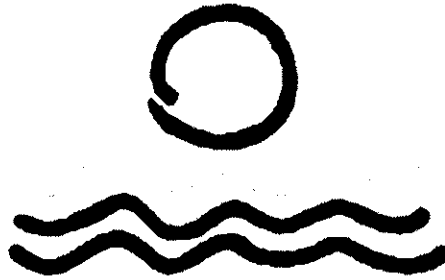


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**Lake Region Arts Council**  
**FY 2008-2009**  
**Biennial Plan**

*Submitted by:*  
*Maxine Adams*  
*Executive Director*  
*May 15, 2007*

**Lake Region Arts Council**  
**LRAC FY 2008-2009 BIENNIAL PLAN**

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- A Project Grant guidelines
- B Project Grant application form
- C Organization Small Grant guidelines
- D Organization Small Grant application form
- E Operating Support Grant guidelines
- F Operating Support Grant application form
- G Individual Artist Small Grant guidelines
- H Individual Artist Small Grant application form
- I Career Development Grant guidelines
- J Career Development Grant application form
- K Fellowship Program guidelines
- L Fellowship Program application form
- M Artist Mentor guidelines and application form
- N ArtsNews issue
- O Lake Region Arts Council Bylaws
- P Council member nomination form
- Q LRAC Director bios
- R Executive Director résumé
- S LRAC staff job descriptions

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

## **Introduction/General Information**

### **Use of this Plan**

This document has been prepared to meet the requirements of the Minnesota State Legislature to qualify the Lake Region Arts Council for receipt of a block allocation to be used in funding local arts development programs and activities. In addition, this two year plan is to provide a basis for decisions to be made by the Lake Region Arts Council regarding overall activities as a Regional Arts Council and to act as a guide against which progress can be measured as the Council strives to attain its stated goals in the next biennium (July 1, 2007 – June 30, 2009)

### **Mission Statement**

"The mission of the Lake Region Arts Council is to encourage and support the vitality of the arts in west central Minnesota."

### **Demographics of the Region**

The Lake Region Arts Council serves the nine counties of: Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin in west central Minnesota. This area encompasses 8,079 square miles and has a total population of 216,300. The population density of 26.7 people per square mile characterizes the region as predominantly rural. The programs and services provided by the LRAC are especially important to the small town residents. Of the eighty-three communities in the region, only two have a population over 10,000. Seventy-three (88%) have 2,000 or fewer residents.

Because of the rural characteristics of the region, and the long distance between the two large communities, the LRAC is committed to providing access to quality arts events throughout the rural communities and support for artists at all stages of their careers.

### **History**

Since its inception as an arm of the Rural Development Commission in 1977, the LRAC has been committed to providing access to quality arts opportunities and programming. In its early years, the LRAC offered

only one grant program. In the most recent fiscal year, the LRAC provided seven grant programs to support the region's artists and arts organizations. LRAC also provides a monthly newsletter, technical assistance services, an artist registry data base, workshops for artists and arts organizations, an art gallery and meeting space for artists and arts organizations and a website.

### **Trends that Impact the Region**

- Residents of the region cope with the reality of geographical remoteness, which inhibits the artists' opportunities to market their work. Other factors are adverse seasonal travel conditions, lack of public transportation and high travel costs.
- The region has a considerably lower family income than metropolitan areas, which impacts an artist's ability to provide for his or her family, and the range of arts events that can be offered.
- There is a scarcity of corporate and foundation presence and consequently, of sources of support within the region.
- The need for adequate performance and exhibit facilities continues.

## **Biennial Planning Process and Needs Assessment Summary**

### **Planning Process**

The LRAC dedicated time to the biennial planning process at several meetings from January 2007 to April of 2007. All eighteen members of the LRAC Council were involved in the planning process. A public review and final adoption of the FY 08-09 Biennial Plan was held on April 17, 2007 at the LRAC offices in Fergus Falls.

### **Needs Assessment Survey**

The Lake Region Arts Council administered a Needs Assessment Survey to artists and arts organizations in the Counties of Clay, Becker, Douglas, Grants, Otter Tail, Pope, Stevens, Traverse and Wilkin in January 2004.

The breakdown of statistics is as follows:

**Total surveys sent=417   Organizations =128   Individual Artists=289**  
**Total Response rate= 15%**

Response rate per county

Clay Co. =6	Becker Co. =5	Otter Tail Co. =18	Traverse Co. =1
Wilkin Co. =2	Stevens Co. =4	Pope Co. =6	Douglas Co. =14
Grant Co. = 8			

## **Summary**

The prioritized critical issues for organizations gleaned from the needs surveys were:

1. Need funding resources for organizations to promote the arts.
2. Need space/opportunities to display art or performance space.
3. Need marketing/advertising expertise and guidance.

The LRAC dedicates its McKnight Foundation funding to the needs of individual artists, for which the critical issues were:

1. Need funding resources for artists.
2. Need marketing/advertising expertise and guidance.
3. Need space/opportunities to display art or performance space.

The Lake Region Arts Council also felt that to best fulfill the needs identified in the survey, the Board should also be involved in activities that maintain and improve the Lake Region Arts Council itself.

## Work Plan FY 2008-09

### **Biennial Goals:**

Six goals with accompanying objectives were adopted to accomplish our mission and address the organizational and individual artist needs.

- I. Goal: Provide financial and technical support for artists.**
  - Objective A:** Offer Career Development, Fellowship, and Artist Small grants to artists.
  - Objective B:** Offer artist registry, ArtsNews letter, resource library, LRAC Gallery, LRAC website and workshops for artists.
  - Objective C:** Increase regional awareness of LRAC grants and services.
  
- II. Goal: Provide financial and technical support to organizations.**
  - Objective A:** Offer Project, Operating Support and Organizational Small grants to organizations.
  - Objective B:** Offer artist registry, ArtsNews letter, resource library, LRAC website and workshops for organizations.
  - Objective C:** Increase regional awareness of LRAC grants and services.
  
- III. Goal: Encourage involvement of underserved areas.**
  - Objective A:** Work one-on-one with organizations in underserved areas to determine the best way for the LRAC to serve them.
  - Objective B:** Work with individual artists in underserved areas to determine the best way for LRAC to serve them.
  
- IV. Goal: Act as an advocate for the Arts**
  - Objective A:** Keep region's Legislators informed about current activities and issues.
  - Objective B:** Support Arts Advocacy Day.
  - Objective C:** Maintain memberships in Minnesota Citizens for the Arts and Americans for the Arts.
  
- V. Goal: Respond pro-actively to increases in requests for grants and services**
  - Objective A:** Investigate the feasibility of seeking other funding sources in addition to the State Legislature and The McKnight Foundation.
  
- VI. Goal: Maintain a strong and highly functional Board of Directors.**
  - Objective A:** Provide Council members with clear, well-defined criteria for grant eligibility.
  - Objective B:** Provide Council members with standards of quality/excellence within each discipline.
  - Objective C:** Provide orientation for new Council members.

## **Programs and Services**

The LRAC programs and services are summarized below. LRAC staff provide grant writing workshops prior to each grant round. Information regarding the review criteria, process for evaluating grant requests, and eligibility requirements is included in the guidelines for each program. All of the LRAC programs and services address the biennial goals.

### **Project Grant Program:**

Applicants may request up to \$3,000 per grant request with a maximum of \$5,000 funding annually. The guidelines and application form (Attachments A and B) are enclosed. There are two grant rounds per year. Final reports from the grant recipients are due 60 days after completion of the project.

### **Organization Small Grant Program:**

Applicants may request up to \$500 per application. The guidelines and application form are enclosed (Attachment C and D). This is an ongoing program with no deadline. The final report from the grant recipient is due 30 days after completion of the project. The two Council members from the applicant's county review and approve or deny the funding.

### **Operating Support Grant Program:**

Eligible organizations may request up to a maximum of \$5,000. Guidelines and application form (Attachment E and F) are enclosed. There is one grant round per year. Final reports from the grant recipients are due in the spring of the year following the year of funding.

### **Individual Artist Small Grant Program:**

Individual artists may request up to \$500 for such things as equipment, attending workshops, traveling to study with a master artist, or purchasing supplies. Guidelines and application form (Attachments G and H) are enclosed. This program has an on-going application deadline allowing artists to take advantage of opportunities that arise on short notice. The council members who represent the county where the artist lives review the application. Final reports from the recipients are due 30 days after completion. The McKnight Foundation funds this program.

### **Career Development Grant Program:**

Individual artists may request up to \$1,200 to develop their artistic careers. Guidelines and application form (Attachments I and J) are enclosed. There is one grant round per year. Final reports from the recipients are due 60 days after completion. The McKnight Foundation funds this program.

**Fellowship Program:**

The purpose of this program is to recognize, reward, and encourage outstanding individual artists in the region. Applicants may request \$5000 to support a broad range of study or activities that contribute to their career as an artist. Guidelines and application form are enclosed (Attachments K and L). The McKnight Foundation funds this program.

**Artist Mentor Program:**

The LRAC/McKnight Artist Mentor Program supplements arts education programs in our region's high schools by providing selected students the opportunity to study their chosen art with a practicing, professional artist. The goals are to enhance the student's artistic creativity and skill and to promote personal growth. The program also helps qualified artist in the area by employing them as mentors. Application form is enclosed (Attachment M)

**Exhibit Gallery & Meeting Room:**

The LRAC Gallery, established in July 1999, continues to provide presentation opportunities in the region for both visual and performing artists. The Gallery takes up half of the physical space in our office, which is located in the historic River Inn building in downtown Fergus Falls. Since our gallery does not charge a commission fee to the exhibitor, all the income from the sale goes directly to the artist. Besides the visual arts, we have presented the work of performing artists via literary readings and live musical performances.

The other half of the LRAC offices includes a large meeting area, which is used by the Lake Region Arts Council for its Board of Director's meetings. Since moving into the building a few years ago, this space has become invaluable as a meeting place for individual artists and arts groups. Currently, meetings are held here twice a month by a writer's group and once a month by a literary discussion group. Other arts-related groups (Art Circle of the Lakes and Fergus Falls Art Crawl) also use the room for meetings and workshops throughout the year.

Because of the benefit of having both an exhibit space and a meeting space, we have allocated 60% our rent and utilities to The McKnight Foundation funding to insure that we can remain in our current location and continue to provide the spaces to artists and groups of artists.

**Individual Artist Professional Development Workshops:**

The LRAC provides one workshop per biennium to strengthen the professionalism and marketing abilities of regional artists. The McKnight Foundation funds this program.



**Organizational Workshops:**

Historically, the LRAC has provided one nonprofit organizational workshop per biennium to build and strengthen the community arts organizations in the region. Workshops are held prior to each LRAC grant round. The LRAC 2008 needs assessment will be used to determine the focus of this biennium's workshop.

**Artist Registry:**

The LRAC maintains a computerized registry of all artists in the region who wish to be listed. It is used to put artists in touch with grant, exhibit and job opportunities. It is updated on an ongoing basis.

**ArtsNews:**

For several years, the LRAC has published a monthly newsletter containing an arts calendar, arts opportunities and articles of interest to artists, arts organizations and arts consumers in west central Minnesota. It is distributed to approximately 1,000 recipients. (Attachment N)

**Information Resource Library:**

This reference collection is maintained in the LRAC office with information helpful to local arts organizations and artists. It includes such topics as: fundraising, board development, planning, grant writing, non-profit incorporation, audience development, marketing, etc.

**Technical Assistance:**

Site visits, resource information and consultant assistance is provided free of charge by the LRAC staff to arts organizations and individual artists.

**Web Site:**

The LRAC website can be found at [www.charterinternet.com/lrac4](http://www.charterinternet.com/lrac4). The website provides grant forms, expanded information about LRAC services, and an electronic version of the ArtsNews letter.

## **Organizational Structure**

The Lake Region Arts Council (LRAC) was incorporated June 7, 1982 under the provisions of Chapter 317 of Minnesota Statutes, known as the Minnesota Non-Profit Corporation Act. The LRAC was established to carry on the arts programs and services of the West Central Regional Development Commission, which functioned from June 9, 1981 until the RDC was dissolved in June of 1982.

The LRAC has been determined exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. It is exempt from State of Minnesota taxes as well under the provisions of Section 297A.25, Subdivision 1 (p) of the Minnesota Sales and Use Tax Law.

Bylaws of the Lake Region Arts Council were adopted July 20, 1982. The most recent amendments to the Bylaws were made in March 2003. A copy of those Bylaws is enclosed. (Attachment O)

The membership of the LRAC is composed of two representatives from each of the nine counties in the region. Each Council member may serve no more than two consecutive three-year terms. The membership nomination process, duties and election of officers are all defined in the Bylaws. Qualifications of prospective LRAC Directors are listed on the nomination form. (Attachment P)

Current members on the LRAC represent a broad cross-section of occupations, arts involvement, expertise and experience (Attachment Q). The variety of art disciplines and arts backgrounds exhibited assures balanced, grass roots consideration of all arts programming and services conducted by the Lake Region Arts Council.

The LRAC staff is comprised of two people. Maxine Adams is the Executive Director. Her résumé is enclosed (Attachment R). Mary Jean Gross is the Bookkeeper/Secretary. Staff job descriptions are enclosed. (Attachment S)

## **Budget**

The proposed budget for FY 08-09 is based on the assumption of a projected 12% increase in funding from the State Legislature. Any subsequent changes in funding levels from the State Legislature would result in corresponding changes to the proposed LRAC Biennial budget. The proposed LRAC FY 08-09 budget maintains a 10% administrative cost, allowing 90% of state funds to be used for programming and services. The budget is on page 10.

## LRAC - MSAB Biennial Projected FY08 - FY09 Budget

RECEIPTS:	FY08 Breakdown			FY09 Breakdown		
	FY08 Budget	State	McKnight	FY09 Budget	State	McKnight
MN Legis. Appropriation	159,201.00	159,201.00		159,201.00	159,201.00	
McKnight funding	55,500.00		55,500.00	55,500.00		55,500.00
McKnight Additional Fund. Study 1 yr	9,500.00	0	9,500.00	0	0	
Non -Legislative:						
LRAC reserve-interest revenue	1,500.00			1,500.00		
Misc. Revenue (inc. reimb.)	0			0		
Donations	0			0		
Returned Grants (Mck & General)						0
<b>Total Receipts:</b>	<b>224,201.00</b>	<b>159,201.00</b>	<b>65,000.00</b>	<b>214,701.00</b>	<b>159,201.00</b>	<b>55,500.00</b>
<b>EXPENSES:</b>						
Grant Programs:						
Additional Funding Study (McKnight)	9,500.00		9,500.00			0
Artist Mentor	16,000.00	0.00	16,000.00	16,000.00	0.00	16,000.00
Project Grants (state)	52,000.00	52,000.00		52,000.00	52,000.00	
Org. Small Grants (state)	4,500.00	4,500.00		4,500.00	4,500.00	
Operating Support Grants (state)	10,000.00	10,000.00		10,000.00	10,000.00	
Career Development Grants(McKnight)	8,400.00		8,400.00	8,400.00		8,400.00
Fellowship(McKnight)(1@\$5,000)	5,000.00		5,000.00	5,000.00		5,000.00
Artist Small Grant (McKnight)	4,500.00		4,500.00	4,500.00		4,500.00
Grant Management (state)	29,000.00	29,000.00		29,000.00	29,000.00	
Other Programs:						
Communications (Nslr, Internet, Web)	7,600.00	7,600.00		7,600.00	7,600.00	
Annual Arts Awards	0	0		0	0	
Gallery Program (McKnight)	1,070.00		1,070.00	1,070.00		1,070.00
Wrkshop for Orgs./Tech. Assistance	300.00	300.00		300.00	300.00	
Wrkshop for Indiv. Artists(McKnight)	0		0	0		0
Program Operating Exp.						
Mtgs, Facil,PR txs, benefits & Misc.	30,000.00	30,000.00		30,000.00	30,000.00	
McKnight Operating Exp.						
Mtgs, Facil, benefits & Misc.	17,000.00		17,000.00	17,000.00		17,000.00
Support Oper. Expenses:						
Mtgs. Facil. Printng. & Misc.	7,000.00	7,000.00		7,000.00	7,000.00	
Insurance (liability, wkmns. comp.)	450.00	450.00		450.00	450.00	
Professional fees(audit, etc.)	1,300.00	1,300.00		1,300.00	1,300.00	
Memberships	800.00	800.00		800.00	800.00	
Attny Genl annual registration	25.00	25.00		25.00	25.00	
Staff Development	350.00	350.00		350.00	350.00	
Admin.(Program,Support&McKnight)	19,477.00	15,827.00	3,650.00	19,477.00	15,827.00	3,650.00
<b>Total Expenses:</b>	<b>224,272.00</b>	<b>159,152.00</b>	<b>65,120.00</b>	<b>214,772.00</b>	<b>159,152.00</b>	<b>55,620.00</b>
Total Income less Expenses	(71.00)	49.00	(120.00)	(71.00)	49.00	(120.00)