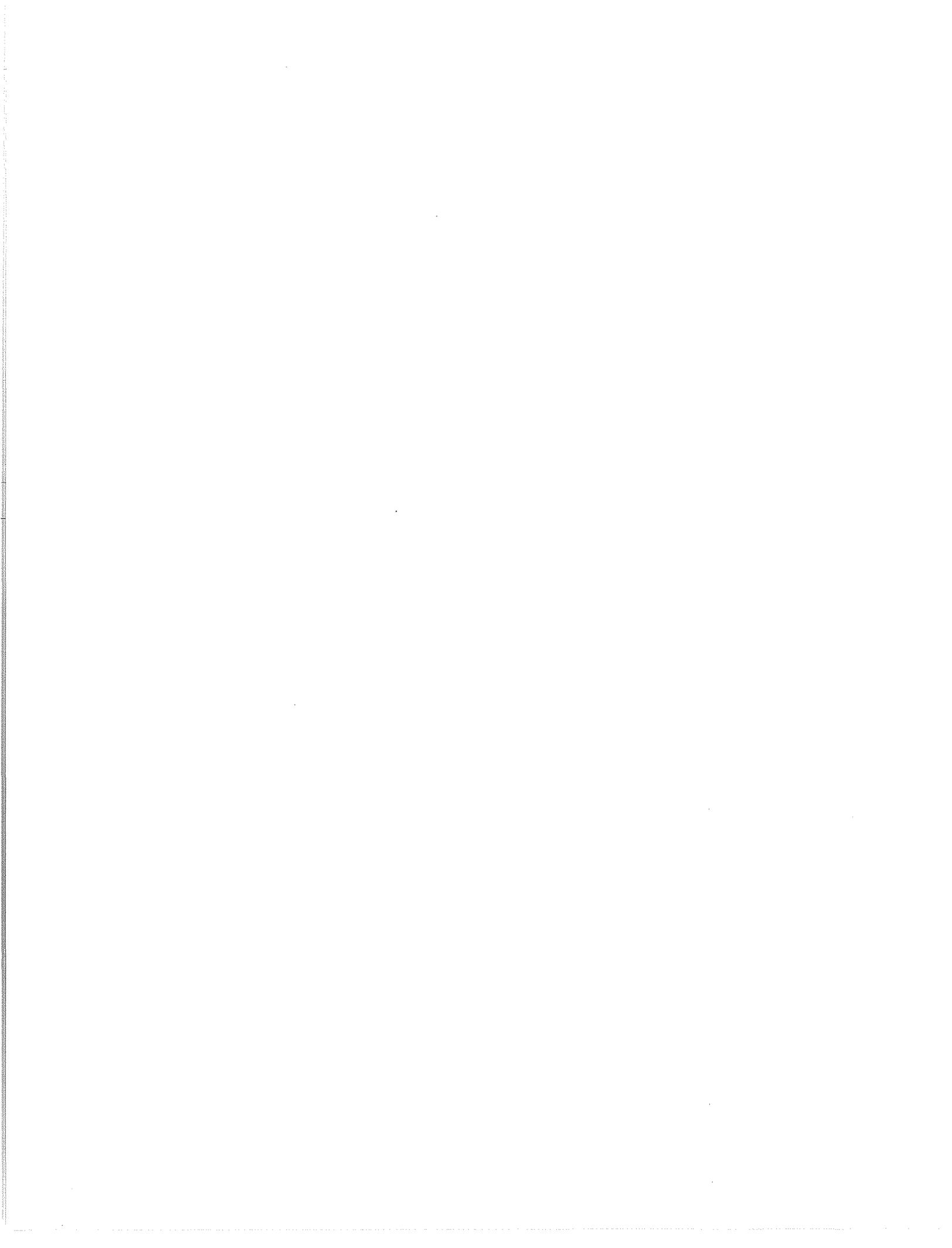


presented in the R2AC Orientation Manual.

- G.** You are expected to prepare for each Board meeting by reading all materials sent to you prior to the meeting. You are expected to take an active role in discussions during Board meetings.
- H.** From time to time, you will be expected to serve on a committee established to carry out the programs or policies of the R2AC.
- I.** You are expected to thoroughly read all grant applications before a grants round and come prepared to discuss the applications in detail according to the established grant review process. (See Section E: "Granting Policies and Procedures" in this Manual.)
- J.** Each Board member is expected to serve as an evaluator for one or more grant projects awarded in a grants round. Assignments will be made at the close of each grants round. You will complete a brief Evaluation Form and give a short oral report to the Board.
- K.** Remember that you are serving as a representative of your community and county, and as such you serve as a conduit for information between the R2AC and your county. Keep informed of arts activities and needs in your county and share this information at Board meetings.
- L.** When appropriate, you may be asked to attend local arts meetings, performances, or exhibits as a representative of the R2AC.
- M.** You will receive news releases that R2AC issues to regional media. You are expected to follow up on your local media to ensure that they are publishing R2AC news releases.
- N.** You will be expected to participate in lobbying efforts to help secure funding for the R2AC. These efforts are generally coordinated by Minnesota Citizens for the Arts.



**APPENDIX E**



**Position of Executive Director  
of the  
Region 2 Arts Council**

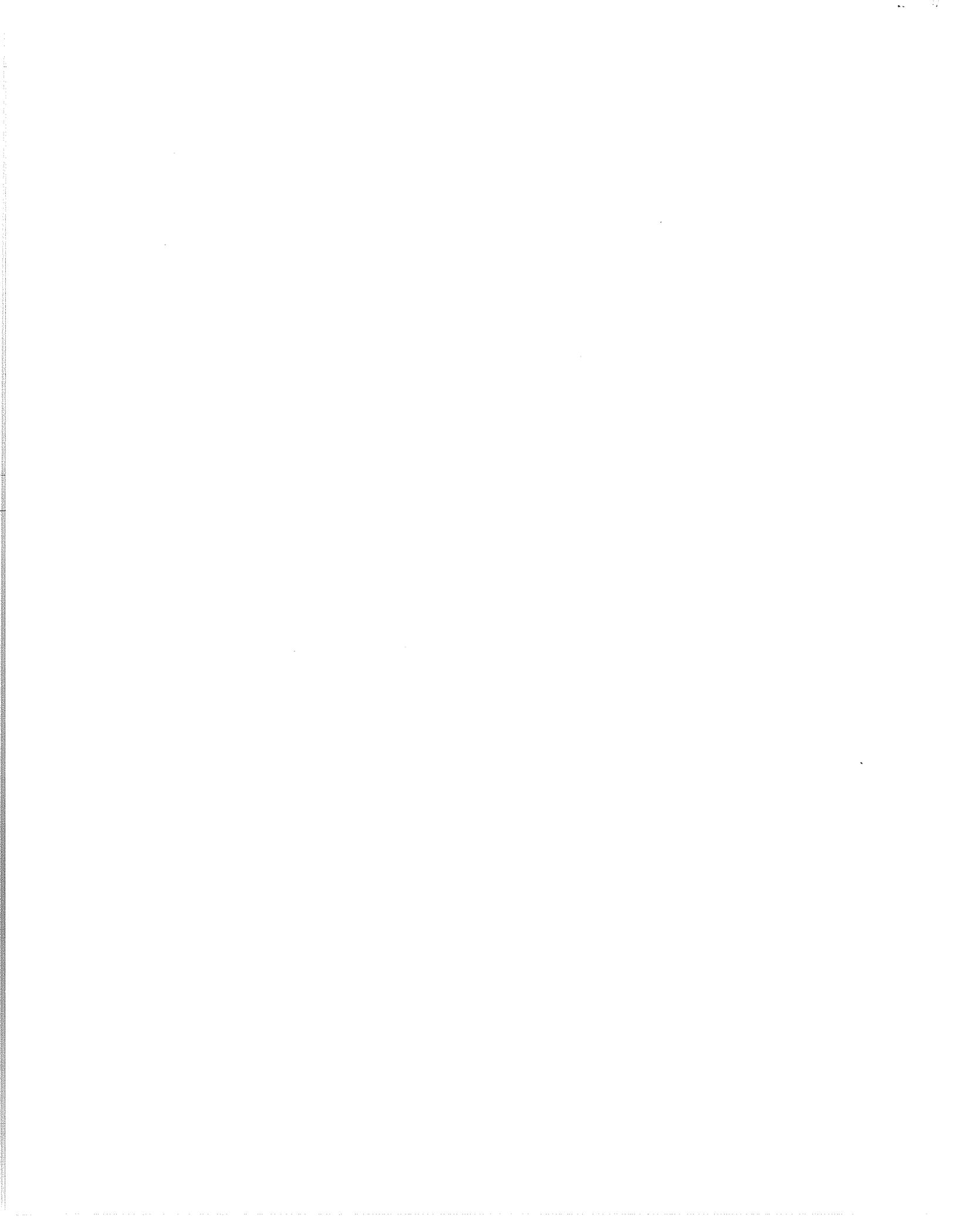
**A.) Attributes and Qualifications**

- Have a four-year college degree or equivalent.
- Demonstrate leadership and vision in the arts.
- Have a demonstrated interest in the arts.
- Comfortable working in both the world of ideas and the world of facts.
- Be highly self-motivated, work well independently, be able to prioritize workload.
- Have superior organizational skills.
- Is a prudent financial manager; be skilled with budgeting and accounting procedures.
- Have superior communication skills; including writing, listening, and speaking.
- Be capable of maintaining impartiality, confidentiality, and discretion.
- Be skilled in all areas of program management.
- Have excellent rapport with people of diverse backgrounds/value systems.
- Be sensitive to political, social, geographical, and economic issues of Northcentral Minnesota.
- Have an overall attitude of providing service and growth opportunities to artists and arts organizations in the region.
- Have general knowledge of the purpose and procedures of granting processes.
- Be able to supervise staff and contracted consultants.
- Be familiar and comfortable with Board/Staff working relationships.
- Be able to discern needs in region and then conceptualize, develop and implement programs to meet needs.
- Be skilled with use of office computer hardware and software (MacOS).
- Have the ability and willingness to travel within Region 2 and the state, occasionally overnight.  
(A valid drivers' license and access to a vehicle is mandatory.)
- Be familiar with general office procedures.

**B.) DUTIES: Administration**

**1) Planning/Budgeting**

- Conduct a needs assessment every four years, develop new programs/revise old programs based on needs.
- Plan a day-long R2AC Board planning retreat every two years
- Every two years evaluate the current Biennial Plan, and, using needs assessment information and input from the R2AC Board retreat, prepare a new Biennial Plan..
- Enact the goals and objectives of the Region 2 Arts Council as directed in the R2AC Biennial Plan.
- Prepare draft of annual work plan and budget.
- Administer and comply with all policies of R2AC.



## **2) Board Related**

- Prepare and distribute R2AC Board agendas; set-up and attend all Board meetings.
- Keep R2AC Board informed of issues of significance or interest.
- Keep the R2AC Orientation Manual updated as needed.
- Work with Board to ensure Board membership is full at all times.

## **3) Technical Assistance**

- Develop and conduct arts workshops in the region as needed. Co-sponsor arts-related presentations as opportunities arise.
- Provide technical assistance to regional artists or arts organizations as requested.

## **4) Outreach/Publicity**

- Represent R2AC at events as necessary.
- Serve as liaison between Region 2 and groups whose programs or services affect the R2AC.
- Issue news releases and direct mailings as necessary to keep regional artists and organizations informed of opportunities.

## **5) Reporting**

- Make timely submission of payroll taxes and other state and federal reports and forms.
- Prepare and submit reports to Minnesota State Arts Board as directed by the annual MSAB Fiscal Agent Agreement.

## **6) Computer**

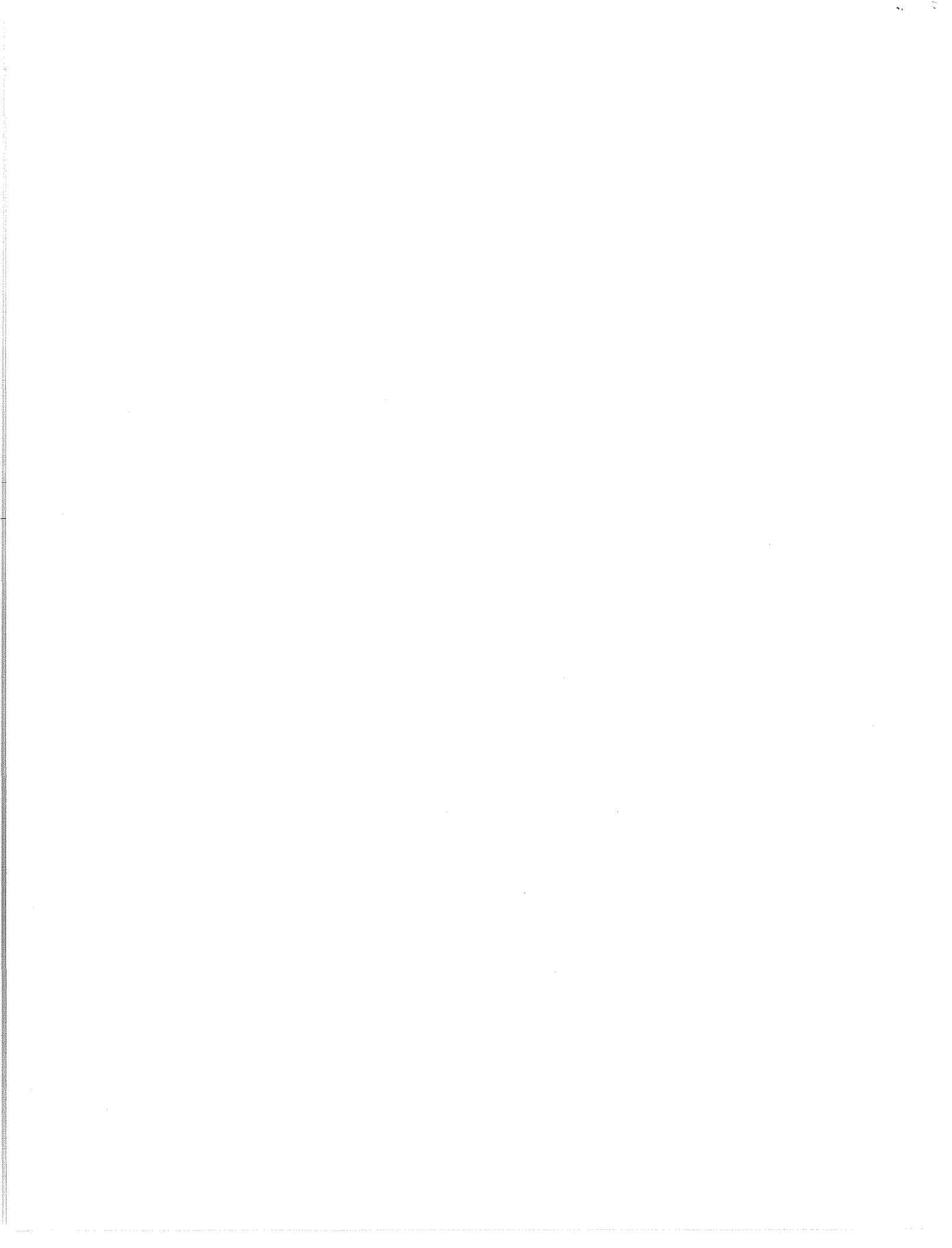
- Stay updated regarding operation of the office computer and associated software.
- Keep the R2AC web site updated as needed.

## **7) Funding**

- Develop and submit proposals to the McKnight Foundation as necessary. Implement and evaluate all funded programs. Prepare and submit all required reports to the McKnight Foundation.
- Seek out new sources of funding as directed by Board.

## **8) Office/Council Administration**

- Supervise other R2AC staff.
- Contract work out to other organizations or individuals as directed by Board; find qualified people; write contracts, monitor work.
- Pay all bills; do bookkeeping and accounting; prepare monthly treasurer's reports and quarterly financial reports.
- Retain auditor to do annual audit of R2AC.
- Maintain equipment needs of office.
- Seek out opportunities for continued professional development.
- Participate as a voting member in the statewide Forum of Regional Arts Councils (FRACM).
- Be familiar with Regional Arts Council Forum Policy Manual.
- Assist as requested with lobbying efforts on behalf of the Minnesota arts community.



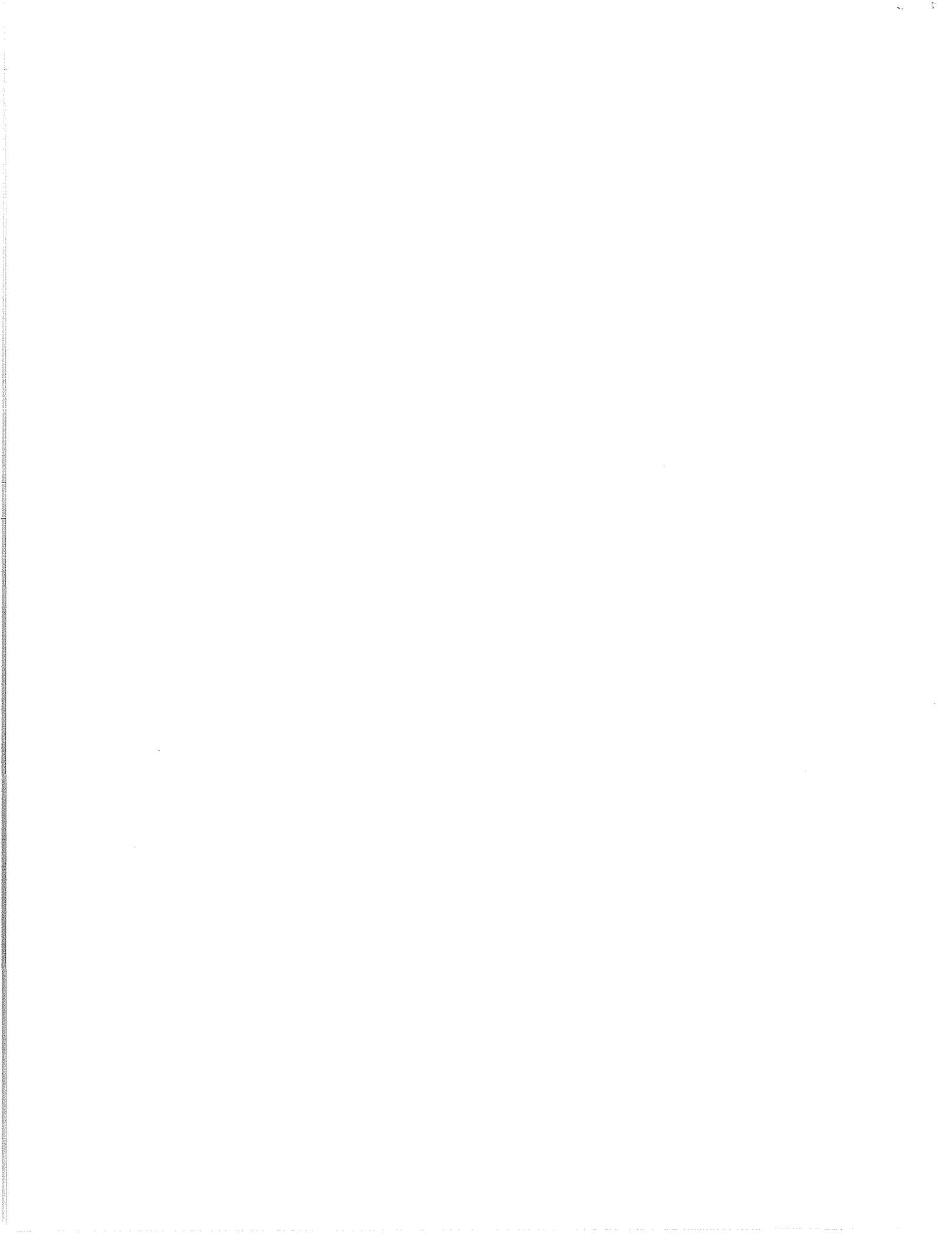
### **C.) Duties: GRANTING PROGRAMS**

Administer the R2AC Grants Programs:

- Revise, prepare and distribute R2AC grant guidelines, applications, and other necessary forms and documents.
- Issue news releases and fliers pertaining to grants rounds.
- Provide assistance to potential grant applicants.
- Review all submitted grant applications for eligibility and accuracy.
- Staff all grants rounds.
- If necessary, follow-up with grant applicants regarding board discussions and/or decisions.
- Work with the Anishinabe Arts Initiative (AAI):
- Recruit advisory board members for AAI.
- Set grant review meeting date, attend grants rounds; provide guidance to AAI Advisory Board in terms of compliance and consistency with grant review process.

### **D.) DUTIES: DIRECT PROGRAMS**

- **Newsletter "Northern Arts News"**
  - Work with editor to develop content for each issue.
  - Give assistance to editor as requested.
  - Supervise editor's performance according to his/her signed contract.
- **Workshops**
  - Work with individuals/organizations to encourage the presentation of workshops within the region. Follow established guidelines.
- **Arts Marketing Program**
  - Work with consultant to develop program focus and subsequent programming, publication, and other activities.
  - Give assistant to consultant as requested.
  - Supervise consultant's performance according to his/her signed contract.
- **Arts-in-Education Community/Partnership Program**
  - Work with consultant to identify new school partners.
  - Give assistant to consultant as requested.
  - Supervise consultant's performance according to his/her signed contract.



**POSITION DESCRIPTION**  
**Executive Assistant**  
**Region 2 Arts Council**

**A. General Responsibilities [Administrative]**

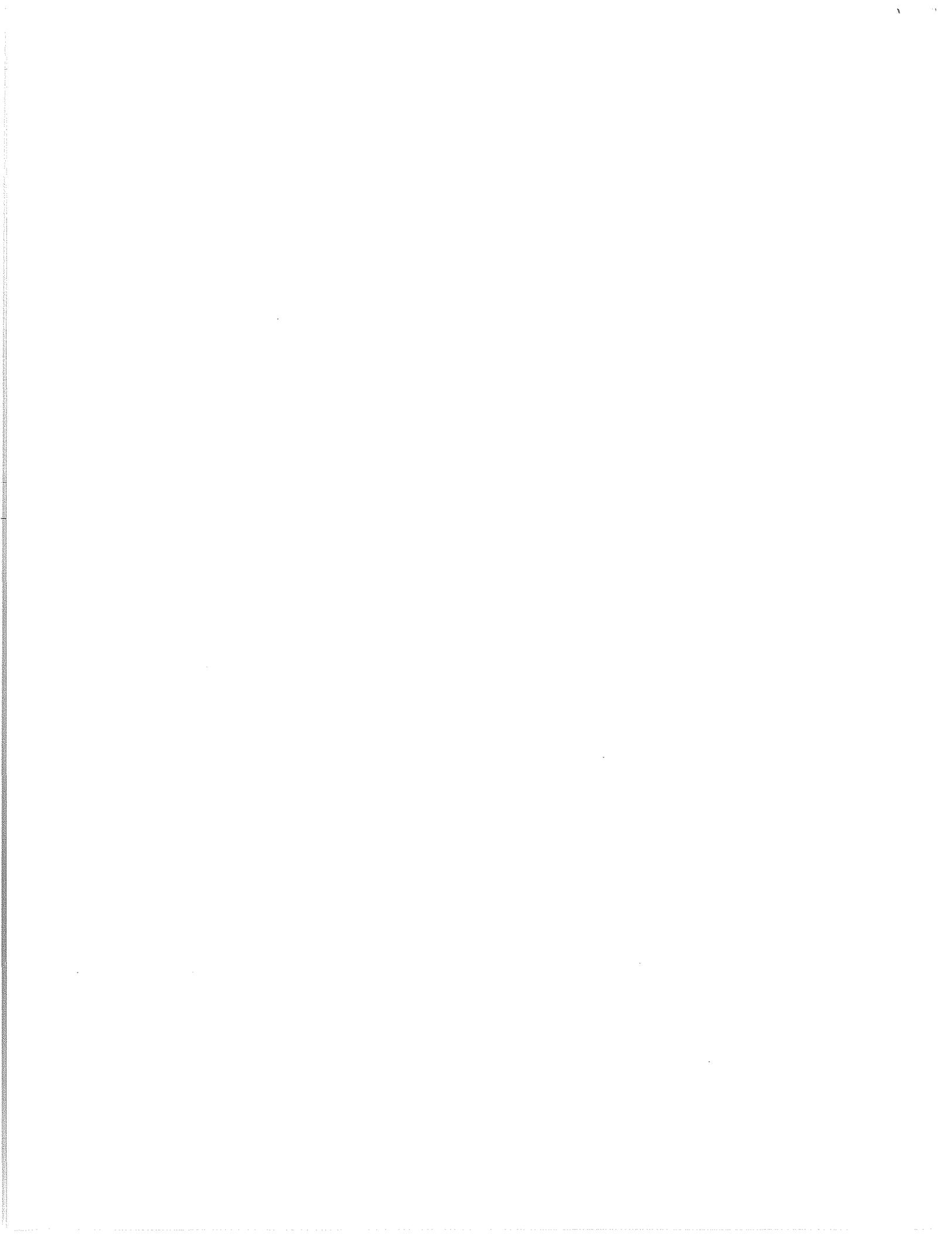
- Prepare all written correspondence, publicity, and reports. Includes editing, typing, copying and mailing. Responsible for the accuracy and professional appearance of all documents.
- Assist with workshops offered through R2AC: may include tracking progress, budgets, registrants, follow-up, etc.
- Evaluate hardware and software computer needs.
- Develop and maintain office filing systems.
- Handle routine office correspondence as needed; open and date-stamp all incoming mail, sort.
- Maintain inventory of R2AC office supplies and make purchases when necessary.
- Maintain hours worked log.
- Prepare and process bulk mailings.
- Keep the following mailing lists up to date: Grants, Artist Registry, School Arts Teachers, Newsletter, Art Organizations/others, RAC Forum Directors, Regional Media, R2AC Council Roster, AAI Board Members.
- Organize the accounts payable files each month for Board Treasurer to review and initial.
- Oversee web site maintenance/updates.

**B. End of Fiscal Year [Administrative]**

- Prepare new monthly accounts payable folders each Fiscal Year.
- Prepare and update Orientation Manuals for Board Members as needed.
- Update R2AC brochure as needed.
- Total postage, copies, and hours worked logs on special projects as requested.
- Gather information that the auditor needs for annual audit report.

**C. Council Meetings [Administrative]**

- Responsible for typing and sending the memo, agenda, treasurer's report, minutes and any other pertinent information to the Board prior to upcoming Board meeting. File originals in R2AC Board binder(s).
- Responsible for set up and clean up for Board meetings.



## D. Granting Programs

- Grant categories: Arts Project Grant, General Operating Support Grant, R2AC/McKnight Grant, Individual Artist Grant, Anishinabe Arts Initiative Grant.

### **Before the Grants Round:**

- Two months prior to grants deadline send out a news release to regional media announcing upcoming grants round; bulk mail flyer to mailing list(s).
- Send out Grant Applications and Program Information upon request.
- Prepare folders using proper color code labels; process each incoming grant application with office code number, file folder and blue sheet. Blue Sheets (with grant status information) must be prepared for each applicant and kept current.
- Enter all grant application information onto Grant database, including RAC data.
- Prepare Grants Round Rating Slips, motions and Ranking Sheet (crib sheet work sample) for the Board to use during grants rounds and Motions for use during board meetings.
- Copy and send Grant Applications with Home Work Sheets to Board and AAI Council in advance of grants round.
- Organize and separate all supporting materials submitted for each grant application so that information is easily accessible to the Executive Director at the grants round. Includes setting up slide carousels, TV/VCR, and CD player.

### **After the Grants Round:**

- Prepare and send approval letters to grant awardee's along with a Request for Payment and signed Grant Contract forms.
- Send out notification letters to grant applicants not approved and to those partially funded.
- Maintain system of paying grantees one month prior to project start date.
- Maintain system of keeping track of deadlines for grantee Final Reports. Send reminder card two weeks prior to deadline. Send overdue letter as needed.
- Send out news releases to regional media after each grants round announcing the results.
- Fill in the *Office Use Only* and *Budget* sections of the Final Report to send out with letter and check.
- Keep Grant database up-to-date.
- Work with Executive Director to keep all Program Information forms and Application forms for various grants rounds, current for each Fiscal Year.
- Send copies of RAC Data Collection information to the MSAB grants officer.
- Contact grant applicants who have not picked up work samples. Inform them that if not picked up, work samples will be discarded 30 days after notification.



#### **E. Bookkeeping [Administrative]**

- Keep office ledger up-to-date.
- Pay bills, code vouchers.
- Prepare draft monthly Treasurer's Report.
- Track bulk mail account at Post Office.
- Develop computer-based bookkeeping system (depends on software and ability to track grant award liability accounts).

#### **F. Newsletter (*Northern Arts News*) [Delivery]**

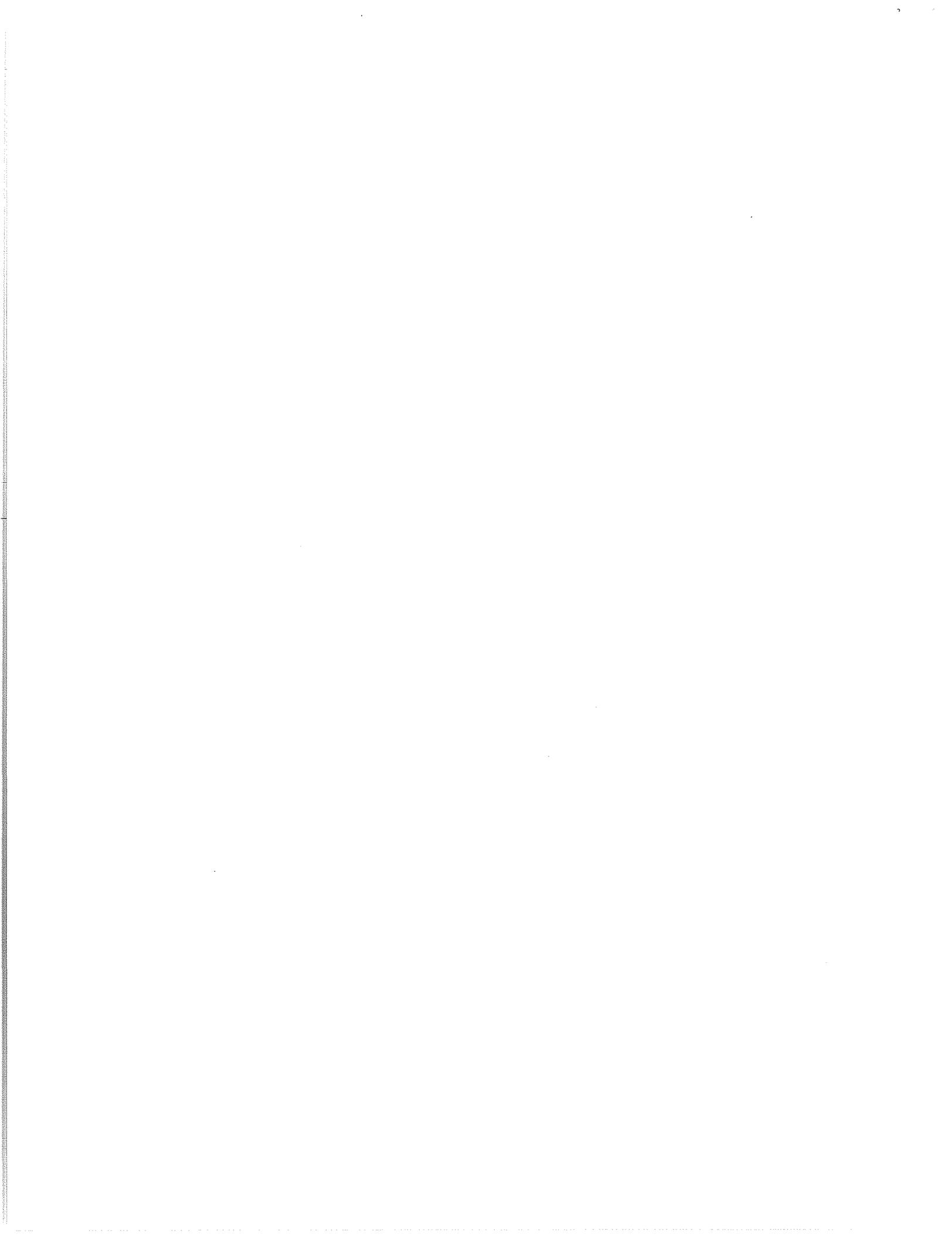
- Email updated Newsletter labels to the printer the first week of every month.
- Send Newsletter to various organizations and individuals and file ten copies.
- Prepare column, as requested, which gives information on R2AC resources. Assist with Newsletter proofing.

#### **G. R2AC Consultants [Delivery]**

- Provide occasional administrative help to R2AC consultants on an as-needed basis.
- Track consultant expenses.

#### **H. Lending Library [Delivery]**

- Maintain the lending library. Identify and purchase new resources for library.
  - An information card is made out for each publication and stored in file box.
  - Publications are available to be checked out by the public. Send out letters or call to remind if publication is overdue.



**APPENDIX F**



# Region 2 Arts Council

426 Bemidji Avenue  
Bemidji, MN 56601  
(218)751-5447 • 1-800-275-5447  
r2arts@paulbunyan.net  
website: www.r2arts.org

(Rev. 5/2/07)

## Anishinabe Arts Initiative

Supported by the  
Region 2 Arts Council  
with funding from the McKnight Foundation

### Program Guidelines & Application Instructions for the Anishinabe Arts Initiative

#### **GRANTS PROGRAM**

Two Application Deadlines This Year:

**FY08: October 3, 2007 and March 5, 2008**

Questions? Call

Terri Widman, Executive Director  
Region 2 Arts Council • 426 Bemidji Avenue  
Bemidji, MN 56601

(218) 751-5447 or toll free within Region 2: 1-800-275-5447

website: r2arts.org email: r2arts@paulbunyan.net

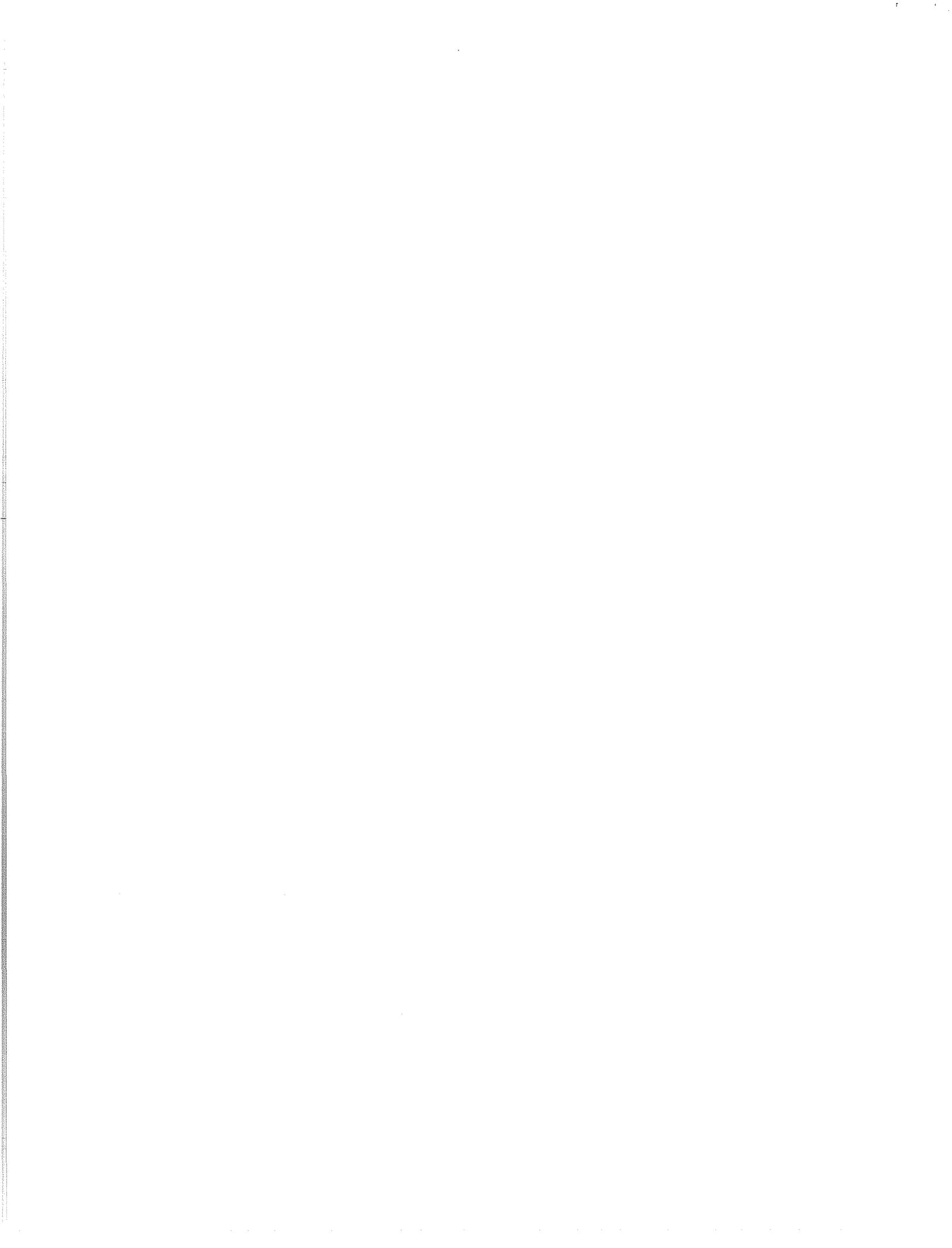
### GENERAL INFORMATION

The purpose of the Anishinabe Arts Initiative (AAI) is to promote traditional and contemporary Native American arts in the region. There are three categories of AAI grants available:

- (1) **Individual Artist Grants** are made directly to **Native American artists**. Funds of up to \$700 may be requested to assist an artist complete an artistic work or to take advantage of an opportunity.
- (2) **School Residency Grants** are awarded to a school for a **Native American artist-in-residence** project. The school completes and submits the application. Funds of up to \$500 may be requested.
- (3) **Community Project Grants** are awarded to help an organization sponsor or produce an arts project or event such as an arts workshop, a play, an exhibit, or a performance. The sponsoring organization completes and submits the application. Funds of up to \$1,200 may be requested.

Assistance with your application is available from the director of the Region 2 Arts Council (R2AC) Terri Widman. Her position is part-time, so be sure to get your request for help in well ahead of the deadline date. You may also talk to one of the current AAI Board members: Thomas Buckanaga (444-7266), Dawn Goodwin (694-3996), Douglas Lee (936-3100), Genny Lowry (335-7648), Bernice Mitchell (335-8952), Audrey Thayer (444-2285), Debra Warren (444-9848), and Delina White (659-2156).

If you are applying to the October 3, 2007 grant deadline, your project must be completed by November 1, 2008. If you are applying to the March 5, 2008 grant deadline, your project must be completed by April 1, 2009.



## ARE YOU ELIGIBLE TO APPLY?

### (1) Individual Artist Grants

- A maximum of **\$700** can be requested.
- An applicant must be a resident of the State of Minnesota and must have resided in or near the Region 2 area for at least one year prior to the deadline date of the application. The Region 2 area includes Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnomen Counties. Nearby counties include Becker, Roseau, Itasca, and Cass counties. Artists must continue to reside in or near the Region 2 area for the duration of the grant project.
- Applicants must meet the criteria of the 1990 American Indian Arts & Craft Act and are **required to provide an enrollment copy or proof of eligibility as a descendant from a federally recognized tribe.**
- Applicants must be at least 18 years of age.
- Applicants may not apply for funds to be used toward completion of a degree.
- Artists who received an AAI Individual Artist Grant within the last year are not eligible to apply.
- Artists who received a R2AC Individual Artist Grant within the last two years are not eligible to apply.
- Artists who have violated past R2AC contractual agreements, such as failing to submit a timely and satisfactory Final Report form from a previous R2AC or AAI grant, are not eligible to apply.
- Board members of the R2AC or the AAI and members of their immediate family are not eligible to apply for grants. AAI Council Members are required to provide an enrollment copy or proof of eligibility as a descendant from a federally recognized tribe.

### (2) School Residency Grants

- A maximum of **\$500** can be requested.
- Any public or private school in or near the Region 2 area is eligible to apply. The Region 2 area includes Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnomen Counties. Nearby counties include Becker, Roseau, Itasca, and Cass counties.
- The residency must significantly involve a Native American artist(s).
- Artists are to be paid a minimum of \$125 per day. Schools must provide all art materials necessary for the residency, as well as travel, lodging, and meal expenses (if any) plus one-fifth of the artist's honorarium. AAI will contribute up to \$500 in funds to pay for four-fifths of the artist's honorarium. For example, if planning a five-day residency, the artist would be paid a total of \$625. The amount of \$125 would be contributed by the school and \$500 would be contributed by the AAI grant.
- Schools or Artists who received an AAI School Residency or AAI Individual Artist Grant within the last year are not eligible to apply.

### (3) Community Project Grants

- A maximum of **\$1,200** can be requested.
- Any community group or organization in or near the Region 2 area is eligible to apply. The Region 2 area includes Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnomen Counties. Nearby counties include Becker, Roseau, Itasca, and Cass counties.
- The project must include a significant Native American artistic component.
- Community groups or organizations who received an AAI Grant within the last year are not eligible to apply.



## HOW TO APPLY

Submit the application materials required below. Please keep a copy for your records; you will need to refer to it if we call you with any questions. Applications may not be faxed nor e-mailed.

**There are two deadline dates for you to choose from. Applications must be postmarked by October 3, 2007 for the fall grants round, and by March 5, 2008 for the spring grants round. Applications MUST be postmarked by the deadline date, there will be NO EXCEPTIONS.** You are responsible for determining how late your local post office will be open to cancel mail with the necessary date. If you prefer to deliver your application directly to the R2AC office, you may do so, however, it must be given directly to an R2AC office staff person by **4:00 p.m.** of the deadline date.

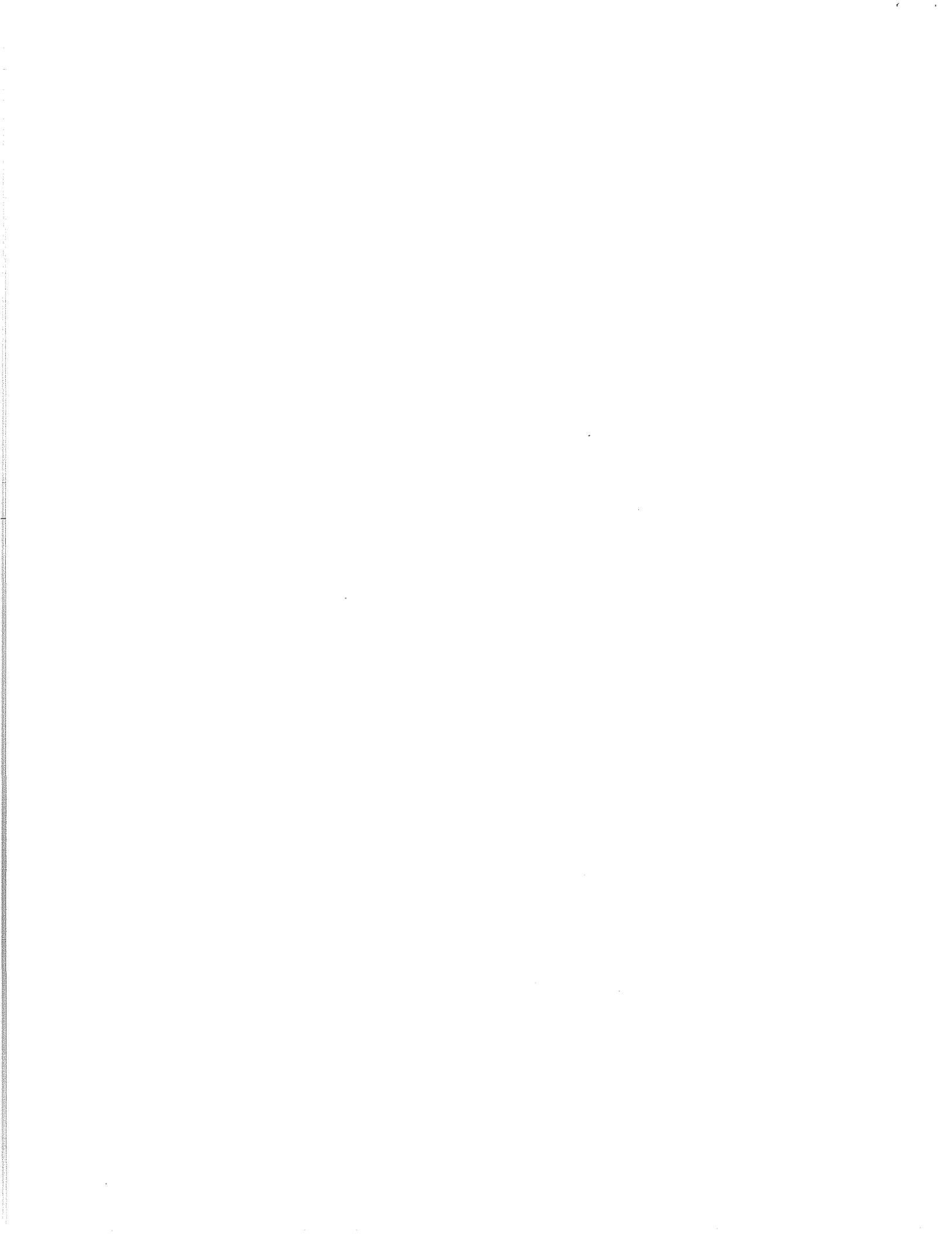
**Mail applications to:  
Region 2 Arts Council • 426 Bemidji Avenue • Bemidji, MN 56601**

## APPLICATION MATERIALS THAT YOU NEED TO SEND IN

### (A) Individual Artist Grants

If you are applying as an individual artist, complete and submit the following materials:

1. The **Application Form and Project Budget Form** included with these guidelines; or go to our website at [www.r2arts.org](http://www.r2arts.org) to download this form.
2. The **RAC Data Collection form** included with these guidelines; or go to our website at [www.r2arts.org](http://www.r2arts.org) to download this form.
3. **Artist's statement.** This should be a personal and thoughtful page about yourself and your art. The type of information you may want to include is: information on your artistic style, the ideas behind your art, your goals as an artist, what motivates you to do your art, a philosophical or historical context for your art, etc. Your artist statement should refer in some way to your proposed project.
4. **Artist's resume.** Your resume may have a structured format, or it may be a less formal narrative. It should describe any training or experiences that you've had in the arts. As an example, you can list any classes you've taken; list any studies you've had with another, more experienced artist; list any exhibitions where your work has been shown (the Ojibwe Art Expo, for example); list any special awards that you've received for your art; list places where your work is for sale; list pieces of your work that have been purchased. Please do not let a lack of exposure as an artist keep you from applying.



5. **Project narrative.** This narrative should clearly explain your project. It should relate to your goals as an artist. The narrative should include a time line for your project. If you are applying to the October 3, 2007 deadline, your project must be completed by November 1, 2008. if you are applying to the March 5, 2008 deadline, your project must be completed by April 1, 2009.
6. **Budget.** Two bids are required for materials, equipment and music production. Written justification for choosing the higher bid is required.
7. **Work samples.** (You may include a separate page which describes the work samples you submit.)
  - Visual artists: Submit up to 12 slides or photographs of your art work.
  - Literary artists: Submit up to 10 pages of poetry or prose.
  - Performers: Submit up to 5 minutes of CD, cassette tape or 1/2" videotape.

**Note:** If you wish your work samples returned, please include a return addressed and postage paid envelope.

### **(B) School Residency Grants or Community Project Grants**

Schools and organizations may apply for funds for Residency Grants or Community Project Grants. Complete and submit the following materials.

1. The **Application Form and Project Budget Form** included with these guidelines; or go to our website at [www.r2arts.org](http://www.r2arts.org). to download these forms.
2. The **RAC Data Collection form** included with these guidelines; or go to our website at [www.r2arts.org](http://www.r2arts.org). to download these forms.
3. **Resumes** for all artists involved with the project. The resume may have a structured format, or it may be a less formal narrative. It should describe any training or experiences that the artist has had in the arts. As an example, the artist can list any classes taken; list any studies with another, more experienced artist; list any exhibitions where his/her work has been shown; list any special awards received for his/her art; list places where the work is for sale; list pieces of the work that have been purchased.
4. **Project narrative.** This narrative should clearly explain the goals, activities, timeline, and location of your proposed project. Include the names of project directors, artists, teachers, and others who will be involved with the project. If your project involves a performance or exhibit, be sure to tell us when and where this will take place.

You must include information which will help us evaluate the ability of your school or organization to do the project that you are proposing. Tell us about other projects that your school/organization has successfully done; tell us about the qualifications of the people involved in this project, etc.



You must also tell us how this proposed project will benefit your school, your organization, and/or your community.

If you are applying to the October 3, 2007 deadline, your project must be completed by November 1, 2008. If you are applying to the March 5, 2008 deadline, your project must be completed by April 1, 2009.

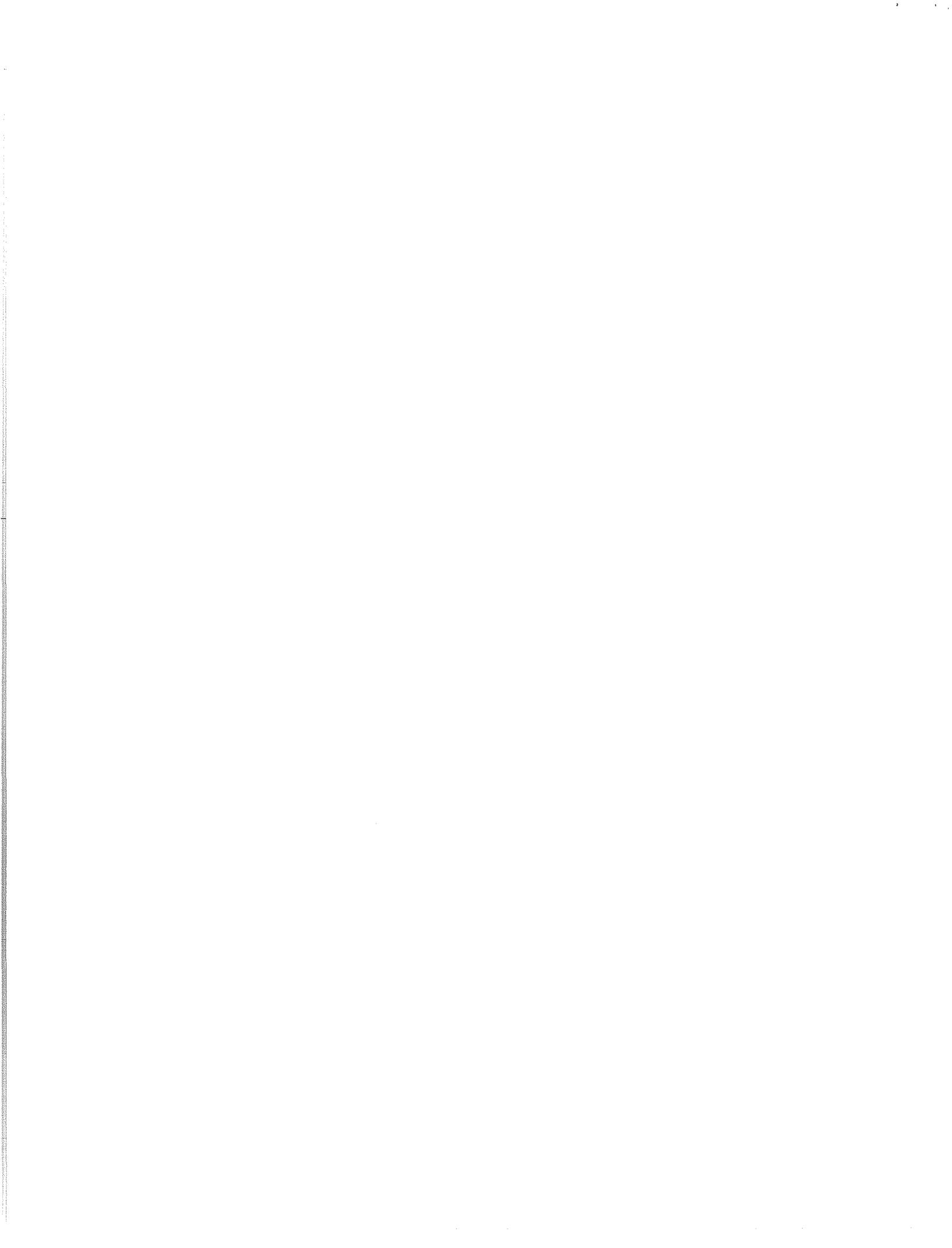
5. **Budget.** Two bids are required for materials, equipment and music production. Written justification for choosing the higher bid is required.
6. **Work samples.** You should include some type of work sample from each of the artists involved, so that the artistic merit of the project can be evaluated.
  - Visual artists: Submit up to 12 slides or photographs of the artist's work.
  - Literary artists: Submit up to 10 pages of poetry or prose.
  - Performers: Submit up to 5 minutes of audiotape or 1/2" videotape.

**Note:** If you wish your work samples returned, please include a return addressed and postage paid envelope.

## REVIEW PROCESS AND CRITERIA

- The AAI Council meets approximately 4-6 weeks following the deadline date to review and award the grants. It is allowable to begin a project prior to the award date with the understanding that the applicant may not receive the grant.
- Applications will be received at the Region 2 Arts Council office and will be forwarded to AAI Council members. AAI Council members will then meet to discuss the grant proposals and to make awards. NOTE: Incomplete applications will not be reviewed for an award.
- Grant review meetings are open to the public, however, no oral presentation, discussion, or statements will be allowed from the public during the meeting.
- **Conflict of Interest:** AAI Council members who have a conflict of interest with a grant application must declare that conflict of interest and abstain completely from discussion and voting during the review of that grant application.
- Each application will be reviewed and scored using the following three criteria:
  - (1) For all grant categories: Artistic merit as demonstrated in the work samples submitted. (20 points.)
  - (2) For Individual Artist Grants: Evidence of serious commitment to one's art career as found in the artist's resume and artist's statement. (20 points.)

For School Residency Grants and Community Project Grants: The ability of the applicant organization to accomplish the proposed project. (20 points.)



- (3) For Individual Artist Grants: How well the project relates to the artistic growth of the applicant. (20 points.)

For School Residency Grants and Community Project Grants: How well the project benefits the school / community. (20 points.)

- Awards will be made on the basis of numerical rank of each applicant's total score. Grant money will be awarded in order from highest to lowest ranking until money is depleted. Partial awards may be made.
- All applicants will be notified within four weeks of the AAI Board review meeting.
- The successful applicants will receive a Request for Payment form and a Grant Contract. Both forms must be signed and returned to the Region 2 Arts Council within 30 days.

### IF YOU RECEIVE A GRANT AWARD

You will sign a Grant Contract with the AAI and the Region 2 Arts Council which holds the you to the following terms:

1. If you are applying to the October 3, 2007 deadline, your project must be completed by November 1, 2008. If you are applying to the March 5, 2008 deadline, your project must be completed by April 1, 2009.

The project must be in compliance with the proposed project narrative, budget, and timeline, as submitted in your grant application materials. Any significant changes must be approved by the Region 2 Arts Council in advance.

2. The following credit line must appear on all printed materials and any publicity related to the proposed project:

**"This activity is made possible, in part, by the Anishinabe Arts Initiative through support from the Region 2 Arts Council and with funding from the McKnight Foundation."**

3. Within 45 days after completion of the proposed project, a Final Report, consisting of a narrative and budget, must be submitted to Region 2 Arts Council on forms which Region 2 Arts Council will provide.
4. You are legally responsible for the completion of the proposed project plan and for the proper management of the grant funds.
5. The Region 2 Arts Council may conduct random spot audits or project evaluations of grant recipients. In the case of an audit or a project evaluation, the Region 2 Arts Council shall have access to all books, documents, papers, and records related to the proposed project. You must retain such records for a period of three years following submission of the Final Report.



6. In the event that you cannot complete your proposed project, the Region 2 Arts Council may require that you return part or all of your grant award.
7. Individual Artist Grants are intended to support artists who have made a commitment to living and producing in or nearby the geographical boundaries of Region 2. The Region 2 area includes Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnomen Counties. Nearby counties include Becker, Roseau, Itasca, and Cass counties. If you move out of the area before your proposed project is completed, the Region 2 Arts Council may require that you return part or all of your grant award.

Non-compliance with terms of the Grant Contract will be just cause for the grantee returning the entire grant award back to the Region 2 Arts Council, as well as for being ruled ineligible for future Region 2 Arts Council and Anishinabe Arts Initiative grants.

Region 2 Arts Council may terminate a Grant Contract at any time upon failure of the grantee to comply with one or more of the conditions of the Grant Contract. The Grant Contract may be terminated by mutual written agreement of the Region 2 Arts Council and the grantee. If termination occurs after funds have been distributed to the grantee, the entire amount of the grant award must be returned to the Region 2 Arts Council.

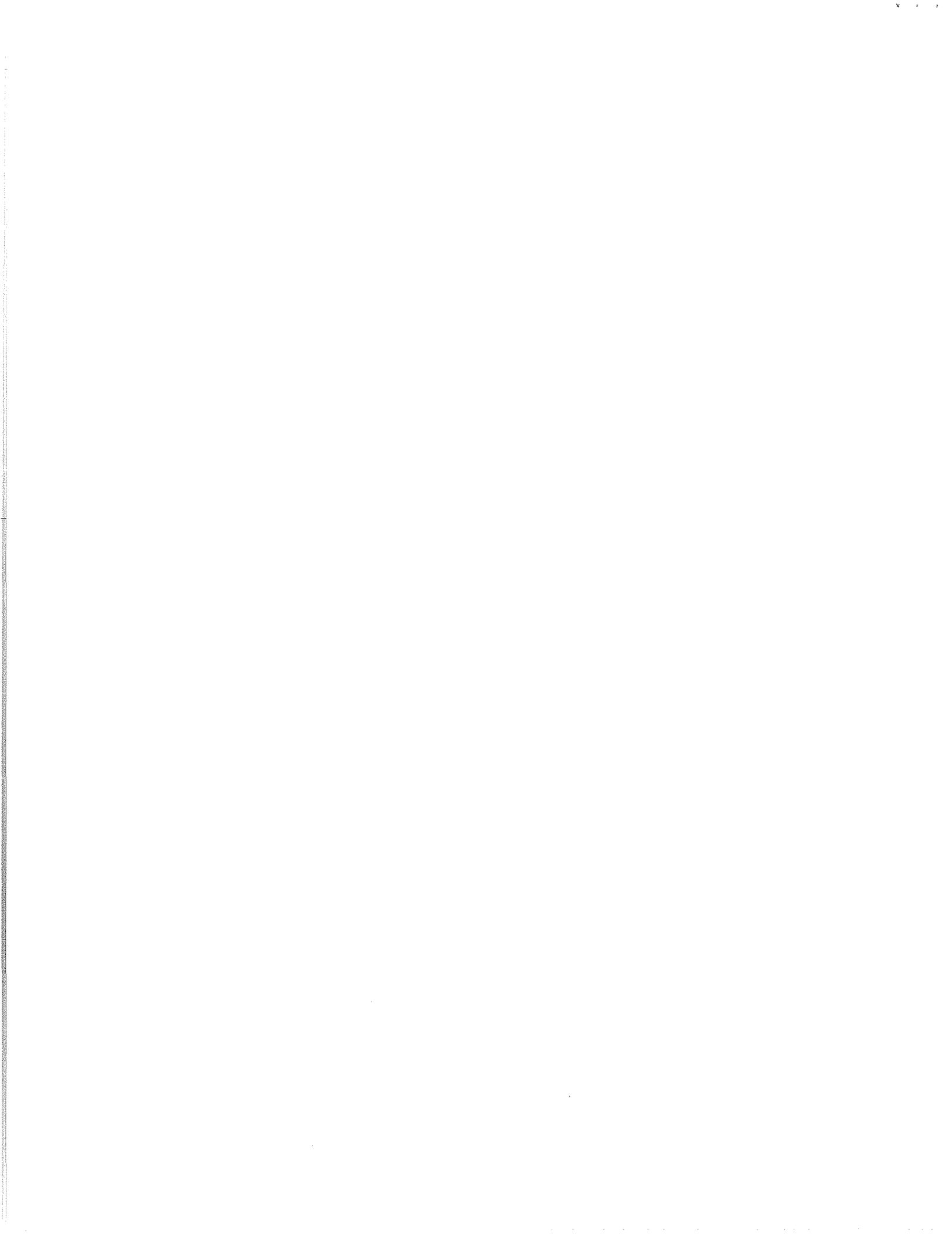
## **RECEIPT OF AWARD**

A check for 80% of the grant award will be sent to the grantee upon receipt of the Request for Payment and the Grant Contract between AAI and the grantee. The remaining 20% will be sent upon the timely receipt of an acceptable Final Report. Schools and established organizations may received 100% of the grant award up front.

## **APPEALS**

Any applicant who can show cause that established grant review procedures were not followed may file an appeal. Appeals must be based on alleged procedural errors. Appeals based on judgments of artistic merit, commitment or ability to accomplish the project will not be heard.

Appellants must submit a formal letter of appeal to the Executive Director of the Region 2 Arts Council stating the reason(s) for the appeal. Letters of appeal must be received within 10 days of written notification of the AAI Board's decision on the original application.



# 2 Region 2 Arts Council

426 Bemidji Avenue  
Bemidji, MN 56601  
(218)751-5447 • 1-800-275-5447  
r2arts@paulbunyan.net  
website: www.r2arts.org

Rev. 5/07

## REGION 2 ARTS COUNCIL

### Program Guidelines & Application Instructions

## ARTS PROJECT GRANTS

**FY08 Application Deadlines: September 12, 2007 & March 12, 2008**

These Application Instructions are effective from July 1, 2007, through June 30, 2008. Please be sure your Application Instructions and Application Form are current.

The Application Instructions for our Granting Programs change periodically as new policies are enacted. You are responsible for reading these Instructions thoroughly before filling out the Application Form.

Any questions should be addressed to:  
**Terri Widman, Executive Director**  
Region 2 Arts Council  
426 Bemidji Avenue  
Bemidji, MN 56601  
(218) 751-5447 or toll free 1-800-275-5447  
[r2arts@paulbunyan.net](mailto:r2arts@paulbunyan.net)  
website: [www.r2arts.org](http://www.r2arts.org)

The R2AC Arts Project Grants Program is made possible through funds provided by the Minnesota State Legislature. This Program is subject to change based on available funds, action by the Minnesota State Legislature, and/or R2AC Board action. Any significant changes in the Application Instructions will be publicized.

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## I. INTRODUCTION.

The mission of the Region 2 Arts Council (R2AC) is to strengthen the presence and the purpose of the arts in the lives of the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen Counties of North Central Minnesota by promoting and funding arts creation, appreciation, and education. The R2AC offers granting programs funded by the Minnesota State Legislature as well as by the McKnight Foundation. The R2AC also offers a "Fast-Track" Workshop funding program, a free bimonthly newsletter "Northern Arts News", an Arts Marketing Program, information services, technical assistance, and other arts programming throughout the five-county region. The term "arts" refers to music, creative writing, dance, visual arts, theater, and other forms of creative expression.

The R2AC is one of a network of eleven regional arts councils in the state of Minnesota. The idea behind the regional arts council concept is that local people are best able to respond to and evaluate the needs of arts organizations, artists, and audiences within their own region. The volunteer board of the R2AC is comprised of ten people, two from each of the region's five counties. The board meets eight times per year to discuss new arts initiatives, evaluate existing programs, review grant applications, enact policies, and conduct other business. Individuals who are interested in serving a two-year term on the Board should contact the R2AC office.

## II. WHAT TYPES OF GRANTS ARE AVAILABLE?

### A. GRANT CATEGORIES

The R2AC offers five categories of grants:

**R2AC Arts Project Grants** may be requested to help your organization create or produce an arts project or event such as an arts workshop, a play, an exhibit, a performance, a collaborative work, etc. Funds may be requested for developmental assistance for your arts organization, such as help with long-range planning or board development. Funds may be requested to help your organization bring into your community a "prepackaged" touring arts performance or exhibition. Artist-in-Residence projects that use local or non-local artists for school or community residencies are also included in this category. The maximum amount that you can request cannot exceed 50% of the total project cost. The other 50% must be contributed as cash and in-kind.

The other grant categories are **R2AC/McKnight Grants** and **General Operating Support Grants** that are available to 501(c)3 arts organizations; **Individual Artist Grants** available to artists; and grants to artists, schools and organizations that promote Indian art through the **Native American Arts Initiative**. Contact the R2AC for information on these other granting categories.

### B. HOW MUCH GRANT AWARD MONEY IS AVAILABLE?

The amount of money available for any given grants round is budgeted in July, the beginning of our Fiscal Year. This year in our Arts Project Grants Program, we will have about \$17,316 available to regrant; half will be awarded in the fall grants round, and half will be awarded in the spring grants round. Funds are provided through an appropriation by the Minnesota State Legislature. There is a **request limit of \$1,250** placed on the Arts Project Grants.

Based on statistics from the past three years, the average size of an R2AC Arts Project Grant is **\$1,115**. The highest grant award made was **\$1,250**; the lowest was **\$410**. Because there are more requests for grants funds than money available, you should know that your chances of receiving a grant award are about 74%. Partial awards are rarely made.

### III. SOME THINGS YOU NEED TO KNOW ABOUT OUR GRANTING PROGRAMS.

You have **two** years from the date of the grant award within which to **complete** your project. The project, however, must be **started** within **one** year of the grant award.

You should be aware that submitted grant applications are accessible to the public and can be reviewed at the R2AC office.

According to R2AC bylaws, R2AC Board members may only serve a maximum of two two-year terms. Because of this, the membership of the Board changes from year to year. As a result, applicants can expect professionalism but not consistency in R2AC Board opinions and decisions from grants round to grants round. Applicant organizations should **never assume** that the R2AC Board members are familiar with them or with their project. For this reason, information given on the grant application form should always be **clear, specific, and complete**.

If a project is funded in one year, this in no way guarantees it will be funded in subsequent years. Our granting programs are very competitive and are not intended to provide ongoing support for any specific project or to any applicant organization.

Organizations are cautioned against applying for assistance if their project will have started before the date of the grants round. There have been situations in the past where an organization has made financial and other commitments to a project **before** knowing if their grant request to R2AC was approved or denied. If the R2AC grant was denied, the organization was put in a crisis situation, scrambling to find funds at the last minute. Don't put yourself in this situation.

R2AC requires its grantees to work with persons with disabilities to facilitate their access to projects that receive funding through an R2AC grant award. Furthermore, R2AC encourages arts organizations to develop a policy and a plan that works toward compliance with the Americans With Disabilities Act. For more information, contact: VSA Minnesota (Craig Dunn) 528 Hennepin Avenue - Suite 305; Minneapolis MN 55403; 1-800-801-3883.

### IV. WHO MAY APPLY FOR A GRANT FROM R2AC?

#### A. 501(c)3 ORGANIZATIONS

Any non-profit, tax-exempt **501(c)3** organization may apply, whether they are an **arts** or a **non-arts organization**. Organizations are required to submit a copy of their **IRS letter** which identifies them as having 501(c)3 status. Established groups or temporary coalitions that are formed for non-profit purposes and do not have a 501(c)3 status from the IRS may apply for a grant if they use a **fiscal agent** (defined below).

Schools and units of government may also apply; this includes community education offices, cities, townships, elementary and secondary schools, etc. These types of organizations do not need to submit an IRS letter.

#### B. WHAT IS A FISCAL AGENT?

A fiscal agent is any non-profit, tax-exempt 501(c)3 organization or any school or unit of government that agrees to handle and account for funds granted to another group or organization. The fiscal agent will receive and distribute the grant award. The fiscal agent is **legally responsible** for the completion of the project and for the proper management of the grant funds. The fiscal agent is responsible for verifying that the Final Report is accurate.

The applicant organization must have a **written contract** with the fiscal agent that specifies the responsibilities of each party. This contract must be submitted as part of the grant application package. R2AC has samples of Fiscal Agent contracts that we will provide to you upon request. The fiscal agent must sign the grant application form and, if a grant is received, sign the grant contract.

If you are a 501(c)3 organization, or are a school or unit of government, **you do not need a fiscal agent.**

### **C. INELIGIBLE APPLICANTS**

In addition to the above restrictions, an organization is not eligible to apply for an R2AC grant if it has not turned in an overdue, unexcused Final Report from a previous R2AC grant. Even after such a Final Report is received, the grantee may be ruled ineligible to apply for future R2AC grants for a period of one year.

In compliance with advice from the Minnesota Attorney General's office regarding 1985 rulings of the U.S. Supreme Court, the R2AC may not provide grants using state money (i. e. APG grants) to parochial or other religious schools serving grades K-12.

This APG grant application must be submitted on behalf of an organization. (Individuals are not eligible to apply to this grants program, but are eligible to apply to our Individual Artist Grant Program.)

## **V. WHAT TYPES OF PROJECTS WILL WE CONSIDER FUNDING?**

The following list will give you some idea as to the types of projects that are eligible for funding. This list is in no way meant to be all-inclusive of the types of projects that are eligible.

**R2AC Arts Project Grants** may be requested for:

- a. Production costs:** Costs related to the creation and production of arts activities such as performances or exhibitions. Costs may relate to the commission of new works or to the planning and preparation of productions or locally curated exhibitions. Applicants may request funds for **specific programs** of an arts fair or festival; general operating support is not available through this granting program.
- b. Outreach projects:** Costs related to the development of productions or exhibitions to be toured.
- c. Engagement of guest artists:** Contracting a professional artist who does not regularly work with the applicant organization and who is engaged for the artistic development of the organization or of artists in the community.
- d. Publications:** Costs for special arts publications such as exhibition catalogs, visual arts and literary materials, or dialogues on arts issues. Contributing writers may be paid. Literary magazines and small press books are eligible only after they have been published at least once. (Publication projects which are not a part of an ongoing series are eligible without the stipulation of previous publication.) Applicants should provide as much information as possible on proposed content and format of publications. Any publication that is distributed only to an organization's membership is not eligible for funding.
- e. Arts awareness projects:** Activities or materials that are developed and/or disseminated to educate the public in the arts or arts-related issues. This may include classes, conferences or workshops, publications, films, exhibitions and other presentations.
- f. Administration or consultation services:** Managerial or consultant projects that improve existing programs or develop new programs for the applicant. Most grants for administration or consultation services are normally awarded on a one-time only basis. A second request may be considered, but the applicant must demonstrate significant need and commitment. Eligible services include public relations, audience development, program design assistance, fiscal management, fundraising, and other management activities.

- g. Touring:** Costs related to the presentation of touring exhibitions or performances.
- h. Artists:** Costs related to readings, lecture/demonstrations, and workshops. Activities must be open to registration or participation by the public.
- i. Artists-in-Residence:** Costs related to a school or community residency by a local or non-local artist. School residencies must have a component that is specifically designed for and accessible to the **general public**, such as an evening performance or exhibit.

## VI. WHAT TYPES OF PROJECTS ARE *NOT* ELIGIBLE?

In addition to some situations mentioned above, applications will be considered **ineligible** when one of the following conditions exist:

- a.** Artists are required to pay a significant **entry or exhibition fee** in order to exhibit, perform, or be included in the project.
- b.** Funds are requested for **capital** improvement, construction costs, renovation costs, the purchase of any type of real properties (non-expendable items) such as uniforms, equipment, books, framing; or for endowment funds.
- c.** Funds are requested to account for **fund deficiencies** in projects that were completed prior to the date of the grants round.
- d.** Funds are requested to support a project that is itself intended to be a **fund-raising** endeavor.
- e.** Funds are requested to support activities that are essentially for the **religious** socialization of the participants.
- f.** Funds are requested for a project that is limited in access to or only serves those attending **schools**, including staff. Such proposals **must** include a component specifically designed and accessible to the general public, such as an evening performance or exhibit.
- g.** The project does not benefit the **residents of Region 2**.
- h.** The first edition of a publication is not eligible (see page 5, V., d.).
- i.** The project is **not accessible** to participation by the public. (Administration or consultation service grants are the exception.)
- j.** The project has already received a R2AC grant award. (You may not use more than one R2AC grant award to support one project.)
- k.** More than 50% of the total project cost would be funded by a combination of R2AC and Minnesota State Arts Board grants.

## VII. WHAT WE'D LIKE TO SEE IN YOUR GRANT APPLICATION.

You should note that R2AC is **particularly interested** in grant applications that address one or more of the needs identified through R2AC's Needs Assessment. These needs are identified below.

- (1) **Publicity** about arts events and opportunities should be significantly increased. Publicity efforts should be well-planned and include media within the five-county Region 2 area. (R2AC can provide you with a mailing list.)
- (2) The base of **financial support** for arts activities needs to be **increased and diversified**. In addition to your organization's own budget and the grant requested from R2AC, you should make every reasonable attempt at securing partial funding from other sources.
- (3) The region needs more **workshops** that provide skills-building opportunities or creative growth to individual artists and/or arts organizations in the region.
- (4) Innovative, arts-related opportunities for **students** and/or arts teachers should be increased.
- (5) If projects include a performance, an **admission fee** should be charged.
- (6) The following issues are also considered important to R2AC:
  - The goal of your project must focus on being artistic, rather than an emphasis on being educational or therapeutic.
  - Cultural inclusiveness in the arts.
  - Arts events that foster participation by children and adults together.
  - The use of "block-booking" when scheduling touring events so that travel costs can be minimized.
  - The availability of arts opportunities in the under-served counties of Clearwater, Mahanomen, and Lake of the Woods.
  - The encouragement of new arts groups and the growth of relatively small arts groups.
  
  - The need for evening and weekend hours for events and exhibits.
  - The need for increased publicity of the arts within the region.
  - Improved accessibility to arts activities and facilities by persons with disabilities.

Refer to Section B., 1-3 on page 13 for the criteria used in reviewing a grant application.

## VIII. HOW TO APPLY FOR AN R2AC GRANT.

### A. APPLICATION DEADLINES

R2AC holds two grants rounds per year for R2AC Arts Project Grants. Application deadlines are:

**FY08 Application Deadlines: September 12, 2007 & March 12, 2008**

### **IMPORTANT!**

Applications that are mailed in to the R2AC Office **MUST** be postmarked no later than midnight of the deadline date. **IN FAIRNESS TO ALL APPLICANTS, THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS RULE.**

You are responsible for determining how late your local post office will be open to cancel your application with the necessary date.

If you prefer to deliver your application directly to the R2AC office, you may do so, however, it must be brought to the R2AC Office and received by a member of the R2AC staff by 4:00 p.m. of the deadline date. We do not accept applications that are slipped under our door after the office closes at 4:00 p.m.

### B. STEP-BY-STEP: FILLING OUT THE APPLICATION FORM

You can **download** the application form from our website ([www.r2arts.org](http://www.r2arts.org)). **Remember to download the RAC Data Form. It is a separate document.**

An Application Form should be included with these Application Instructions. If you need an extra copy, they are available at the R2AC Office. The Application form **must** be typed. We make many photocopies of your Application Form, and dark type is the only way to make sure all copies are legible.

Submit the signed original of the Application Form. Be sure to **keep a copy** for your records; you will need to refer to it if we call you with any questions.

Because grant rounds are competitive, it is to your advantage to be sure that your responses to the questions on the Application Form are complete, accurate, and are of sufficient quality and scope.

You are encouraged to request assistance from the R2AC Executive Director. Questions can be answered over the phone, or an in-person appointment can be made. Most applicants find it very helpful to have the Director review the application **before** it is formally submitted on the deadline date. This assistance should be requested well in advance, however, so that you will have time to make any suggested changes to your application. The Director's position is part-time, so be sure to get your request for help in **early**. Assistance from the Director does not guarantee nor imply that the grant request will be funded.

The following numbered items correspond to the numbered items on the Application Form. This section is designed to "walk you through" the Application Form.

1. **Organization name.** Fill in the name of your organization.
2. **Project director.** Fill in the name of the project director. This is the person who is ultimately responsible for overseeing the project. This is also the person who will be informed as to whether or not the grant request was funded. If a grant is awarded, this person is responsible for the timely submission of all forms and reports to the R2AC. This person should be knowledgeable in all aspects of the proposed project, as R2AC may need to contact this person with questions specific to the application, the budget, or the project itself.
3. **Address.** The address to which the R2AC will send all correspondence. This may be the applicant organization's address or the address of the project director.
4. **Phone.** Provide a day and evening phone number where the project director can be reached.
5. **Email Address.** Provide an email address where the project director can be reached.
6. **Project Dates.** Provide the start and end dates of your proposed project. Do not include planning or evaluating time in these dates ... use the actual dates of the event.
7. **One-sentence description.** Provide a brief, one-sentence description of your project. Try to be both concise and descriptive. Use the names of primary artists involved. This sentence is used by the R2AC to define your project on in-house materials and reports to state agencies.
8. **Address.** Provide the address where the activities will take place. If the activities will take place at more than one address, list the primary and secondary address.
9. **Fiscal Agent.** Provide the name, address, phone number and contact person of your fiscal agent. **Remember, a fiscal agent is not always necessary!** Fill in this line **only** if you are required to have a fiscal agent. ( See Section IV: "Who May Apply For A Grant From R2AC".)
10. **Project description. Be clear, specific and complete.** Provide names, dates, schedules, and descriptions. What are the **goals** of your project? We often advise applicants to give their application to another person who has no idea of what the project is about. You'll know your project description is done well if that person can understand **exactly** what it is you are proposing to do. (Please read Section III: "Something You Need To Know About Our Granting Programs".)
11. **Need. Why** are you doing this project? Is there a **need** for it? How did you **determine** that there was a need? Is anyone else in the area filling this need? If so, how does **your** project differ from theirs? How do the **goals** of your project fill this need? Does your project meet any of the needs that R2AC has identified? (See Section VII, "What We'd Really Like to See in Your Grant Application".) You may attach support letters that confirm the need for your project.
12. **Planning.** We want to make sure your project is well thought out. We want to know the **process** that you used to pull this idea together. When did the idea form? How did you decide on the structure of your project? How many meetings were held and who attended? (We like to know that more than one individual was involved in putting this idea together.) Be sure to include the **names** of the primary people that were involved in the planning of your project.
13. **Selection process.** We want to know the thought process that went into the selection of the personnel involved in the project. If there are artists involved, **how** did you choose them? Where did you get their names? If you are using artists as panelists or teachers, how were they selected? Are they **qualified** to do what you want them to do? **Who** made the final decision as to what artists were selected for the project? What **criteria** was used in the selection process? If your project involves an exhibit or performance, the same types of questions apply ... how did you make your selection and who made the final decision?

**Important:** There are rare instances when you may not have all of the personnel selected for your project at the time the grant application is due. If this is the case, you must, at the very least, tell us **who** will be making the selection, what their qualifications are, and **what criteria** will be used in the selection process. You should be aware that the lack of names of selected personnel, exhibits, etc., will weaken your grant application.

**14. Ticket and audience information.** Some of these items may or may not apply to you. Fill in what is appropriate to your project. Item f. asks you how you determined your ticket prices. Please note we feel quite strongly that **admission fees should be charged** for arts events, especially performances. If you are not charging an admission, explain why not.

**15. Publicity.** Because we are a five-county **regional** arts council, we like to see all projects that we fund publicized on a **regional** level. (We have a mailing list of all regional media that you can use in your publicity efforts.) How will you publicize this project throughout Region 2? Be specific. Will you use news releases? Posters? Display ads? List the **names** of the media that you will use. What non-media publicity efforts will you use?

**16. Evaluation.** Any project worth doing is worth evaluating. How will you determine if your project was a success? How will you know whether or not your goals (as stated in Question # 9) were met? Who will be responsible for doing the evaluation?

**17. Your organization's goals.** We would like to know if this project is helping your organization achieve its own goals. If yours is an **arts organization**, what are your artistic goals? If yours is a **non-arts organization**, how do the goals of this project help you to work toward some specific goals that your organization has set for itself? (Some people are not sure if theirs is an “arts” or “non-arts” organization. Just look at your mission statement. If the focus is clearly and solely on arts, yours is an arts organization.)

**18. Longevity.** How long has your organization been operating in its present format?

**19. History.** What types of projects have you done in the past that will convince us of your ability to do the proposed project? If there are no similar **projects** in your past, describe similar **experiences and responsibilities**. This question should be answered from the viewpoint of **both** the project director **and** the applicant organization.

**20. Past Grants.** If you've received grant awards from us (or from the Minnesota State Arts Board) within the past two years, we want you to list the name of the project and the amount you received.

**21. Organizational Budget.** For the years listed, how much in revenues does your organization take in and how much does it spend?

**22. For school-related projects only.** You must be sure that a portion of your project is specifically designed for the general public, otherwise, your project is ineligible for funding. Be sure that the time of day and location of the event offers reasonable accessibility to the public. Activities held in a classroom during the middle of the school day are not considered reasonably accessible.

**23. Signatures.** The **authorizing official** is that person who is empowered to enter into contracts for your organization. This is usually an executive director, a board chairperson, or a board treasurer. The authorizing official may or may not be the **project director**. Remember, a **Fiscal Agent** signature may **not** be needed. Please check with Section IV to see if you need a Fiscal Agent.

### C. YOUR PROJECT'S BUDGET

**1. The Budget Pages.** The budget pages of the Application Form must be completed in such a way that it is **unquestionably clear** what the expenses are for. **PLEASE, round your figures to the nearest \$5.00.** Back up all your figures with short **calculations**. For example, if a \$155.00 travel expense is reported, the line item should show where travel was to and from, and what the rate of reimbursement was:

“Artist Mary Doe: Round trip Mpls. to Bemidji: 512 miles @ 30¢ per mile = \$155.00”

If necessary, you may attach a separate sheet of paper to fully explain any budget items. Avoid using technical jargon in describing your budget items. Remember, it is your responsibility to describe and estimate as accurately as you can the expenses of your proposed project. **No portion of a pre-existing salary or fixed overhead shall be included in your budget.**

**2. Matching Requirements.** As we described in Section II. A., “What Types of Grants Are Available”, you **cannot request more than 50%** of the total cost of your project from R2AC. The other 50% that you need will be made up from a combination of cash and donations.

Types of **cash** sources may include grants from other organizations, personal or business contributions, earned income from your project (ticket sales), or money your organization is budgeting towards the project. **Profits from a previous R2AC Arts Project Grant must be reported in the Cash Match (budget section II, #2).**

**Donated** contributions are *donated* materials, services, labor, or space that can be given a dollar value. For example, if the project director is **donating** his/her time to the project, the value of that person's time is considered “donated” and should have a dollar figure given to it. If, on the other hand, that person is being **paid** to do the project, this is not considered “donated”; rather, it would be considered part of the cash match. Use this rule of thumb: If actual dollars are changing hands, it is **not** donated. The 50% match for a project cannot be made up entirely of donated contributions.

If you are committing the space or the significant services of another group or person as part of your donated match, you must **include a signed letter** in your application materials from that person or group that substantiates the donation from them that you are claiming.

If you are using **Minnesota State Arts Board (MSAB)** money as part of your project's support, the combined total of MSAB money and R2AC money cannot exceed 50% of the total project cost.

**3. What About Profit?** We encourage you to make your project financially profitable. If you receive a grant award, the Final Report that you fill out will identify any profit that you have made. If yours is an arts organization (see Section VIII. B. 16.), we will want to know what the profit will be used for. **If yours is a non-arts organization, we may ask you to return to R2AC a cash amount that is equal to or less than the grant award you received.** This requirement may be waived if you can guarantee that the profit will be used for future arts activities. The R2AC will evaluate such requests on a case-by-case basis.

### D. THE “RAC DATA COLLECTION FORM”

The information that you enter on this form is very important ... it is used to collect and compile statistics on grant activity from the eleven regional arts councils (RACs) around the state. If you have any questions regarding this form, please call the R2AC office for assistance.

### ***E. REQUIRED ATTACHMENTS***

Be **absolutely certain** that you have included the following items with your application materials:

1. A copy of your **letter from the IRS** that certifies your status as a **501(c)3** organization. If you don't have 501(c)3 status and are using a Fiscal Agent, you must include a copy of your Fiscal Agent's IRS letter certifying **their** 501(c)3 status. If you are a public **school** or a **government** organization, you **do not** need to submit an IRS letter.
2. If you are using a **Fiscal Agent**, you must include a **signed contract** between your organization and your Fiscal Agent which specifies the responsibilities of each organization in the implementation of your project. Contact the R2AC office for sample contracts.)
3. If you are committing the **donated** space, materials, or services of another person or organization as part of your donated match, the donor must substantiate this support intent in a **signed letter** to be included with your application materials.
4. You must include **resumes** for all personnel significantly involved with your project. This includes the **project director, artists, jurors and teachers**. Resumes should contain information about the individual's career or experience that pertain to the project you are proposing. Do not submit resumes that are over two pages in length. If your resume is longer, summarize the most pertinent information onto two pages. If we receive resumes over two pages in length, we only use the first two pages and discard the remainder.

Resumes should contain information about the individual's career or experience that pertain to the project you are proposing. **Do not submit resumes that are over two pages in length**. If your resume is longer, summarize the most pertinent information onto two pages. If we receive resumes over two pages in length, we only use the **first two pages** and discard the remainder.

5. **Work samples**. Remember, the R2AC Board places heavy weight on the **artistic merit** of your project. **If there is no material submitted with which to evaluate the artistic merit of your project, there is a reduced chance that your grant request will be approved**. For projects involving visual artists, include photographs or slides of the work ... slides are preferred. For artists in other disciplines such as music, theater or literature, include work samples appropriate to the discipline, such as a portion of a manuscript; a video tape; a cassette tape, etc.

**Liability:** R2AC is not responsible for the loss of or damage to required attachments or supporting materials. No materials will be returned unless you make prior arrangements with the R2AC staff.

6. **Other materials**. You may submit other supporting materials with your application, such as brief copies of promotional materials, newspaper reviews, videos, audiotapes, flyers, posters, newsletters, or other items that provide information directly related to the proposed project or to your organization.

## **IX. HOW ARE GRANT APPLICATIONS REVIEWED?**

### ***A. HOW DOES A GRANTS ROUND WORK?***

The R2AC Director logs in all applications submitted and reviews them to ensure that they are eligible. The Director may request further or clarifying information from the applicant.

The R2AC Board members receive copies of all applications prior to the review meeting. At the meeting, the Director may introduce any amended or corrected application materials, or provide any materials that could not be reasonably duplicated, such as work samples from artists.

Grants review meetings are open to the public, however, no oral presentation, discussion, or statements will be allowed from the public during the meeting.

**Conflict of Interest:** R2AC Board members who have a conflict of interest with a grant application must declare that conflict of interest and abstain completely from discussion and voting during the grants review.

***B. WHAT CRITERIA WILL THE R2AC BOARD USE IN REVIEWING MY GRANT APPLICATION?***

Grants are reviewed by the 10-member R2AC Board using the following criteria:

**1. Artistic merit of the project.**

**Considerations:**

- The artistic content of the project.
- The degree to which your project contributes positively to one or more art forms.
- The degree to which your proposed resources (artists, facilities, activities, etc.) work to meet the goals of your project.
- The degree to which your project advances the artistic goals of your organization.
- The degree to which the goal of your project focuses on being artistic rather than an emphasis on being educational or therapeutic.

**2. The demonstrated need for the project by artists, arts organizations, arts resources, or the public.**

**Considerations:**

- The degree of community support for the project in terms of direct involvement and financial or donated contributions.
- The degree to which the project meets regional needs identified by the R2AC Needs Assessment.
- The way in which this project is different from other similar projects currently available.
- To work toward equitable distribution of the funds for underserved counties.

**3. The ability of the applicant organization to accomplish the proposed project.**

**Considerations:**

- The scope and quality of the planning and evaluation process.
- The qualifications of the project director.
- The feasibility of the project's budget.
- The scope and quality of publicity efforts.
- The quality of past projects.
- Past compliance with R2AC policies and Grant Contract terms.

**C. HOW ARE GRANT APPLICATIONS REVIEWED?**

1. Discussion is based on the three review criteria of (1) artistic merit, (2) demand or need for the project, and (3) ability of the organization to accomplish the project.

A motion is made concerning the level of funding for each application immediately after it is discussed: Full, partial, or no funding. If a motion is made for partial funding, the amount must be specified. Motions for partial funding are rare. However, when they occur they are usually based on things such as budget errors, perceived unreasonable amounts for budget items, ineligible budget items, etc.

2. Each Board member rates each application on a 60-point scale, with 30 points being possible for artistic merit, 20 points being possible for demonstrated need, and 10 points being possible for ability of the organization. The ratings are averaged and the grant applications are ranked from the highest to the lowest based on the averaged rating.

3. Grant money is awarded, in order of highest to lowest grant ranking, until the money is depleted.

**D. HOW WILL I KNOW IF MY GRANT REQUEST WAS FUNDED?**

The project director (as listed on your grant application form) will be notified, in writing, of the results of the grants review within 45 days of the application deadline date. Organizations that are awarded **full funding** for their project will receive a Request for Payment form and a Grant Contract. Both forms must be returned to the R2AC office within 30 days of receipt.

Organizations awarded **partial funding** will receive a Revised Budget form which must be completed and returned before the Request for Payment form and Grant Contract are sent. The Revised Budget form must be completed and returned within 30 days of receipt.

Full payment of the award will be made to the applicant organization (or to the Fiscal Agent) **30 days prior** to the beginning date of the project.

**X. APPEALS PROCESS**

Any applicant who can show cause that established grant review procedures were not followed may file an appeal. Appeals must be based on alleged procedural errors. Appeals based on judgments of artistic merit, demonstrated need, or ability to accomplish the project will not be heard.

Appellants must submit a formal letter of appeal to the Executive Director of the Region 2 Arts Council stating the reason(s) for the appeal. Letters of appeal must be received within 10 days of written notification of the Region 2 Arts Council Board's decision on the original application.

## **XI. IF I RECEIVE AN AWARD, WHAT ARE MY RESPONSIBILITIES?**

### **A. THE GRANT CONTRACT**

The grantee will sign a **Grant Contract** with R2AC which holds the grantee to the following terms:

1. The project must be carried out in compliance with the project description, budget, and date, as entered on the grant application form. The grantee **must notify** R2AC immediately if the project is changed from the description, date, and/or the budget.
2. The following credit line must appear on all printed material and publicity related to the project: ***“This activity is made possible, in part, by a grant provided by the Region 2 Arts Council through funding from the Minnesota State Legislature.”***
3. Within 45 days after completion of the project, a **Final Report**, consisting of a narrative and budget report must be submitted to R2AC on forms which R2AC will provide. The Final Report **must** include at least one piece of publicity or promotional material that exhibits the credit line from Item #2. Grantees with long-term projects will provide in-progress information as requested by R2AC.
4. The R2AC may conduct random **spot audits** of grant recipients. The purpose of these audits is to establish accountability for public funds received by the grantee. In the case of an audit or a project evaluation, the R2AC shall have **access** to all books, documents, papers, and records related to the granted project. The grantee must retain such records for a period of three years following submission of the Final Report.
5. Access to participate in the project shall not be limited on the basis of national origin, race, religion, age, or sex.
6. The grantee will accommodate requests from persons with disabilities who wish to access the funded project. Requests may involve an individual's access to a facility or to the content of the project.
7. Other contractual terms may be added by R2AC on a case-by-case basis.

**Non-compliance with terms of the Grant Contract will be just cause for:**

- (a) **The grantee returning the entire grant award back to R2AC; and/or**
- (b) **Lower ratings on future grant applications to the R2AC.**

A grant project may be terminated at any time upon request of the grantee, but such termination does not necessarily relieve the grantee of its responsibilities as set forth in the Grant Contract.

R2AC may terminate a Grant Contract at any time upon failure of the grantee to comply with one or more conditions of the Grant Contract. The Grant Contract may be terminated by mutual written agreement of the R2AC and the grantee.

## **XII. EVALUATION OF YOUR PROJECT BY R2AC**

For purposes of **evaluation**, the grantee must provide R2AC with **two free passes** to all activities related to the grant project. Passes will be sent to the R2AC evaluator in advance, or arrangements should be made for R2AC evaluators to claim free admission at the door.



# 2 Region 2 Arts Council

426 Bemidji Avenue  
Bemidji, MN 56601  
(218)751-5447 • 1-800-275-5447  
r2arts@paulbunyan.net  
website: www.r2arts.org

**Program Guidelines  
for the  
Region 2 Arts Council's  
General Operating Support  
Grants Program**

**IMPORTANT! This is a three-year award. The grants round is held only once every three years. The upcoming postmark deadline date is February 13, 2008.  
The next deadline date will not be until 2011.**

The Application Instructions for our Granting Programs change periodically as new policies are enacted. You are responsible for reading these Instructions thoroughly before filling out the Application Form.

*Any questions should be addressed to:*  
**Terri Widman, Executive Director  
Region 2 Arts Council  
426 Bemidji Avenue  
Bemidji, MN 56601  
(218) 751-5447 or toll free 1-800-275-5447  
[r2arts@paulbunyan.net](mailto:r2arts@paulbunyan.net)  
website: [www.r2arts.org](http://www.r2arts.org)**

The R2AC General Operating Support Grants Program is made possible through funds provided by the Minnesota State Legislature. This Program is subject to change based on available funds, action by the Minnesota State Legislature, and/or R2AC Board action. Any significant changes in the Program will be publicized.

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## I. Introduction

The Region 2 Arts Council (R2AC) strengthens the presence of the arts by supporting opportunities for arts creation, promotion, education and funding for the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen Counties. The R2AC offers granting programs funded by the Minnesota State Legislature as well as by the McKnight Foundation. The R2AC also offers information services, technical assistance, a free newsletter "Northern Arts News", workshops, and other arts programming throughout the five-county region. Contact the R2AC for more information.

The R2AC is one of a network of eleven regional arts councils in the state of Minnesota. The concept behind the regional arts council system is that local people are best able to respond to and evaluate the needs of arts organizations, artists, and audiences within their own region. The volunteer board of the R2AC is comprised of ten people, two from each of the region's five counties. The board meets seven to eight times per year to discuss new arts initiatives, evaluate existing programs, review grant applications, enact policies, and conduct other business. Individuals who are interested in serving a two-year term on the Board should contact the R2AC office.

## II. Something You Need to Know About Our Grants Programs

R2AC Board members serve two-year terms, renewable to four years. Because the membership of the Board changes from year to year, applicants can expect professionalism but not consistency in R2AC Board decisions from grants round to grants round. Applicant organizations should **never assume** that the R2AC Board members are familiar with their organization. For this reason, information given on the grant application form should always be **clear, specific, and complete**.

## III. Purpose of R2AC General Operating Support Grants

The purpose of the **R2AC General Operating Support Grants** is to provide some measure of funding stability for arts organizations so that their energy can be better focused on increasing the quality and availability of the arts to their communities.

R2AC General Operating Support Grants are three year awards. If your organization is awarded a grant, it will receive the same award amount each year for three consecutive years, pending R2AC approval of your annual interim report and plan. Your organization must expend the grant funds and submit an annual report and plan by February 1st of each year.

General Operating Support Grants may be requested for up to 10% of the average of your organization's annual revenues for the past three years, not to exceed \$6,000 per year for each of three consecutive years. Because this will be a very competitive grants round, approved proposals may be awarded less than the requested amount.

General Operating Support Grants may be requested for general operating expenses that your organization incurs such as rent, utilities, administrative salaries, upkeep or maintenance of your facility, publicity, equipment purchases, programming, etc.

R2AC Operating Support Grants cannot be used toward endowment funds or to cover fund deficiencies incurred prior to the grant request.

The R2AC board values indication of increasing self-sufficiency through financial growth and stability.

#### IV. Who Is Eligible To Apply?

- Your organization must be a non-profit, tax-exempt **arts organization** with Articles of Incorporation on file with the State of Minnesota and you must have documented **501(c) 3** tax-exempt status with the Internal Revenue Service. Your organization must be located in and serve the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, or Mahnommen Counties of Minnesota.
- Your organization's purpose and mission statement must be focused clearly and solely on the arts.
- Your organization must have produced or sponsored arts projects, events, or opportunities for the public during each of the past three years.
- Your organization's annual revenues for the last two fiscal years prior to the date of this deadline must average less than \$132,000.

#### V. Who May NOT Apply

- You are not eligible if your organization does not meet the eligibility criteria listed above in Section IV.
- You are not eligible if your organization receives direct operating support from the McKnight Foundation or from the Minnesota State Arts Board in the form of a merit award.
- You are not eligible if your organization has not turned in an overdue, unexcused Final Report from a previous R2AC grant, or if a Final Report has not been approved.
- You are not eligible if your organization or its activities promote a particular political agenda or religious belief.

#### VI. How To Apply

Applications **MUST** be postmarked no later than midnight of the deadline date of **February 14, 2008**. **THERE WILL BE NO EXCEPTIONS**. You are responsible for determining how late your local post office will be open to cancel mail with the necessary date. If you prefer to deliver your application directly to the R2AC office, you may do so, however, it must be received by **4:00 p.m.** of the deadline date. The next deadline date for this granting program will be in 2011.

An Application Form should be included with these Application Instructions. If you need an extra copy, they are available at the R2AC Office. The Application form **must** be typed. We make many photocopies of your Application Form, and dark type is the only way to make sure all copies are legible.

Submit the signed original of the Application Form. Be sure to **keep a copy** for your records; you will need to refer to it if we call you with any questions.

Because grant rounds are competitive, it is to your advantage to be sure that your responses to the questions on the Application Form are complete, accurate, and are of sufficient quality and scope.

You are encouraged to request assistance from the R2AC Executive Director. Questions can be answered over the phone, or an in-person appointment can be made. Most applicants find it very helpful to have the Director review the application **before** it is formally submitted on the deadline date. This assistance should be requested well in advance, however, so that you will have time to make any suggested changes to your application. The Director's position is part-time, so be sure to get your request for help in **early**. Assistance from the Director does not guarantee nor imply that the grant request will be funded.

## VII. The "RAC Data Collection Form"

The information that you enter on the RAC Data Collection Form is very important ... it is used to collect and compile statistics on grant activity from the eleven regional arts councils (RACs) around the state. If you have any questions regarding this form, please call the R2AC office for assistance.

## VIII. Required Attachments

Be **absolutely certain** that you have included the following items with your application materials:

1. The signed original of the Application Form and attached narrative answers to questions.
2. A copy of your letter from the IRS that certifies your status as a 501(c)3 organization.
3. A copy of your organization's Mission Statement and Bylaws.
4. A copy of your organization's Articles of Incorporation.
5. Evidence of a project that your organization offered to the public within the past year.
6. A copy of your organization's most recent financial statement reviewed and approved by your board.
7. A list of all current board members. Indicate officers.
8. Resumes for all personnel significantly involved with your organization. This would include any staff positions as well as Board Chairperson and Board Treasurer. Do not submit resumes that are over two pages in length.
9. Other materials. You may submit other supporting materials with your application, such as brief copies of promotional materials, newspaper reviews, videos, audiotapes, flyers, posters, newsletters, or other items that provide information directly related to your organization.

**Liability:** R2AC is not responsible for the loss of or damage to required attachments or supporting materials. No materials will be returned unless you make prior arrangements with the R2AC staff.

## IX. The Grant Review and Awards Process

### A. How Does a Grants Round Work?

The R2AC Director logs in all applications submitted and reviews them to ensure that they are eligible. The Director may request further or clarifying information from the applicant.

The R2AC Board members receive copies of all applications prior to the review meeting. At the meeting, the Director may introduce any amended or corrected application materials, or provide any materials that could not be reasonably duplicated.

Grants review meetings are open to the public, however, no oral presentation, discussion, or statements will be allowed from the public during the meeting.

R2AC Board members who have a conflict of interest with a grant application must declare that conflict of interest and abstain completely from discussion and voting during the grants review.

## **B. What Criteria Does R2AC Use in Reviewing My Application?**

Grant applications are reviewed by the 10-member R2AC Board using the following criteria:

### **1. Quality and Excellence in the Field - (10 points)**

#### **Considerations:**

- Does the organization show evidence of high artistic standards in its activities?
- In what way has the organization demonstrated artistic growth in the past several years?

### **2. Commitment to the Community - (10 points)**

#### **Considerations:**

- Is the organization filling a need in the community that would otherwise be unmet?
- Does the organization have significant community involvement?
- How does the organization assess the needs of the community it serves? How has it responded to those needs?
- Is there evidence of on-going support from the community in terms of financial contributions, the contribution of volunteered time or materials, and attendance at projects or events?

### **3. Organizational Stability and Commitment to Sound Management - (10 points)**

#### **Considerations:**

- Does the Board of the organization meet on a regular basis?
- Does the organization have a current short-range and/or long-range plan that it uses?
- Does the organization regularly evaluate its activities and by what means?
- Is the organization fiscally sound?
- Does the organization have an annual fundraising plan? Are the fundraising efforts successful? Is the Board actively involved in fundraising efforts?
- Does the organization demonstrate increasing self-sufficiency through financial growth and stability?

## **C. How Are Grant Applications Reviewed?**

Applications are reviewed using the three criteria listed above, and a motion is made to approve applicant organizations for funding. For those applications that are approved, Board Members rate each application on a 30-point scale, with 10 points being possible for each review criteria. The ratings are averaged and the applications are ranked from highest to lowest. Grant money is awarded based on consideration of the application's rating, the applicant organization's annual revenues, the number of approved applications, and the total amount of dollars available for regranteeing.

## **D. How Will I Know If My Grant Request Was Funded?**

The grant administrator (as listed on your grant application form) will be notified, in writing, of the results of the grants review within 45 days of the application deadline date. Organizations that are awarded funding will receive a Request for Payment form and a Grant Contract. Both forms must be returned to the R2AC office within 30 days of

receipt.

Full payment of the award will be made to the applicant organization within 45 after the receipt of the Request for Payment Form and Grant Contract.

## X. Appeals Process

Any applicant who can show cause that established grant review procedures were not followed may file an appeal. Appeals must be based on alleged procedural errors. Appeals based on judgments of artistic standards, commitment to community or organizational stability will not be heard.

Appellants must submit a formal letter of appeal to the Executive Director of the Region 2 Arts Council stating the reason(s) for the appeal. Letters of appeal must be received within 10 days of written notification of the R2AC Board's decision on the original application.

## XI. If I Receive a Grant Award, What Are My Responsibilities?

### A. THE GRANT CONTRACT

The grantee will sign a **Grant Contract** with R2AC which holds the grantee to the following terms:

1. The funds must be used in accordance with the purposes indicated in the grant application.
2. If the organization should significantly change its Articles of Incorporation, bylaws, mission statement, operations, or planning documents, it must notify the R2AC immediately. The organization must keep R2AC informed about significant changes in its staffing or in Board membership.
3. The following credit line must appear on printed material and publicity: *"This organization is supported, in part, by a grant provided by the Region 2 Arts Council through funding from the Minnesota State Legislature"*.
4. By February 1st of each of the three years of the award, an **interim report** must be submitted to R2AC. In the third year the interim report is a Final Report. The report will consist of a narrative and a budget.
5. The R2AC may conduct random **spot audits** of grant recipients. The purpose of these audits is to establish accountability for public funds received by the grantee. In the case of an audit, the R2AC shall have **access** to all books, documents, papers, and records related to the organization. The grantee must retain such records for a period of three years following submission of the last annual report.
6. Other contractual terms may be added by R2AC on a case-by-case basis.

**Non-compliance with terms of the Grant Contract will be just cause for:**

- (a) The grantee returning the entire grant award back to R2AC  
and/or
- (b) lower ratings on future grant applications to the R2AC.

A grant award may be terminated at any time upon request of the grantee, but such termination does not necessarily relieve the grantee of its responsibilities as set forth in the Grant Contract. R2AC may terminate a Grant Contract at any time upon failure of the grantee to comply with one or more conditions of the Grant Contract. The Grant Contract may be terminated by mutual written agreement of the R2AC and the grantee.

# 2 Region 2 Arts Council

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website: www.r2arts.org

Rev. 05/03/07

## Program Guidelines, Application Instructions, and Application Form

for the

## Individual Artist Grants Program

**Deadline: FY08: October 10, 2007 and February 6, 2008**

These Application Instructions are effective from July 1, 2007, through June 30, 2008. Please be sure your Application Instructions and Application Form are current.

The Program Guidelines and Application Form for our Grants Program changes periodically as new policies are enacted. You are responsible for reading these Instructions thoroughly before filling out the Application Form.

Any questions should be addressed to:

**Terri Widman, Executive Director**  
Region 2 Arts Council  
426 Bemidji Avenue  
Bemidji, MN 56601  
(218) 751-5447 or  
Toll free within Region 2: 1-800-275-5447  
[r2arts@paulbunyan.net](mailto:r2arts@paulbunyan.net)  
[www.r2arts.org](http://www.r2arts.org)

The Region 2 Arts Council's Individual Artist Grants Program is subject to change based on available funds, direction from the McKnight Foundation, action by the Minnesota State Legislature and/or R2AC Board action. Any significant changes in the Program Information will be publicized.

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**\*\*NOTE:** If you are printing your application from our website, you will need to download the RAC DATA COLLECTION FORM as a separate item. See instructions under GRANTS, Individual Artists, Download RAC Data Collection Form.

## **A. GENERAL INFORMATION**

**The mission of the Region 2 Arts Council (R2AC) is to strengthen the presence and the purpose of the arts in the lives of the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen Counties of North Central Minnesota by promoting and funding arts creation, appreciation, and education.**

The R2AC offers granting programs funded by the Minnesota State Legislature as well as by the McKnight Foundation. The R2AC also offers a "Fast-Track" Workshop funding program, a free bimonthly newsletter "Northern Arts News", an Arts Marketing Program, information services, technical assistance, and other arts services.

The term "arts" refers to music, creative writing, dance, visual arts, theater, and other forms of creative expression.

The Region 2 Arts Council (R2AC) is one of eleven regional arts councils in the State of Minnesota. The regional arts council system was instituted by the Minnesota State Legislature in 1976 in order to ensure a decentralized mechanism for the distribution of state arts funding.

The volunteer Board of the R2AC is comprised of ten people, two from each of the Region's five counties. Individuals who may be interested in serving a two year term on the R2AC Board should contact the R2AC Office.

## **B. THE INDIVIDUAL ARTIST GRANTS PROGRAM**

### **1. Intent of the Granting Program**

The Region 2 Individual Artist Grants Program stimulates new artistic endeavors in the region by providing project assistance to regional artists who are seriously committed to their work and to the advancement of their artistic careers. It is designed for artists at various career stages. This program is supported by a grant from the McKnight Foundation.

Individual Artist Grants may also be requested by an established adult artist who wishes to mentor the artistic development of an exceptional student artist under the age of 18. These mentorships must include a specific project that will be completed by the student.

### **2. Size of Grants**

An artist may request a grant of up to \$1,000 for expenses associated with a specific project or opportunity that contributes significantly to the artist's creative growth or career advancement. Two or more artists who wish to collaborate on a single specific project may each apply as part of a collaboration and be eligible for \$1,000 each.

Based on statistics from the past three years, the size of Individual Artist Grant awards ranged from \$140 to the maximum of \$1,000. Because there are more requests for grant funds than money available, the chances of receiving a grant award are about 47%. Partial awards are rarely made.

### C. WHO IS ELIGIBLE TO APPLY?

Artists in all arts disciplines will be considered eligible, including music, dance, visual art, theater, and creative writing. (See Page 18 Item 5 for a more complete listing of disciplines.)

The five-county Region 2 area includes Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen Counties.

The applicant must meet **all** of the following criteria:

1. The applicant must be a resident of the State of Minnesota.
2. The applicant must have physically resided within the five-county area of Region 2 for at least one full year prior to the deadline date of the application.
3. The applicant must physically reside within the five-county area of Region 2 for seven months or more of the calendar year in which they apply. For example, students who attend a school located outside of the Region 2 area or retirees who travel to other climates for more than 5 months of the year are not eligible to apply for this grant.
4. The applicant must continue to reside in the Region 2 area until the proposed project is completed according to the proposed project plan.
5. The applicant must be at least 18 years of age. (A student who is applying as part of a young student mentorship team has no minimum age requirement.)
6. An individual who has received a Region 2 Individual Artist Grant or an individual artist grant from the Anishinabe Arts Initiative within the last 2 years is not eligible to apply.
7. Current R2AC Board members and members of their immediate family are not eligible to apply. AAI Council members are not eligible to apply.

8. For collaborations, each artist must meet the applicant eligibility criteria.
9. The applicant must not have any outstanding reports due to the R2AC, nor be in violation of any past contractual agreements with R2AC.

#### D. WHAT TYPES OF PROJECTS ARE ELIGIBLE?

Types of eligible requests include support for:

- Costs associated with the exhibition, performance, or production of a specific creative work. Proposals for assistance with the routine completion of works in progress may be less competitive. **Music production requires:**
  - Two written bids from production companies.
  - Written justification for choosing the higher bid.
  - Resumes or credentials of musicians assisting you on the project.
  - Written commitment from musicians and others who are participating in your project.
  - Written lyrics (if applicable).
- The rental or purchase of specific materials, equipment, or rental of studio space necessary for a specific creative work. **It is required that the applicant solicit and document two bids or quotes for materials, equipment or rental space. Written justification** for choosing the higher bid is required. Submit a compilation of your bids rather than multiple copies. (Circle the dollar amounts you chose for your project.)
- If equipment has an actual or perceived use unrelated to applicant's art form, or if equipment has life beyond the proposed project, the applicant must provide 50% of the equipment cost.
- A specific educational opportunity with a well-known established artist. This includes fees and/or travel costs associated with attending a workshop, class, mentorship arrangement or other educational opportunity. Classes/workshops taken for academic credit are not eligible.
- A young student mentorship arrangement between an established artist and a young student artist (under 18 years of age) who shows exceptional talent and potential. The mentor must meet the applicant eligibility criteria in Section C. Mentorships must include a specific project that will be completed by the young student.

- Proposals for other types of specific career-enhancing projects or opportunities may be considered.

- Creative non-fiction:

Personal essay about personal experiences	Opinion
Radio Commentary about personal experiences	Memoir
Travel writing, if a memoir	Rhetorical Essay
Poetry	

In general, the work focuses more on ideas expressed through stories about personal experiences and the human experience. Creative non-fiction draws from techniques used in fiction, journalism, autobiography, memoir, journal and similar forms.

- Fiction is allowed.
- Self-publishing is allowed. Please refer to "what is NOT eligible" below regarding "subsidy or vanity publication."

#### What is NOT eligible:

- Projects that have received funding from other programs of the Region 2 Arts Council or from the Minnesota State Arts Board.
- Publishing with a subsidy or vanity publication press. (Note: Self-publishing is eligible for funding.)

A subsidy publisher or vanity press is defined by the National Endowment for the Arts as one that does any of the following: requires individual writers to pay for part or all of the publication costs; asks writers to buy or sell copies of the publication; publishes the work of anyone who subscribes to the publication or joins the organization through membership fees; publishes the work of anyone who buys an advertisement in the publication; or publishes work without competitive selection.

Established authors have recommended that R2AC discourage writers from working with subsidy publishers because they do not have the juried aspect to evaluate the work. Additionally, subsidy publishers have a bad reputation, in general, due to high fees for very limited marketing.

- Payment of project debts incurred before the grant request was approved. (Note: The R2AC Board meets approximately 4-6 weeks following the deadline date to review and award the grants.)

- Projects that are essentially for the religious socialization of the participants or audience.
- Projects that are related to an arts degree program or that will result in academic credit to the grantee.
- Editing relates to a finished work. The author has no say in changes the editor makes. Also, the compiling of different authors or putting it in order to be published by someone other than the author. An author **revising** their own work needs to use the term "revision" rather than "editing." If an author asks another person to review his/her work, use terms such as feedback, comments, suggestions or mentoring. If you ask for assistance to develop and learn the craft of writing, do not use the term editing in your grant application.
- Literary works with the primary purpose to relay information, such as journalism, history, biography, and scholarly manuscripts; or translation of literary works into a different language.

## E. HOW TO APPLY

Assistance with completing your application is available from the R2AC Executive Director. Questions can be answered over the phone, or an in-person appointment can be made. However, this assistance should be requested well in advance of the deadline date, as the Director's position is part-time. Assistance from the Director does not guarantee nor imply that the grant request will be funded.

### 1. Deadline Dates and Policies

All applications must be postmarked by the deadline date. They are:

<u>Deadline Dates:</u>	<u>Awards are Made in:</u>
FY 08	
October 10, 2007	late November, 2007
February 6, 2008	late March, 2008

#### **IMPORTANT!**

Applications that are mailed in to the R2AC Office **MUST** be postmarked no later than midnight of the deadline date. **IN FAIRNESS TO ALL APPLICANTS, THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS RULE.** You are responsible for determining how late your local post office will be open to cancel your application with the necessary date.

If you prefer to deliver your application directly to the R2AC office, you may do so, however, it must be brought to the R2AC Office and received by a member of the R2AC staff by 4:00 p.m. of the deadline date. We will not accept applications that are slipped under our door after the office closes at 4:00 p.m.

## 2. What You Need to Submit in Your Application Package.

Submit the signed original of your Application Form along with the application materials required below. Be sure to keep a copy for your records; you will need to refer to it if we call you with any questions. Applications may not be faxed or e-mailed.

- a. **For Individual Artists:** Applicants must submit the application materials listed in (3a) through (3h). The total request cannot exceed \$1,000.
- b. **For Collaborations:** Each artist involved in the collaboration applies separately and must submit the application materials listed in (3a) through (3h). Requests cannot exceed \$1,000 per artist. Although each artist must submit his/her own application package, the collaboration is reviewed as a unit ... either all artists in the collaboration will be approved or all will be denied. Weaknesses in one application will effectively weaken all applications involved the collaboration.
- c. **For Young Student Mentorships:** This category is intended for adult artists who wish to mentor students who are under the age of 18. (NOTE: If the mentorship involves two adult artists, the mentee artist should apply under category 1, "Individual Artist." See d. below.)

Both the mentor and student must each submit the application materials listed in (3a) through (3h). On his/her Application Form, the mentor and student should each request the amount of money that will be payable directly to him/her. The total amount requested cannot exceed \$1,000. Part of this amount may be used as a fee to the mentor; part of the amount may be used toward materials, etc., for the student.

The mentorship must be targeted to the student accomplishing a specific creative work.

Artists who routinely give lessons in their discipline must justify how this mentorship goes beyond the lessons that he/she normally offers.

A letter of permission signed by the student's parents/guardians must be included with the application. The letter must refer by name to the mentor who will be working with the student as well as specifically refer to the project that they are undertaking.

- d. **For Adult Mentorships:** This category is intended for mentorship involving two adult artists. The **mentee artist should apply under a., "Individual Artist."** The mentor does not submit an application, but must provide credentials and work samples for the mentee's application.

For details, refer to (h) on page 10.

### 3. Application Materials:

- (a) Complete and submit the **Application Form** (Pages 14 and 15) and the RAC Data Collection Form (Pages 18 and 19) included with this application package. You can download the application form from our website ([www.r2arts.org](http://www.r2arts.org)). **Remember to download the RAC Data Form. It is a separate document.**
- (b) Submit a one-page typewritten **artist statement**. Your statement should be personal, honest, and clear. (We prefer that you avoid cryptic, pretentious jargon.) The statement should be a thoughtful exploration and analysis of yourself and your art. You may include information on your style, the ideas behind your art, your goals as an artist, what motivates you to do your art, a philosophical or historical context for your art, etc. Your artist statement should help us to better understand your creative vision. **It is imperative that your artist statement refer in some way to your proposed project.**
- (c) Submit a typewritten **artist resume**, not to exceed three typed pages. (If a longer resume is submitted, only the first three pages will be considered.) Your resume may have a structured, formal format, or may be a less formal, narrative profile. It should describe your training and experience in the arts, and any special awards or achievements.  
  
We want to see from your resume that you are committed to your work as an artist and have been routinely taking advantage of opportunities that enhance your creative growth and direction.
- (d) Submit a one or two-page typewritten **proposed project plan** that explains what project you want to undertake. The plan should be very clear and specific. *Your plan must clearly explain how your proposed project will help you meet one or more of your artistic goals.* Include timelines. (All projects must be completed within one year of the grant review date.)
- (e) Complete and submit the **Project Budget** (Page 16). Refer to page 5 on the requirement for **two bids** for materials, equipment, space or music production. **Written justification** for choosing the higher bid is required.
- (f) Submit **work samples** as outlined below. Do not submit original

works. Work samples are *extremely* important to your application, so be sure that your work samples adequately reflect the quality of your art. It is to your advantage to submit work samples that are recent (within the last four years) and that connect your current work with what you intend to accomplish in your proposed project. (For example, if your proposed project plan is to produce a specific sculptural piece, it is to your advantage that you submit slides of your other sculptural pieces completed within the last four years.)

Keep in mind that it is better to submit samples that represent a cohesive body of work rather than a "retrospective" of a variety of your work styles over the years. *We're interested in your artistic focus, not your versatility.*

**(1.) Work Samples for Visual Artists**

A maximum of 15 slides of your artwork. Submit standard 2" by 2" slides in a clear plastic sheet. Label each slide with your name, the title of the work, and the date it was completed. Indicate on the slide which end is up.

Film and Video Artists: A maximum of 5 minutes on 1/2" VHS videotape. Depending on how many grants the Board needs to review in any given grants round, it is likely that no more than two to three minutes of your tape will be viewed, *so be sure that the tape is cued up to the portion that you want reviewed.* Films must be transferred to 1/2" VHS videotape. (Your name must be on the cassette.)

**(2.) Work Samples for Literary Artists**

(Your name must appear on each page.)

Poetry: A maximum of 10 typewritten pages.

Prose: A maximum of 15 typewritten pages double-spaced.

**(3.) Work Samples for Performing Artists**

A maximum of 5 minutes of your work on a CD, a 1/2" VHS videotape or a standard audio cassette tape. Depending on how many grants the Board needs to review in any given grants round, it is likely that no more than two to three minutes of your tape will be listened to, *so be sure that the tape is cued up to the portion that you want reviewed.* (Your name must be on the CD or cassette.)

**(4.) Work Samples for Theater Artists**

Playwrights and Screenwriters: A maximum of 25 pages of manuscript typewritten and double-spaced. (Your name must

appear on each page.)

**Acting and Directing:** A maximum of 5 minutes of your work on a 1/2 " VHS videotape. Depending on how many grants the Board needs to review in any given grants round, it is likely that no more than two to three minutes of your tape will be viewed, *so be sure that the tape is cued up to the portion that you want reviewed.* (Your name must be on the the CD or cassette.)

**Set Design and Costume Design:** A maximum of 15 slides of your work. Submit standard 2" by 2" slides in a clear plastic sheet. Label each slide with your name, the title of the work, and the date of completion. Indicate on the slide which end is up.

**(g) Submit a Work Sample Description page:** A maximum of one typewritten page for all (not for each) samples. Include on this page dates of completion and any other information you feel is pertinent to better understand your work samples. For visual artists, your information must include the size of the work, the medium used, and the date of completion. Be sure your name appears at the top of this page.

**(h) If your project involves the services of another artist or other professional, you must submit information/brochures/work samples which communicate that person's credentials.**

For example, if you want to attend a workshop given by a well-known artist, you should include information about that artist *and* about the workshop. If your project depends on the cooperation of another person, you must include a letter from the person indicating his/her willingness to be involved in your project. If you want to be mentored by an artist more accomplished than yourself, submit work samples of the mentor you have selected along with his/her artist statement and resume.

**(i) You may submit other printed information or material that you feel would be helpful in reviewing your application.**

**Note:** If you wish to have your work samples returned to you, you must include a self-addressed mailing container with sufficient postage affixed, or you must make arrangements to pick up your material at the R2AC Office. If you do not wish to have your work samples returned write "Do Not Return" on the Work Sample Description page. While we do take care with the samples submitted, the Region 2 Arts Council will not be responsible for the loss or damage of submitted work samples.

## F. HOW ARE GRANT APPLICATIONS REVIEWED AND AWARDED?

The R2AC Director logs in all applications submitted and reviews them to ensure that they are eligible. The Director may request further or clarifying information from the applicant. R2AC Board members receive copies of all applications prior to the review meeting. At the meeting, the Director may introduce any amended or corrected application materials, or provide any materials that could not be reasonably duplicated, such as work samples from artists.

R2AC Board members who have a conflict of interest with a grant applicant must declare that conflict of interest and abstain completely from discussion and voting during the entire grants round.

The following process is used for the grant review:

1. Each artist's application package is discussed in detail, including all submitted written information and submitted work samples. For collaborations, all artists involved in the collaboration will be considered as a unit and receive the same rating.

A motion is made concerning the level of funding for each application immediately after it is discussed: Full, partial, or no funding. If a motion is made for partial funding, the amount must be specified. The level of funding motion is then voted on.

2. Each Board member rates each application on a 60-point scale using the following criteria:
  - (a). The artistic merit of the applicant's work as demonstrated by the **work samples** submitted. For young student mentorships, the artistic merit of both the mentor's and the mentee's work will be reviewed. (20 points)
  - (b). Evidence of serious commitment to one's artistic career as demonstrated by the applicant's **artist statement and resume**. For young student mentorships, the serious commitment of both the mentor and the mentee will be reviewed. (20 points)
  - (c). How financially feasible the proposed **project plan** is and how well it contributes to the artistic goals of the applicant. For young student mentorships, how well the proposed project plan contributes to the mentee's growth will be reviewed. (20 points)

The ratings are averaged and the grant applications are ranked from the highest to the lowest based on the averaged rating. Grant money is awarded, in order of highest to lowest grant ranking, until the money is depleted.

Each applicant will be notified, in writing, of the results of the grants review within 45 days of the application deadline date. Applicants that are awarded full funding for their proposed project plan will receive a Request for Payment form and a Grant Contract. Both forms must be signed and returned to the R2AC office within 30 days of receipt.

Applicants awarded partial funding will receive a Revised Budget form which must be completed and returned within 10 days of receipt.

#### **G. IF I RECEIVE A GRANT AWARD, WHAT ARE MY RESPONSIBILITIES?**

The grantee will sign a Grant Contract with R2AC which holds the grantee to the following terms:

1. The proposed project must be completed within one year of the award date and must be in compliance with the proposed project plan, budget, and timeline, as submitted in the grant application materials. Any significant changes must be approved by the R2AC in advance.
2. The following credit line must appear on all printed material and publicity related to the proposed project: **"This activity is made possible, in part, by a Region 2 Arts Council Individual Artist Grant with funding from the McKnight Foundation."**
3. Within 45 days after completion of the proposed project, a Final Report, consisting of a narrative and budget report must be submitted to R2AC on a form which R2AC will provide.
4. The grantee is legally responsible for the completion of the proposed project plan and for the proper management of the grant funds.
5. The R2AC may conduct random spot audits of grant recipients. In the case of an audit or a project evaluation, the R2AC shall have access to all books, documents, papers, and records related to the proposed project. The grantee must retain such records for a period of three years following submission of the Final Report.
6. The grantee must return the entire grant award back to the R2AC in the event that the proposed project cannot be completed.
7. Grants are intended to support artists who have made a commitment to living and producing within the geographical boundaries of Region 2. If the grantee moves out of the Region before the proposed project is completed, he/she must return the entire grant award amount back to the Region 2 Arts Council.
8. Other contractual terms may be added by R2AC on a case-by-case basis.

Non-compliance with terms of the Grant Contract will be just cause for the grantee returning the entire grant award back to R2AC. R2AC may terminate a Grant Contract at any time upon failure of the grantee to comply with one or more conditions of the Grant Contract. The Grant Contract may be terminated by mutual written agreement of the R2AC and the grantee. If termination occurs after funds have been distributed to the grantee, the entire amount of the grant award must be returned to the R2AC.

#### **H. WHEN DO I RECEIVE THE FUNDS?**

Grants are reviewed and either denied or awarded late in the month that follows the grant deadline. If you need to know the specific date, call the R2AC Office.

A check for 80% of the full grant award will be sent to the grantee 30 days prior to the beginning date of the grantee's proposed project. The grantee may claim the remaining 20% of the grant award by submitting for approval a Final Report and budget within forty-five days of the project's completion.

At the Board's discretion, the R2AC may exercise its option to award only 50% of the full grant award up front, with the remaining 50% being awarded after the Final Report and budget has been submitted and approved. This arrangement will most likely be used for proposed projects that involve travel costs, living expenses, or space rental.

#### **I. APPEALS PROCESS**

Any applicant who can show cause that established grant review procedures were not followed may file an appeal. Appeals must be based on alleged procedural errors. Appeals based on judgments of artistic merit, commitment, or project feasibility will not be heard.

Appellants must submit a formal letter of appeal to the R2AC Executive Director stating the reason(s) for the appeal. Letters of appeal must be received within 10 days of written notification of the Region 2 Arts Council Board's decision on the original application.

# 2 Region 2 Arts Council

426 Bemidji Avenue  
Bemidji, MN 56601  
(218)751-5447 • 1-800-275-5447  
r2arts@paulbunyan.net  
website: www.r2arts.org

Rev. 05/03/07

Program Guidelines and Application Instructions  
for the  
**R2AC/McKnight Grants Program**  
for  
**Arts Organizations**

**Deadline: FY08: January 9, 2008**

These Program Guidelines and Application Instructions are effective for the postmark deadline date of **January 9, 2008** only. Please be sure that you have a current Application package.

The Program Guidelines and Application Instructions for our Grant Programs change periodically as new policies are enacted. You are responsible for reading these Instructions thoroughly before filling out the Application Form.

Any questions should be addressed to:

**Terri Widman, Executive Director**  
**Region 2 Arts Council**  
**426 Bemidji Avenue**  
**Bemidji, MN 56601**  
**(218) 751-5447 or**  
**Toll free within Region 2: 1-800-275-5447**  
**r2arts@paulbunyan.net**  
**website: www.r2arts.org**

The R2AC/McKnight Grants Program for Arts Organizations is subject to change based on available funds, direction from the McKnight Foundation, action by the Minnesota State Legislature and/or R2AC Board action. Any significant changes in the Program Information will be publicized.

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**\*\*NOTE:** If you are printing your application from our website ([www.r2arts.org](http://www.r2arts.org)), you will need to download the RAC DATA COLLECTION FORM as a separate item.

## I. INTRODUCTION

The mission of the Region 2 Arts Council (R2AC) is to strengthen the presence and the purpose of the arts in the lives of the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahanomen Counties of North Central Minnesota by promoting and funding arts creation, appreciation, and education. The term "arts" refers to music, creative writing, dance, visual arts, theater and other forms of creative expression.) The R2AC offers granting programs funded by the McKnight Foundation as well as by the Minnesota State Legislature. The R2AC also offers information services, technical assistance, workshops and other arts programming throughout the five-county region.

The R2AC is one of a network of eleven regional arts councils in the state of Minnesota. The idea behind the regional arts council concept is that local people are best able to respond to and evaluate the needs of arts organizations, artists and audiences within their own region. The volunteer board of the R2AC is comprised of ten people; two from each of the region's five counties. The board meets eight times per year to discuss new arts initiatives, evaluate existing programs, review grant applications, enact policies and conduct other business. Individuals who are interested in serving a two-year term on the Board should contact the R2AC office.

## II. WHAT TYPES OF GRANTS ARE AVAILABLE?

### A. GRANT CATEGORIES

The R2AC offers five categories of grants:

**R2AC/McKnight Grants for Arts Organizations** are geared to meet the needs of 501(c)3 arts organizations in the region. This granting program is intended to provide funding for certain artistic needs that would enhance the cultural climate of the region and develop arts professionalism.

Grant funds may be requested to help an organization create or produce an arts project or event such as an arts workshop, a play, an exhibit, a performance, etc., or to bring into a community a "prepackaged" touring arts performance or exhibition. Funds may also be used to make small capital or equipment purchases related to an artistic production or event.

The four other grant categories (not covered in these Guidelines) are the **R2AC Arts Project Grants**, the **R2AC Individual Artist Grants**, the **Anishinabe Arts Initiative Grants**, and the **General Operating Support Grants**. Contact the R2AC office for information specific to these granting categories.

### B. HOW MUCH GRANT AWARD MONEY IS AVAILABLE?

The amount of money available for any given grants round is budgeted in July, the beginning of our Fiscal Year. This year we have a total of **\$10,000** available to regrant in the R2AC/McKnight Grants round. These funds are provided to the Region 2 Arts Council through the McKnight Foundation's Arts Funding Plan. Beginning in FY04 there will be a **request limit of \$3,000** placed on the Region 2 Arts Council/McKnight Grants.

Based on statistics from the last three years, the average size of a Region 2 Arts Council/McKnight Grant awarded was \$2,110, the highest McKnight grant award was \$3,000 and our lowest was \$900. The Region 2 Arts Council receives more requests for funds than are available to award. Based on a past three-year history of the R2AC/McKnight Grants Program, we have been able to award about 65% of requests received.

## III. SOMETHING YOU NEED TO KNOW ABOUT OUR GRANTING PROGRAMS

According to R2AC bylaws, R2AC Board members may only serve two or four year terms. Because the membership of the Board changes from year to year, applicants can expect professionalism but not consistency in R2AC Board opinions and decisions from grants round to grants round. Applicants should **never assume** that the R2AC Board members are familiar with their organization or with their project. For this reason, information given on the grant application form should always be **clear, specific and complete**.

If a project is funded in one year, this in no way guarantees it will be funded in subsequent years. Our granting programs are very competitive and are not intended to provide ongoing support for any specific project or to any applicant organization.

Organizations are cautioned against applying for assistance if their project will have started before the date of the grants round. There have been situations in the past where an organization has made financial and other commitments to a project **before** knowing if their grant request to R2AC was approved or denied. If the R2AC grant was denied, the organization was put in a crisis situation, scrambling to find funds at the last minute. Don't put yourself in this situation.

Projects that receive grant awards must be completed within 24 months of the notification of the receipt of a grant. The grant project must be started in the same fiscal year in which the grant is awarded.

#### **IV. WHO MAY APPLY FOR A GRANT FROM R2AC?**

##### **A. 501(c)3 ARTS ORGANIZATIONS**

Only non-profit, tax-exempt **501(c)3 arts organizations** located in Region 2 may apply. Organizations are required to submit a copy of their **IRS letter** which identifies them as having 501(c)3 status. In order to qualify as an "arts organization", your organization's mission statement must be focused clearly and solely on the arts.

##### **B. INELIGIBILITY**

A 501(c)3 arts organization is not eligible to apply for a R2AC grant if it has not turned in an overdue, unexcused Final Report from a previous R2AC grant. Even after such a Final Report is received, the grantee may be ruled ineligible to apply for future R2AC grants for a period of one year.

#### **V. WHAT TYPES OF PROJECTS WILL WE CONSIDER FUNDING?**

The following list will give you some idea as to the types of projects that are eligible for funding. This list is in no way meant to be all-inclusive of the types of projects that are eligible.

- A.** Programs which maintain or enhance the professional capabilities of groups, such as payment to artists, engagement of guest artistic personnel, production costs, or special management initiatives.
- B.** Small capital or equipment costs, excluding the purchase or major renovation of buildings.
- C.** Limited duration projects that are of high quality, enhance the artistic offerings of the region and provide opportunities for artists living in the region.
- D.** Sponsor assistance to allow arts organizations to host an arts event by contracting the services of another organization or individual to provide programming to the community.
- E.** Management development assistance through a contract with a consultant. The following limitations apply to management assistance proposals:
  - The identification and choice of the consultant must involve the participation of the R2AC's Executive Director.
  - The application must indicate specifically the objective(s) for which the consultant is to be retained, the exact services the consultant is to provide and the expected outcome of the consultancy.

## VI. WHAT TYPES OF PROJECTS ARE NOT ELIGIBLE?

In addition to some situations mentioned above, applications will be considered **ineligible** when one of the following conditions exist:

- A. Artists are required to pay a significant entry or exhibition fee in order to exhibit, perform, or be included in the project.
- B. Funds are requested for the purchase or major renovation of a building or other property, for endowment funds, or for fundraising efforts.
- C. Funds are requested to account for fund deficiencies in projects that were completed prior to the date of the grants round.
- D. Funds are requested to support activities that are essentially for the religious socialization of the participants.
- E. The project does not benefit the residents of Region 2.
- F. The project is not accessible to participation by the public. (Management development assistance grants are the exception.)
- G. The project has already received an R2AC grant award. (You may not use more than one R2AC grant to support one project.)
- H. If your organization receives project support from the McKnight Foundation, it is ineligible to apply to any of R2AC's granting programs for assistance with that same project.

## VII. WHAT WE'D REALLY LIKE TO SEE IN YOUR GRANT APPLICATION

You should note that **R2AC is particularly interested** in grant applications that address one or more of the needs identified through R2AC's Needs Assessment. These needs are identified below.

- A. **Publicity** about arts events and opportunities should be significantly increased. Publicity efforts should be well-planned and include media within the five-county Region 2 area. (R2AC can provide you with a mailing list.)
- B. The base of **financial support** for arts activities needs to be **increased and diversified**. In addition to your organization's own budget and the grant requested from R2AC, you should make every reasonable attempt at securing partial funding from one or more other sources.
- C. The region needs more **workshops** that provide skills-building opportunities or creative growth to individual artists and/or arts organizations in the region.
- D. **Innovative, arts-related opportunities for students and/or arts teachers should be increased.**
- E. If projects include a performance, an **admission fee** should be charged.
- F. The following issues are also considered important to R2AC:
  - Marketing opportunities for artists.
  - Cultural inclusiveness in the arts.
  - Arts events that foster participation by children and adults together.
  - The use of "block-booking" when scheduling touring events so that travel costs can be minimized.
  - More arts opportunities in the underserved counties of Clearwater, Mahanomen, and Lake of the Woods.
  - The encouragement of new arts groups and the growth of relatively small arts groups.
  - The need for evening and weekend hours for events and exhibits.
  - Improved accessibility to arts events and facilities by persons with disabilities.

## VIII. HOW TO APPLY FOR AN R2AC/McKNIGHT GRANT

### A. APPLICATION DEADLINES

R2AC holds one grant round per year for the R2AC/McKnight Grants Program for Arts Organizations. The application deadline for Fiscal Year 2007 is:

**FY08: January 9, 2008**

### IMPORTANT!

**Applications that are mailed in to the R2AC Office MUST be postmarked no later than midnight of the deadline date. IN FAIRNESS TO ALL APPLICANTS, THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS RULE.**

**You are responsible for determining how late your local post office will be open to cancel your application with the necessary date.**

**If you prefer to deliver your application directly to the R2AC office, you may do so, however, it must be brought to the R2AC Office and received by a member of the R2AC staff by 4:00 p.m. of the deadline date. We do not accept applications that are slipped under our door after the office closes at 4:00 p.m.**

### B. STEP-BY-STEP: FILLING OUT THE APPLICATION FORM

An Application Form should be included with these Program Guidelines. If you need an extra copy, they are available at the R2AC Office. The Application Form must be typed. We make many photocopies of your Application Form and dark type is the only way to make sure all copies are legible.

Submit the signed original of the Application Form. Be sure to keep a copy for your records; you will need to refer to it if we call you with any questions.

Because grant rounds are competitive, it is to your advantage to be sure that your responses to the questions on the Application Form are complete, accurate and are of sufficient quality and scope.

You are encouraged to request assistance from the R2AC Executive Director. Questions can be answered over the phone, or an in-person appointment can be made either at the R2AC office in Bemidji or at a location more convenient to you. Most applicants find it very helpful to have the Director review the application before it is formally submitted on the deadline date. This assistance should be requested well in advance, however, so that you will have time to make any suggested changes to your application. The Director's position is part-time, so be sure to get your request for help in early. Assistance from the Director does not guarantee nor imply that the grant request will be funded.

The following numbered items correspond to the numbered items on the Application Form. This section is designed to "walk you through" the Application Form.

1. **Organization name.** Fill in the name of your organization.  
**Address.** The address to which the R2AC will send all correspondence. This may be the applicant organization's address or the address of the project director.
2. **Project director.** Fill in the name of the project director. This is the person who is ultimately responsible for overseeing the project. This is also the person who will be informed as to whether or not the grant request was funded. If a grant is awarded, this person is responsible for the timely submission of all forms and reports to the R2AC. This person should be knowledgeable in all aspects of the proposed project, as R2AC may need to contact this person with questions specific to the application, the budget, or the project itself.
3. **Phone.** Provide a day and evening phone number where the project director can be reached.

4. **Email Address.** An email address that you use. Enter “none” if you have no email address.
5. **Project Dates.** Provide the start and end dates of your proposed project. Do not include planning or evaluating time in these dates ... use the actual dates of the event. If you are purchasing a small capital item, when will that purchase be made?
6. **One-sentence description.** Provide a brief, one-sentence description of your project or purchase. Try to be both concise and descriptive. This sentence is used by the R2AC to define your project on in-house materials and reports to state agencies.
7. **Address.** Provide the address where the activities will take place. If the activities will take place at more than one address, list the primary and secondary address. If you are purchasing small capital items, where will those items be housed?
8. **Project description. Be clear, specific and complete.** Provide names, dates, schedules and descriptions. What are the goals of your project? (We advise you to give your application to another person whose opinion you respect and who has no idea of what the project is about. You'll know your project description is done well if that person can understand exactly what it is you are proposing to do. Please read Section III: "Something You Need To Know About Our Granting Programs".) If you are proposing to purchase small capital items, be very clear as to the description of the items needed, exactly what they will be used for and who will be ultimately responsible for their use and maintenance.
9. **Need.** Why are you doing this project? Is there a need for it? How did you determine that there was a need? Is there anyone else in the area who is filling this need? If so, how does your project differ from theirs? How do the goals of your project fill this need? Does your project meet any of the needs that R2AC has identified, as listed in Section VII “What We’d Really Like to See in Your Grant Application?” If you are proposing small capital purchases, explain why you need these items. How have you been getting along without them so far? How will these new purchases improve your current situation?
10. **Expected Impacts.** What are the expected impacts of your project on regional artists, on your organization, on other organizations, or on specific communities? The McKnight Foundation wants to know specifically how its grant money is making a difference.
11. **Planning.** We want to make sure your project is well thought out. We want to know the process that you used to pull this idea together. When did the idea form? How did you decide on the structure of your project? How many meetings were held and who attended? (We like to know that more than one individual was involved in putting this idea together.) Be sure to include the names of the primary people that were involved in the planning of your project.
12. **Selection process.** We want to know what kind of thought process went into the selection of the personnel involved in the project. If there are artists involved, how did you choose them? Where did you get their names? If you are using artists as panelists or teachers, how were they selected? Are they qualified to do what you want them to do? How do you know? Who made the final decision as to what artists were selected for the project? What criteria was used in the selection process? If your project involves an exhibit, performance, or purchases of small capital items, the same types of questions apply ... how did you make your selection and who made the final decision? Important: There are rare instances when you may not have all of the personnel selected for your project at the time the grant application is due. If this is the case, you must, at the very least, tell us who will be making the selection, what their qualifications are and what criteria will be used in the selection process. You should be aware that the lack of names of selected personnel, exhibits, etc., will weaken your grant application.
13. **Ticket and audience information.** Depending on the type of project you are proposing, some of these items may or may not apply to you. Fill in what is appropriate to your project. Item f. asks you how you determined your ticket prices. Please note we feel quite strongly that admission fees should be charged for arts events, especially performances. If you are not charging an admission, explain why not.
14. **Publicity.** Because we are a regional arts council, we like to see all projects that we fund publicized on a

15. regional level. (We have a mailing list of all regional media that you can use in your publicity efforts.) How will you publicize this project throughout Region 2? Be specific. Will you use news releases? Posters? Display ads? List the names of the media that you will use. What non-media publicity efforts will you use?
16. **Evaluation.** Any project worth doing is worth evaluating. How will you determine if your project was a success? How will you know whether or not your goals (as stated in Question # 8) were met? Who will be responsible for doing the evaluation?
17. **Your organization's goals.** We would like to know how this project is helping your organization achieve its own goals.
18. **Longevity.** How long has your organization been operating in its present format?
19. **History.** What types of projects have you done in the past that will convince us of your ability to do the proposed project? If there are no similar projects in your past, describe similar experiences and responsibilities. This question should be answered from the viewpoint of both the project director and the applicant organization. For proposed purchases of small capital items, does your organization own other items similar in use or value?
20. **Past Grants.** If you've received grant awards from us (or from the Minnesota State Arts Board) within the past two years, we want you to list the name of the project and the amount you received.
21. **Organizational Budget.** What size budget is your organization working with?
22. **Certification and Signatures.** The authorizing official is that person who is empowered to enter into contracts for your organization. This is usually an executive director, a board chairperson, or a board treasurer. The authorizing official may or may not be the project director.

## C. YOUR PROJECT'S BUDGET

### 1. The Budget Pages

The budget pages of the Application Form must be completed in such a way that it is unquestionably clear what the expenses are for. **PLEASE, round your figures to the nearest \$5.00.**

Back up all your figures with short calculations. For example, if a \$154.00 travel expense is reported, the line item should show where travel was to and from, and what the rate of reimbursement was:

"Artist Mary Doe: Roundtrip Mpls. to Bemidji: 512 miles @ 30¢ per mile = \$ 153.60" (rounded to \$154.00)

If necessary, you may attach a separate sheet of paper to fully explain any budget items. It is your responsibility to estimate as accurately as you can the expenses of your proposed project. **No portion of a pre-existing salary or fixed overhead shall be included in your budget.**

### 2. Matching Requirements

Although a 50% match is not required for R2AC/McKnight grants, it is expected that some cash and donations will be contributed to the project. This indicates to us that your project has a diverse base of support. Types of cash sources may include grants from other organizations, personal or business contributions, earned income from your project (ticket sales), or money your organization is budgeting towards the project. **Profits from a previous R2AC/McK grant must be reported in the Cash Match (budget section II, #2).**

**Donated** contributions include **donated** materials, services, labor, or space that can be given a dollar value. For example, if the project director is donating his/her time to the project, the value of that person's time is considered donated and should have a dollar figure given to it. If, on the other hand, that person is being paid to do the project, this is not considered to be donated; rather, it would be considered part of the cash match.

Use this rule of thumb; if actual dollars are changing hands, it is not donated.

If you are committing the space or the significant services of another group or person as part of your in-kind match, you must include a signed letter in your application materials from that person or group that substantiates the donation from them that you are claiming.

### 3. What About Profit?

We encourage you to make your project financially profitable. If you receive a grant award, the Final Report requires that you identify any profit that you have made and indicate specifically what you plan to use it for.

## D. THE "RAC DATA COLLECTION FORM"

The information that you enter on this form is very important ... it is used to collect and compile statistics on grant activity from the eleven regional arts councils (RACs) around the state. If you have any questions regarding this form, please call the R2AC office for assistance. This information is not seen by the grant review board.

## E. REQUIRED ATTACHMENTS

Be **absolutely certain** that you have included the following items with your application materials.

1. A copy of your letter from the IRS that certifies your status as a 501(c)3 organization.
2. If you are committing the donated space, materials, or services of another person or organization as part of your in-kind match, the donor must substantiate this support intent in a signed letter to be included with your application materials.
3. If you are requesting funding assistance for the purchase of small capital items, you must include evidence of comparative shopping for the items.
4. You must include resumes for all personnel significantly involved with your project. This includes the project director, artists, jurors and teachers. Resumes should contain information about the individual's career or experience that pertain to the project you are proposing. Do not submit resumes that are over two pages in length. If your resume is longer, summarize the most pertinent information onto two pages. If we receive resumes over two pages in length, we only use the first two pages and discard the remainder.
5. **Work samples.** For projects involving visual artists; photographs, slides, or actual samples of the work must be included with your application. Slides are preferred. For artists in other disciplines such as music, theater or literature, you must include work samples or some other material that can be used to judge the artistic merit of the work. Remember, the R2AC Board places heavy weight on the artistic merit of your project. **If there is no material submitted with which to evaluate the artistic merit of your project, there is a reduced chance that your grant request will be approved.**

**Liability:** R2AC is not responsible for the loss of or damage to required attachments or supporting materials. No materials will be returned unless you make prior arrangements with the R2AC staff.

6. A list of your organization's current board members. Officers should be identified.
7. A copy of your organization's Articles of Incorporation.
8. A recent financial statement from your organization. This may be as formal as an audit report or as informal as a monthly treasurer's report. It must be a document that has been presented to and approved by your organization's board of directors.
9. **Other materials.** You may submit other supporting materials with your application, such as brief copies of promotional materials, reviews, CDs, videos, audiotapes, flyers, posters, newsletters, or other items that provide information directly related to the proposed project or to your organization.

## **IX. HOW ARE GRANT APPLICATIONS REVIEWED?**

### **A. HOW DOES A GRANTS ROUND WORK?**

The R2AC Director logs in all applications submitted and reviews them to ensure that they are eligible. The Director may request further or clarifying information from the applicant.

The R2AC Board members receive copies of all applications prior to the review meeting. At the meeting, the Director may introduce any amended or corrected application materials, or provide for Board review any materials that could not be reasonably duplicated, such as work samples from artists.

**Conflict of Interest:** R2AC Board members who have a conflict of interest with a grant application must declare that conflict of interest and abstain completely from discussion and voting during the grants review.

### **B. WHAT CRITERIA WILL THE R2AC BOARD USE IN REVIEWING MY GRANT APPLICATION?**

Grants are reviewed by the 10-member R2AC Board using the following criteria:

#### **1. Artistic merit of the project/organization.**

**Considerations:**

- The artistic content of the project/organization.
- The degree to which your project/organization contributes positively to one or more art forms.
- The degree to which your proposed resources (artists, facilities, activities, etc.) work to meet the goals of your project/organization.
- The degree to which your project/organization advances the artistic goals of your organization.
- The degree to which the goal of your project/organization focuses on being artistic rather than an emphasis on being educational or therapeutic.

#### **2. The demonstrated need for the project/organization by artists, arts organizations, arts resources, or the public.**

**Considerations:**

- The degree of community support for the project/organization in terms of direct involvement and financial or in-kind contributions.
- The degree to which the project/organization meets regional needs identified by the R2AC Needs Assessment.
- The way in which this project/organization is different from other similar projects currently available.
- To work toward equitable distribution of the funds for underserved counties.

#### **3. The ability of the applicant organization to accomplish the proposed project/organization.**

**Considerations:**

- The scope and quality of the planning and evaluation process.
- The qualifications of the project director.
- The feasibility of the project's budget.
- The scope and quality of publicity efforts.
- The quality of past projects.
- Past compliance with R2AC policies and Grant Contract terms.

### **C. HOW ARE GRANT APPLICATIONS REVIEWED?**

1. Discussion is based on the three review criteria of (1) artistic merit, (2) demand or need for the project and (3) ability of the organization to accomplish the project. A motion is made concerning the level of funding for each application immediately after it is discussed: Full, partial, or no funding. If a motion is made for partial funding, the amount must be specified.

2. Each Board member rates each application on a 60-point scale, with 30 points being possible for artistic merit and quality, 20 points being possible for demonstrated need, and 10 points being possible for ability of the organization. The ratings are averaged and the grant applications are ranked from the highest to the lowest based on the averaged rating.
3. Grant money is awarded, in order of highest to lowest grant ranking, until the money is depleted.

#### **D. HOW WILL I KNOW IF MY GRANT REQUEST WAS FUNDED?**

The project director (as listed on your grant application form) will be notified, in writing, of the results of the grants review within 45 days of the application deadline date. Organizations that are awarded full funding for their project will receive a Request for Payment form and a Grant Contract. Both forms must be returned to the R2AC office within 30 days of receipt.

Organizations awarded **partial funding** will receive a Revised Budget form which must be completed and returned before the Request for Payment form and Grant Contract are sent. The Revised Budget form must be completed and returned within 30 days of receipt.

Full payment of the award will be made to the applicant organization 30 days prior to the beginning date of the project.

#### **X. APPEALS PROCESS**

Any applicant who can show cause that established grant review procedures were not followed may file an appeal. Appeals must be based on alleged procedural errors. Appeals based on judgments of artistic merit, demonstrated need, or ability to accomplish the project will not be heard.

Appellants must submit a formal letter of appeal to the Executive Director of the Region 2 Arts Council stating the reason(s) for the appeal. Letters of appeal must be received within 10 days of written notification of the Region 2 Arts Council Board's decision on the original application.

#### **XI. IF I RECEIVE A GRANT AWARD, WHAT ARE MY RESPONSIBILITIES?**

##### **A. THE GRANT CONTRACT**

The grantee will sign a Grant Contract with R2AC which holds the grantee to the terms below. **Non-compliance with terms of the Grant Contract will be just cause for (a) the grantee returning the entire grant award to R2AC and/or (b) lower ratings on future grant applications to the R2AC.**

1. The project must be carried out in compliance with the project description, budget and date, as entered on the approved grant application form. The grantee must notify R2AC immediately if the project is changed from the description, date and/or the budget.
2. The following credit line must appear on all printed material and publicity related to the project: **"This activity is made possible, in part, by a grant from the Region 2 Arts Council through funding provided by the McKnight Foundation."**
3. Within 45 days after completion of the project, a **Final Report**, consisting of a narrative and budget report must be submitted to R2AC on forms which R2AC will provide. The Final Report must include at least one piece of publicity or promotional material that exhibits the credit line from Item #2. Grantees with long-term projects will provide in-progress information as requested by R2AC.
4. The R2AC may conduct random spot audits of grant recipients. The purpose of these audits is to establish accountability for public funds received by the grantee. In the case of an audit or a project evaluation, the R2AC shall have access to all books, documents, papers and records related to the granted project. The grantee must retain such records for a period of three years following submission of the Final Report.

5. Access to participate in the project shall not be limited on the basis of national origin, race, religion, age, or sex.
6. Other contractual terms may be added by R2AC on a case-by-case basis.

A grant project may be terminated at any time upon request of the grantee, but such termination does not necessarily relieve the grantee of its responsibilities as set forth in the Grant Contract. R2AC may terminate a Grant Contract at any time upon failure of the grantee to comply with one or more conditions of the Grant Contract. The Grant Contract may be terminated by mutual written agreement of the R2AC and the grantee.

## **XII. EVALUATION OF YOUR PROJECT BY R2AC**

All granted projects are assigned to a R2AC Board member to evaluate. The grantee will be informed as to who the evaluator is for their project. The grantee is responsible for contacting the evaluator and inviting him/her to the grant activity. For purposes of evaluation, the grantee must provide the R2AC evaluator with two free passes to activities related to the grant project. Passes will be sent to the evaluator two weeks in advance, or arrangements should be made for R2AC evaluators to claim free admission at the door.