

R2AC 2018-2019 Biennial Plan

Biennial Plan

Region 2 Arts Council

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Application Form

Mission

This section contains only two questions that are required: Project Name and Mission Statement. The other questions provide a space for your region to add more information that informs the general public, colleagues and board members about your region and your region's guiding statements. Example for Project Name: NWMAC 2018-2019 Biennial Plan

Project Name*

R2AC 2018-2019 Biennial Plan

Mission statement*

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

Vision statement and/or other strategic guiding statements

Creating a thriving arts culture that enhances the quality of life in our communities.

Our Regional Arts Council has accepted the Vision, Guiding Principles, Goals and Key Strategies developed in partnership by the Minnesota Regional Arts Councils and the Minnesota State Arts Board and is committed to working together to accomplish this vision over the next 25 years. <http://www.arts.state.mn.us/about/vision.htm>

Yes

Demographics

Region 2 Arts Council serves a five-county area in north central Minnesota that includes Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen Counties. The R2AC region overlaps with Leech Lake, White Earth, and Red Lake Reservations. The racial demography is primarily comprised of White and Native American populations. This is mirrored in the 2015 census, showing that Mahnommen County's population is 42.4% American Indian and 47% White; the population of Beltrami County is 74% White and 21% American Indian. American Indian populations in Clearwater, Hubbard, and Lake of the Woods counties are each fewer than 10%. The two largest towns in the Region 2 Arts Council service area are Bemidji (14,000) and Park Rapids (3,900). The two counties with the highest number of individuals living in poverty are Beltrami and Mahnommen counties. The Region 2 Arts Council service area has the lowest population density of of the eleven Regional Arts Councils.

Executive Summary (optional)

Needs Assessment

Must ensure input from the arts community and the arts-involved public; the components of the needs assessment shall be determined by the regional arts council and may consist of any combination of constituent

meetings, focus groups, program evaluations, mail or telephone surveys, individual interviews, or other evaluative tools. Please use the space below to list your chosen components. Use the Upload to show your actual survey or questionnaire or focus group questions, etc. If you are combining multiple file formats you can use <http://online2pdf.com> to merge then upload.

Needs assessment process*

R2AC Online Survey Prompts.pdf

The last time Region 2 Arts Council conducted a complete Needs Assessment in its five counties was in FY 2015. In FY 2017, the Region 2 Arts Council board proposed a needs assessment survey process including constituent meetings, listening sessions, and online surveys.

Region 2 Arts Council held constituent meetings in the following counties:

- Clearwater: 20 in attendance. 3/8/2017
- Lake of the Woods: 5 in attendance. 3/2/2017
- Hubbard: 16 attendance. 3/6/2017
- Beltrami: 8 in attendance. 3/8/2017

Region 2 Arts Council Conducted Online Surveys:

- FY16 online surveys connected to grant applications= 97 Respondents
- FY17 online surveys connected to grant applications= 63 Respondents
- FY17 online long survey promoted through Facebook, social media, email (constant contact) and other = 58 Respondents

Needs Assessment Results Summary*

FY18-19 Two Page Needs Summary

Needs Committee: Region 2 Arts Council Board Members Laura Grisamore (Hubbard County), Joanne Kellner (LOW County), Laura Seter (staff support)
March 14, 2017

NEED FOR ACCESS and INCLUSIVITY

Sharing Art

- R2AC visual art display location
- Convenings: Casual conversations/social networking among artists, Visual Arts Forum, Cross-sector business and arts conversations, networking opportunities between regions
 - Mixed- genre events, multi-artist platforms: arts festival, showcases, spot-light party for grant recipients, informal readings by local authors

Participation in the Arts by all

- Involve and provide outreach to families, elderly, youth, indigenous, homeless, low income, at-risk, disabled artists and community members
 - Offer opportunities for collaboration, demonstration, mentorship and consultation among artists, ages, recipients, applicants, appreciators
 - Provide Online and distance learning options for participation for those in remote regions
 - Ensure ADA Compliance in grant programs and services

NEED TO ELEVATE THE ARTS IN CLEARWATER, HUBBARD, LOW, and MAHNOMEN Cty

- Provide support to smaller arts organizations and arts initiatives in non arts organizations
- Consult with artists in more rural communities
- Make strides toward remedying the situation that the 4 of our 5 counties have a harder time meeting modest art goals
 - Leverage our position to help elevate the arts in other areas

NEED FOR LOCAL ARTS ADVOCACY

- Engage with local leaders and administrators, schools & school boards, etc.
- Offer informal community gatherings on the importance and economic impact of the arts
- Offer more convenings: listening sessions, training sessions, R2AC info sessions, focus groups

NEED FOR TRAINING

Business training for artists

- Marketing, publishing, website development, technical assistance, using promotional and sharing platforms like vimeo, etsy, youtube, social media
- financial literacy, credit repair, pricing, cash management, event participation/audience development, inventory control

Art form training

- Artistic development on all levels for artists of art forms including music, theater, woodcarving, craft, and fine art
- Lecture series on various art forms

Capacity Building for arts organizations

- Hire an IT consultant to give advice on database development/maintenance and point-of-sale software
- Strengthen board and staff: administrative (incl. writing business plan, financial planning), fund development, grant writing skills, and leadership support
- finding, training, retaining volunteers

Grant Application Training

- Specific technical training needed for successful applications.
- Training related to criteria & prompts- including outcomes

NEED FOR INFORMATION SHARING

Promotions

- Create a promotional strategy taking demographics into consideration
- Postcards (incl. a schools specific postcard), posters, online, email, newspaper, TV, radio
- Feature stories about artists and arts events in our newsletter

Updated Lists

- Grant review dates and locations
- Other funding sources / grants listing
- Artist-in-Residence
- Performing artists interested in traveling
- Viable venues in all counties

Stories: Who we are & what we do (transparency/perception/awareness raising)

- Provide Info on our website- key documents
- Who makes up our team: staff and board member info/bios

The needs assessment results as they are reflected within Region 2 Arts Council's Biennial Goals, Strategies, Outcomes, and Measures, exhibit clear links to the 25 year Legacy Goals.

Provide a general date for when you last completed your needs assessment.

Needs assessment date*

April 15, 2017

It is a good practice to share the results of your needs assessment on your website. Please do so and provide the URL below.

Needs Assessment URL link

<https://r2arts.files.wordpress.com/2017/05/needs-assessment-results-for-fy18-19.pdf>

Did your needs assessment measure movement towards the 25 year goals? If so include your measurement results in the summary section above.

Planning Process

Include a list of the steps used in developing the biennial plan and the participants involved in the biennial planning process.

Description of the planning process*

The Region 2 Arts Council Board of Directors played an integral role in the Biennial Planning process. A needs committee, goals/strategies/outcomes committee, and a grants committee were formulated, each taking on major portions of the planning process.

The Needs Committee attended listening sessions, recorded constituent feedback, and analyzed the feedback and written survey results in order to create the Needs Assessment document that would feed into the work of the Goals/Strategies/Outcomes committee. The Goals/Strategies/Outcomes committee began their work by looking closely at the 25 year Legacy Goals and Key Strategies, and matching legacy goals with Region 2 Arts Council's programs and services. From that place of understanding, the Goals Committee was poised to see the past and upcoming biennial goals and needs as a direct link to achieving the 25 year Legacy Goals, creating greater alignment between FY18-19 Biennial Goals and the 25 year Legacy Goals. The Grants Committee considered the ways in which the Region 2 Arts Council grants programs could be streamlined- in terms of cutting down on the number of grant deadlines (R2AC has had 14 grant deadlines over the past two years, taxing our staff resources) while keeping constituent suggestions and needs in clear view. The result was a direct alignment created between each grant and one of three ACH funding sources. In the coming biennium, R2AC will have Arts Access grants, as well as Arts Learning, and Cultural Traditions in the Arts grants, instead of a more generalized set of Arts and Cultural Heritage grants, where applicants would designate Arts Access, Arts Education, and ACH funding amounts for their projects. Finally, the Executive Committee set the budgeting priorities, including staff benefits and salaries.

The Executive Director and Grants Manager worked closely with each committee. Committees reported to the Board regularly. The Biennial Planning Meeting was held on March 23, 2017.

If your region held more than one public meeting, list one date here and list the additional dates in the previous question's text box.

Public Meeting Date*

05/11/2017

Budget

The current budget template file to use is located at _____ Instructions are included in the first tab of the file.

The Forum's current fiscal agent can be contacted for the exact number that your region should use for budget purposes for the four funding sources: State of MN General Allocation, Arts Legacy Access, Arts Legacy Learning, and Arts Legacy Cultural/Folk/Traditional. The fiscal agent learns what numbers to use from MSAB and MCA then inserts those numbers into the formula to predict a best guess into what you region might receive. Note that often an updated plan is due after July 1 when the actual number is provided by the legislature.

Upload your excel file below, using the budget template. Show two years of projected budgets.

Please use the space to provide any notes that explain your budget. Optional.

Budget Upload*

FY 2018 2019 R2AC biennial plan state budget templates.pdf

Grants and Services Offered

Provide the title and brief description of each of your state funded grant programs. What State of Minnesota what funding sources support each regrant program? List briefly the review criteria for evaluating grant requests and eligibility requirements.

Describe Grants*

GRANTS FOR SCHOOLS, NONPROFIT ORGANIZATIONS OR GROUPS, OR LOCAL GOVERNMENT:

Arts Access Grant – Deadline: August 25, 2017 (Also January 15, 2018, if funding is available) ACHF: Arts Access

Open to non-profits, schools, government or tribal offices, or groups with a fiscal sponsor. These grants can support creation, production, and presentation of high-quality arts activities, as well as projects that help overcome barriers to accessing high-quality arts activities, and projects that help instill the arts into the community and public life in our region. Maximum Grant Award is \$6,000 with 20-25% Cash Match. Grants are scored on the following criteria: Artistic Quality, Artistic Merit of the Proposed Project, Community Impact of the Project, and Planning and Management.

Arts Learning Grant – Deadline: October 15, 2017. ACHF: Arts Education

Open to public and charter schools, community education programs, and any 501(c)3 nonprofit organizations or groups with a fiscal sponsor providing arts learning / educational opportunities. These grants can support high-quality arts education for Minnesotans of all ages to develop knowledge, skills, and understanding of the arts. Funds can be used for artists-in-residence programs and educational performances, or to provide arts classes, camps, or workshops. Funded arts activities must be open to the general public. Maximum Grant Award is \$6,000 with 20-25% Cash Match. Schools can apply for up to \$3000 without providing a Cash Match. Grants are scored on the following criteria: Artistic Quality, Artistic Merit of the Proposed Project, Community Impact of the Project, and Planning and Management.

Cultural Traditions in the Arts Grant – Deadline: November 15, 2017. ACHF: Arts and Cultural Heritage

Open to non-profits, schools, government or tribal offices, or groups with a fiscal sponsor. These grants can support events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and arts organizations, represented in Minnesota. Maximum Grant Award is \$3,000

with 20-25% Cash Match. Grants are scored on the following criteria: Artistic Quality, Artistic Merit of the Proposed Project, Community Impact of the Project, and Planning and Management.

Community Arts Support Grants – Deadline: February 15, 2018. ACHF: Arts Access, Arts Education, Arts and Cultural Heritage

Open to any arts organizations with a two-year history. These grants are two-year awards that help 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. Organizations can qualify to apply for up to \$6,000 per year based on their annual expenses. Grant applications are scored on the following criteria: Commitment to Excellence in the Arts; Commitment to Community; and Commitment to Organizational Growth.

Arts Project Grant – Deadline: March 15, 2018: State General Fund

Open to non-profits, schools, government or tribal offices, or groups with a fiscal sponsor. These grants offer funding for a variety of art projects including costs related to performances or exhibitions, engagement of guest artists, public art projects, and artists-in-residence. Maximum Grant Award is \$2,500 with a 20% Cash Match. Grants are scored on the following criteria: Artistic Quality, Artistic Merit of the Proposed Project, Community Impact of the Project, and Planning and Management.

Arts Access Grant for Small Towns – Deadline: April 15, 2018. ACHF: Arts Access

Open specifically to non-profits, government or tribal offices, or groups with a fiscal sponsor, located in towns with a population under 2,000. These grants can support creation, production, and presentation high-quality arts activities, as well as projects that help overcome barriers to accessing high-quality arts activities, and projects that help instill the arts into the community and public life in our region. Maximum Grant Award is \$6,000 with 20-25% Cash Match. Grants are scored on the following criteria: Artistic Quality, Artistic Merit of the Proposed Project, Community Impact of the Project, and Planning and Management.

GRANT FOR YOUNG ARTISTS

Young Artist Grants – Deadline: February 15, 2018. ACHF: Arts Education

Open to 8th - 12th grade students who wish to work one-on-one with an established artist, or attend an arts class, workshop or camp in the state of Minnesota, to stretch themselves artistically. Grant recipients receive up to \$600 to attend an arts class, camp, or workshop or are reimbursed up to \$600 for work with a mentor artist or instructor. Grants are scored on the following criteria: Creative Excellence, Motivation and Commitment to Artistic Growth, and Planning.

Provide the title and brief description of each of your main service programs. What State of Minnesota funding sources support each service? Include any review criteria or eligibility requirements. Showcase, Promotion, and Training are the main areas in the budget so draw a connection by using headings.

Describe Services*

Promotions: (State & Legacy Funded)

Region 2 Arts Council grant programs, including deadlines, grant awards, board and council openings, other grant opportunities outside our region, arts programming in our five county region. Utilizing written communication including e-newsletters, public service announcements, web site posts, social networking tools, online arts calendar, and flyers.

Training: (State, Legacy, McKnight Funded)

Professional Development Program: workshops for regional artists and arts organizations supporting capacity building for arts organizations, knowledge, skills, and awareness of various arts genres, and business of the arts skills. Specific training opportunities are also provided at Region 2 Arts Council's Semi Annual Arts Expo.

Grant Programs Support: Consultations with individual artists, schools, community organizers, groups, and non-profits on arts project plans and assistance during the grant application process through one on one conversations and grant writing workshops (State, Legacy, McKnight Funded)

Showcase: (State, Legacy, McKnight Funded)

Semi-annual Arts Expo: This event is open to arts appreciators, artists, craftspeople, organizations, teachers and school administrators, city planners, town and city officials, and the general public. Resource tables, presentations, arts demonstrations and an exhibition showcasing the work of the area's finest bead workers, painters, photographers, quill workers, and quilt makers are all part of the Arts Expo. Representatives from the Minnesota State Arts Board, VSA, the McKnight Foundation, First Peoples Fund, gallery directors, and arts organizations within Region 2 Arts Council's five counties are on hand to discuss engagement, funding for projects and programs, and opportunities for artists, arts organizers, and the general public.

Briefly list McKnight Foundation (and other sources funded) grants and services that show up on your budget.

Grants and Services Supported Primarily with Other Funding*

Funded by the McKnight Foundation:

Showcase/ Services:

Annual Anishinaabe Arts Initiative Exhibition:

This exhibit showcases the work of past and present Anishinaabe Arts Initiative grantees, members of the Anishinaabe Arts Initiative Council, and the recipient of the annual Anishinaabe Arts Initiative Fellowship award.

GRANTS FOR INDIVIDUAL ARTISTS:

R2AC Artist Fellowship –

Open to established artists in all disciplines who have shown a consistent commitment to their work as artists over the past five years. This 18-month fellowship provides unfettered funding to fuel your art. Two \$6,000 fellowships awarded.

Individual Artist Grants -

Open to artists in all art disciplines. This grant offers funding for costs associated with the exhibition, performance, or production of a creative work; purchase of materials or equipment necessary for a creative work; educational opportunities; mentorships; and proposals for career-enhancing projects or opportunities. Maximum Grant Award is \$2,000.

GRANTS SPECIFICALLY FOR NATIVE AMERICAN ARTISTS:

Open to Native American artists in all arts disciplines residing in the following counties: Becker, Beltrami, Cass, Clearwater, Hubbard, Itasca, Lake of the Woods, Mahnommen, or Roseau.

Anishinaabe Arts Initiative Grant –

This grant offers funding for costs associated with the exhibition, performance, or production of a creative work; purchase of materials or equipment necessary for a creative work; educational opportunities; mentorships; and proposals for career-enhancing projects or opportunities. Both contemporary and traditional arts, such as beading and regalia making, are considered for funding. Maximum Grant Award is \$1,000.

Anishinaabe Arts Initiative Fellowship –
Open to Native American Artists in all disciplines who have shown consistent excellence, commitment and dedication in their work. This 18-month fellowship provides unfettered funding to fuel your art. One \$5,000 fellowship will awarded.

If you prefer to upload a file the Upload button below has been provided. Please state in the fields above that you uploaded a file.

Grants and Services File

Grant Guidelines

<https://r2arts.org/grants/forms/>

Work Plan Overview

The next five sections are titled Priority 1 - 5. Use these sections to develop outcome statements for your regional arts council's programs and services based on priorities you have identified in the coming biennium.

This format uses the same guiding questions used by our grantees. It incorporates the 25 year Top Indicators.

Possible headings are:

- Stewardship: Staff, Board, Admin, Office
- Arts Legacy Access Grants
- Arts Legacy Learning Grants
- Arts Legacy Traditional/Folk Grants
- General Fund Grants
- Showcasing Services
- Promotional Services
- Training and Statewide Leadership/Advocacy

Using headings, for your priorities that link to your budget is helpful. Please complete three to five priorities.

The exercises and instructions included below are visible only to those completing the application. The answers evaluators will see are Heading and Priority. Then they will see your answer to MEASUREPROP, your answer to the Indicators list 1, 2, 3, 4, 5; your answer to MEASURESUCCESS and MEASUREEVAL.

The MSAB has worked on writing outcome statements related to their programs and the handout is at _____ and is handy for your reference and use for writing statements in the box for MEASUREPROP.

Next Two Boxes

Regional Arts Councils completed this sections if there are more than five priorities to describe, if they needed additional space for strategies, OR if they preferred to include their entire work plan in one place. It is optional.

Applicants should complete this section if there are more than five priorities to describe, OR if it is preferred to include the entire work plan in one place.

Work Plan- optional

NOTE: Below is the complete Region 2 Arts Council Work Plan. Each Work Plan Priority and its Strategies, Outcomes and Measures can be found summarized within Work Plan Priorities 1-5 of the form.

FY18-19 Biennial Goals, Strategies, Outcomes, Measures

Committee Members: Natalie Grosfield, Sandy Roman, Jill Johnson

Staff support: Laura Seter

Based on 25 Year Legacy Goals, FY18-19 Needs Assessment Results, FY16-17 Goals

Goal 1: Educate and empower arts leadership for sustained growth and stability in the arts. (Legacy Goal 1/5)

Strategies for Goal 1:

- Expand the arts leadership base from traditional and non-traditional pools
- Provide tools and guidance, offering opportunities for visibility, inclusion, and relationship building.
- Equip arts leaders and community members with skills and knowledge about the arts.

Outcomes for Goal 1:

- R2AC professional development opportunities in Clearwater, Hubbard, LOW and Mahanomen Counties will establish a cohort of rising leaders in the arts with an awareness of and access to tools and resources for meeting artistic needs in their communities, and concrete plans for establishing new arts programming.
 - R2AC professional development opportunities addressing capacity building for new and established arts organizations will result in a stability within those organizations and growing consistency in programming
 - R2AC outreach efforts to town and city leaders and officials will result in an increased network of support for both new and established leaders in the arts.

Evaluation Methods for Goal 1 Outcomes:

- At the close of the biennium, new arts leaders in Clearwater, Hubbard, LOW, and Mahanomen counties will rate, on average, 4 out of 5 on a likert scale of 1-5, the extent to which their awareness of and access to tools and resources have increased, and rate 4 out of 5 the extent to which plans for arts programming have increased as a result of R2AC support and professional development opportunities.
 - New and established arts leaders will rate, on average, 4 out of 5, on a likert scale of 1-5, the extent to which R2AC support and professional development opportunities have resulted in organizational stability and consistency in arts programming.
 - New and established arts leaders will rate, on average, 4 out of 5, on a likert scale of 1-5, the extent to which R2AC outreach efforts to town and city leaders and officials have resulted in an increased network of support for the work the arts leaders are undertaking in their communities.

Needs that informed these outcomes for Goal 1:

- Need to elevate the arts in Clearwater, Hubbard, LOW, and Mahanomen Counties
- Need for capacity building for arts organizations

Goal 2: Increase participation in the arts by people of all ages, ethnicities, abilities, socio-economic statuses, and geographic locations within our region. (Legacy Goal 3)

Strategies for Goal 2:

- Establish a closer working relationship between R2AC Board and Anishinaabe Arts Initiative Council members resulting in broader and more comprehensive representation of all programs and services that Region 2 Arts Council offers.
 - Ensure engagement of artists and community members of a greater range of ages, ethnicities, abilities, socio-economic statuses and geographic locations in Region 2 Arts Council funded activity.
 - Identify and support the development of arts programming of at least two not-for-profit groups that have not previously been involved with the arts.
 - Facilitate opportunities for display of Individual Artist Grantee works in various locations via temporary and/or traveling exhibits.

Outcomes for Goal 2:

- Constituent engagement with Region 2 Arts Council will broaden and deepen as a result of closer working relationships between and greater awareness of R2AC Board and Anishinaabe Arts Initiative Council member goals, roles, and visions.
 - Participation by artists and community members of a greater range of ages, ethnicities, abilities, socio-economic statuses and geographic locations in Region 2 Arts Council supported programs and services will increase.
 - R2AC financial, tools-based, or promotional/showcasing support of two not-for-profit groups will result in the development and execution of arts programming by these groups.
 - Individual Artist grantees will indicate increased visibility due to Region 2 Arts Council development of showcasing opportunities for their artwork.

Evaluation methods for Goal 2 Outcomes:

- Surveys and data collection in FY18 & 19 will show an increase in constituent engagement with R2AC across demographics, an increase in non-arts, not-for-profit groups offering arts programming as a result R2AC support, and increased visibility due to R2AC showcasing opportunities for individual artists.

Needs that informed the Outcomes for Goal 2:

- Need for Access and Inclusivity

Goal 3: Raise public awareness of the importance, value, and impact of the arts via direct outreach, education, advocacy, and information sharing (Legacy Goal 2)

Strategies for Goal 3:

- Engage board member support in outreach, education, and advocacy by providing them tools such as a power point presentation highlighting the actual impact of the arts in our region.
- Release board members from grant rounds on a rotating basis to participate in outreach and advocacy activities
 - Engage identified arts leaders in arts advocacy work by asking them for support in raising public awareness of the value of the arts
 - Increase and improve information and resource sharing on R2AC website

Outcomes for Goal 3:

- Public awareness of the importance, value, and impact of the arts and knowledge of regional and state arts resources will be raised via direct outreach, education, advocacy, and information sharing.

Evaluation Methods for Goal 3 Outcomes:

- Surveys measuring the general public's awareness of the importance, value, and impact of the arts and knowledge of regional and state arts resources will measure 4 on a likert scale of 0 being no knowledge or awareness to 5 being a great deal of knowledge or awareness.
 - 80% of respondents will indicate Region 2 Arts Council sponsored and supported outreach, advocacy, or information as the source of their knowledge and awareness.

Needs that Informed Outcomes for Goal 3:

- Need for Info Sharing
- Need for Arts Advocacy

Goal 4: Create and support arts learning and training opportunities for artists, arts organizations and the general public. (Legacy Goal 5)

Strategies for Goal 4:

- Facilitate an r2ac artist-in-residence program; assisting the implementation of community classes and/or displays
 - Provide the general public with training opportunities in the arts via lectures on topics such as viewing and appreciating art and specific art forms
 - Provide arts organizations with training opportunities that support capacity building

- Utilize information sharing platforms for the business of the arts-style workshops for artists

Outcomes for Goal 4:

- R2AC supported workshops, training opportunities and lectures will increase the general public's knowledge of the arts and further capacity building for arts organizations and artists

Output for Goal 4:

- The use of information sharing platforms to present workshop information will increase the number of constituents accessing and participating in Region 2 Arts Council workshops over previous years.

Evaluation Methods for Goal 4 Outcomes:

- Surveys conducted following arts workshops, lectures, and training opportunities will show an increase in knowledge of the arts or an increase in capacity building skills.

Needs that informed Outcomes for Goal 4:

- Need for training
- Other

Goal 5: Demonstrate responsible stewardship of funds (Legacy Goal 4)

Strategies for Goal 5:

- Create and share visual representations of the use and distribution of r2ac funds.
- Share monthly business meeting minutes on r2arts.org website.
- Seek broad public input and engagement in decision making and planning
- Update and improve documentation ensuring transparency in staff and board operations.

Outcomes for Goal 5:

- Greater transparency in R2AC's decision making, planning, practices and operations will result in increased constituent engagement with Region 2 Arts Council and an expressed trust in our stewardship of funds.

Evaluation Method for Goal 5 Outcomes:

- Surveys will show constituent awareness and engagement with Region 2 Arts Council and evidence of trust in our stewardship of funds.

Needs that informed Outcomes for Goal 5:

- Risk management committee
- Practices in transparency

Applicants should complete this section if there are additional details to add about strategies related to the priorities listed above.

Strategy Section- optional

Work Plan: Priority 1

Priority 1 Heading

Educate and empower arts leadership for sustained growth and stability in the arts.

Priority 1 Objectives

Briefly describe the strategies and/or work objectives your organization will employ to address this Priority.

- Expand the arts leadership base from traditional and non-traditional pools
- Provide tools and guidance, offering opportunities for visibility, inclusion, and relationship building.
- Equip arts leaders and community members with skills and knowledge about the arts.

Ask these questions... What would your organization really like to know about this Priority? Why do it? Why invite certain people to participate? Who is important?

Work to refine your outcome for the next two years, and deciding how to measure your region's progress and achievement in regards to this Priority in your area.

People Served by Priority 1

Identifying the people we expect to serve is important for the program itself, and also for planning an evaluation. The ways we conduct and evaluate experiences depend on who will take part in those experiences.

Which of the following best describes the majority of the people you plan to serve by offering Priority 1? Who is intended to benefit? Check as many boxes as you want.

- Adults - professional or peers
- Adults - artists
- Organizations

Look back at your people checks, prioritize them a little in your mind by asking this question, "Who, this year, are we trying to talk to about their experience with this service? Since their participation in evaluation really informs our organization going forward." Ask "Why, in regards to people served, are we wanting to provide this service?"

Specific Change 1

- A changed attitude about something or someone
- A new intention or motivation to take some course of action
- A new or expanded understanding or knowledge about some topic
- A new or expanded skill in some area
- A change in their behavior after this experience
- For organizations: a new or improved ability to do something
- A change to some other condition like individual well-being or community strength

We ask these questions above and below related to outcomes and evaluation because arts administration across the entire state are working toward measuring progress toward five statewide arts indicators.

TOP GOALS

As stated on the MN State Arts Board Website:

"In order to realize our legacy vision, the Minnesota State Arts Board and the Minnesota's regional arts councils must work together to accomplish the following goals" :

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

Goals addressed in Priority 1

Indicate which of the top goals listed above are supported through the efforts described in Priority 1.

1
5

Describe Your Outcome related to Priority 1

- Artists and the arts are visible in communities.
- Organizations develop capacities that advance the arts.
- People make connections to ideas, organizations, or one another.

Write your own outcome statement, in the format below, in the next MEASUREPROP box. This answer is shown to the Evaluators. If you have trouble look at the MSAB examples.

As a result of this program, _____ (the people who benefit) will
_____ (the intended change).

Outcome for Priority 1 (MEASUREPROP 1)

•R2AC professional development opportunities in Clearwater, Hubbard, LOW and Mahnommen Counties will establish a cohort of rising arts leaders •R2AC outreach efforts to town and city officials will result in an increased support for arts leadership.

EVALUATION

This next section helps you refine your evaluation method and ensures a successful tie between your outcome and evaluation.

Engagement Time 1

About how much time will the people you serve spend engaged with your project?

A recurring contact (e.g., multiple short meetings once per week)

Ability to Contact 1

When can you contact or interact with the people you serve? Please check all that apply.

- Sometime before the project/their experience
- During the project/their experience

Methods of Evaluation 1

- Participant Questionnaire
- Interviews
- Having participants describe or capture their own impressions and submitting

Use this style of sentence in the next box. **Success will be measured by _____.**

This answer is shown to the Evaluators.

Indicators for Priority 1 (MEASURESUCCESS 1)

Success will be measured by an on average 4/5 rating on the extent to which arts programming, organizational stability, new arts leadership, and an increased network of support is a result of R2AC's outreach and professional development opportunities

Use this style of sentence in the next box. **Evaluation will occur through _____.**

This answer is shown to the Evaluators.

Evaluation Methods for Priority 1 (MEASUREEVAL 1)

Evaluations will occur through surveys, interviews, and impression gathering.

Work Plan: Priority 2

Members are saying that it is confusing to answer all the check boxes when they will not be shown to evaluators. They are just for you as applicant anyway to work through your answers and better inform your outcome, evaluation, and success statements. **So I have deleted them.** Go to Work Plan Template below if you want to print off a copy and use it as a tool.

The required boxes remain below and these are what will be shown to the Arts Administrative Committee and during the peer evaluation. Use Priority 1 as a guide since I have deleted all extra stuff!

Again look to MSAB for examples of their Top Indicators, Proposed Outcomes (MEASUREPROP). Only RAC applicants see this text.

Priority 2 Heading

Increase participation in the arts by people of all ages, ethnicities, abilities, socio-economic statuses, and geographic locations within our region.

Priority 2 Objectives

Briefly describe the strategies and/or work objectives your organization will employ to address this Priority.

- Establish a closer working relationship between R2AC Board and Anishinaabe Arts Initiative Council members resulting in broader and more comprehensive representation of all programs and services that Region 2 Arts Council offers.
 - Ensure engagement of artists and community members of a greater range of ages, ethnicities, abilities, socio-economic statuses and geographic locations in Region 2 Arts Council funded activity.
 - Identify and support the development of arts programming of at least two not-for-profit groups that have not previously been involved with the arts.
 - Facilitate opportunities for display of Individual Artist Grantee works in various locations via temporary and/or traveling exhibits.

Outcome for Priority 2 (MEASUREPROP 2)

R2AC's collaborative and outreach efforts will result in more ages, ethnicities, abilities, socio-economic statuses and geographic locations engaging with the arts; 2 new organizations offering arts programming
 •grantees having increased visibility

TOP GOALS

As stated on the MN State Arts Board Website:

"In order to realize our legacy vision, the Minnesota State Arts Board and the Minnesota's regional arts councils must work together to accomplish the following goals" :

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

Goals addressed in Priority 2

Indicate which of the top goals listed above are supported through the efforts described in Priority 2.

3

Indicators for Priority 2 (MEASURE SUCCESS 2)

Success will be seen through an increase in more diverse constituency engagement with R2AC and the arts, the development and execution of more arts programming, and artist grantee awareness of higher visibility for their artwork

Evaluation methods for Priority 2 (MEASUREEVAL 2)

Surveys and data collection will be used to measure the success of this priority.

Work Plan: Priority 3**Priority 3 Heading**

Raise public awareness of the importance, value, and impact of the arts via direct outreach, education, advocacy, and information sharing

Priority 3 Objectives

Briefly describe the strategies and/or work objectives your organization will employ to address this Priority.

- Engage board member support in outreach, education, and advocacy by providing them tools such as a power point presentation highlighting the actual impact of the arts in our region.
- Release board members from grant rounds on a rotating basis to participate in outreach and advocacy activities
- Engage identified arts leaders in arts advocacy work by asking them for support in raising public awareness of the value of the arts
- Increase and improve information and resource sharing on R2AC website

TOP GOALS

As listed on the MN State Arts Board Website:

"In order to realize our legacy vision, the Minnesota State Arts Board and the Minnesota's regional arts councils must work together to accomplish the following goals" :

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

Goals addressed in Priority 3

Indicate which of the top goals listed above are supported through the efforts described in Priority 3.

2

Outcome for Priority 3 (MEASUREPROP3)

Public awareness of the importance, value, and impact of the arts and knowledge of regional and state arts resources will be raised via direct outreach, education, advocacy, and information sharing.

Indicators for Priority 3 (MEASURESUCCESS3)

the general public's awareness of the importance, value, and impact of the arts and knowledge of arts resources will measure 4 out of 5; 80% of respondents will indicate R2AC outreach, advocacy, or information as the source of the knowledge

Evaluation methods for Priority 3 (MEASUREEVAL3)

Surveys will act as the measurement tool for priority 3

Work Plan: Priority 4

Priority 4 Heading

Create and support arts learning and training opportunities for artists, arts organizations and the general public.

Priority 4 Objectives

Briefly describe the strategies and/or work objectives your organization will employ to address this Priority.

- Facilitate an r2ac artist-in-residence program; assisting the implementation of community classes and/or displays
- Provide the general public with training opportunities in the arts via lectures on topics such as viewing and appreciating art and specific art forms
- Provide arts organizations with training opportunities that support capacity building
- Utilize information sharing platforms for the business of the arts-style workshops for artists

TOP GOALS

As listed on the MN State Arts Board Website:

"In order to realize our legacy vision, the Minnesota State Arts Board and the Minnesota's regional arts councils must work together to accomplish the following goals" :

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

Goals addressed in Priority 4

Indicate which of the top goals listed above are supported through the efforts described in Priority 4.

5

Outcome for Priority 4 (MEASUREPROP4)

R2AC supported workshops, training opportunities and lectures will increase the general public's knowledge of the arts and further capacity building for arts organizations and artists

Indicators for Priority 4 (MEASURESUCCESS4)

Success will be measured by arts workshops, lectures, and training opportunities showing an increase in knowledge of the arts or an increase in capacity building skills

Evaluation Methods for Priority 4 (MEASUREEVAL4)

Post event/workshop evaluations will act as the measurement tools for priority 4.

Specific Change 4

- A changed attitude about something or someone
- A new awareness about something or someone
- A new or expanded understanding or knowledge about some topic
- A new or expanded skill in some area
- For organizations: a new or improved ability to do something

Work Plan: Priority 5**Priority 5 Heading**

Demonstrate responsible stewardship of funds

Priority 5 Objectives

Briefly describe the strategies and/or work objectives your organization will employ to address this Priority.

- Create and share visual representations of the use and distribution of r2ac funds.
- Share monthly business meeting minutes on r2arts.org website.
- Seek broad public input and engagement in decision making and planning
- Update and improve documentation ensuring transparency in staff and board operations.

TOP GOALS

As listed on the MN State Arts Board Website:

"In order to realize our legacy vision, the Minnesota State Arts Board and the Minnesota's regional arts councils must work together to accomplish the following goals" :

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

Goals addressed in Priority 5

Indicate which of the top goals listed above are supported through the efforts described in Priority 1.

4

Outcome for Priority 5 (MEASUREPROP 5)

Greater transparency in R2AC's decision making, planning, practices and operations will result in increased constituent engagement with Region 2 Arts Council and an expressed trust in our stewardship of funds.

Indicators for Priority 5 (MEASURESUCCESS5)

Success will be measured by increased constituent awareness of and engagement with Region 2 Arts Council and surveyed evidence of trust in our stewardship of funds.

Evaluation methods for Priority 5 (MEASUREEVAL5)

Surveys will be used to measure the outcomes for Priority 5.

Attachments

If you want you can combine the following appendices in one PDF document; please use the labels/headings in the document. To combine multiples file formats into one pdf document use <http://online2pdf.com>

An office scanner that can create a smaller pdf that can be used.

In the next question, check the attachments that have changed since the last submitted biennial plan. If you would prefer you can copy and paste all your text into the boxes provided or upload each file that contains your information in the places below.

R2AC Position Descriptions, Bios, Public Meeting.pdf

Changed Attachments

Indicate changes that have occurred in the Biennial Plan since FY 16-17.

- C: Job descriptions of the staff of the organization.
- *E: Names and affiliations of all RAC board members and staff
- *J: Public meeting to gather input on biennial plan

Organization bylaws

Bylaws.pdf

Identification of arts experiences and background requirements for regional arts council board and arts advisory council membership.

Identification of arts experiences and background

Provide job descriptions for all the staff of your organization.

Job Descriptions

See uploaded document.

Description of the rotation system - Which will ensure replacement of regional arts council board and arts advisory council members on a regular basis.

Rotation System

Board Members agree to serve for two year terms, with the option to stay on for a second two-year term. If a Board Member resigns mid-term, every effort will be made to find a replacement for that board member, from that board member's county. Region 2 Arts Council Board of Directors is comprised of two board members from each county: Beltrami, Hubbard, Lake of the Woods, Clearwater and Mahnommen Counties.

- The Nominating Committee will also use the following established guidelines during the review process:
- R2AC board members should represent diverse interests and expertise in the arts. Representation should include people interested in visual arts, literary arts, theater, music, film, dance, craft, or multimedia.
 - R2AC may also seek members with expertise in arts administration, art education, law and accounting.
 - R2AC shall not discriminate on the basis of sex, race, age, physical disabilities, or religious beliefs.
 - R2AC shall aim for a balance in the number of men and women on the board.

Names and affiliations of all regional arts council board members, advisory council members, and staff.

Names and Affiliations

See uploaded document.

Description of the regional arts council board and advisory committee nomination process - Include a statement of the council's commitment and methods used to identify, recruit, and appoint board and council members to provide representation from all counties.

Nomination Process

NominatingCommitteeDuties.pdf

The Nominating Committee will also use the following established guidelines during the review process:

- R2AC board members should represent diverse interests and expertise in the arts. Representation should include people interested in visual arts, literary arts, theater, music, film, dance, craft, or multimedia.
- R2AC may also seek members with expertise in arts administration, art education, law and accounting.
- R2AC shall not discriminate on the basis of sex, race, age, physical disabilities, or religious beliefs.
- R2AC shall aim for a balance in the number of men and women on the board.

Arts granting policy statement - Required for councils that are part of a regional development commission. Is this needed anymore?

RDC policy statement

Letter of agreement between council and fiscal agent- Required for councils that have applied for, but have not yet received, a 501(c)3 determination. Must state that fiscal agent has no jurisdiction over the council's review and awarding of arts grants.

Fiscal agent agreement

Grant making and monitoring process - Include the review process, the terms of the grant contract with grant recipients, the time needed and process followed in paying grant recipients, the responsibilities of grantees, and the grant monitoring process.

Grant Making and Monitoring

Grant Writing Review Award Policies.pdf

See Attached

Public meeting to gather input on biennial plan - Include date(s) and location(s) of meetings, and the methods by which members of the public were notified that they could offer input.

Public Meeting

The Public Meeting was announced in Region 2 Arts Council's standard news media outlets, including print, electronic, and social media. Notice was provided to TV and Radio; however, only the Bemidji State University's television channel seems to have shared that information, via a televised interview with the R2AC executive director and grants manager.

Work Plan: Template

This section is a working template for use during planning sessions. It is not completed by RAC's and therefore, blank.

This Work Plan Template section is for RAC's to use during their planning sessions. It is not viewed by Evaluator's or the MSAB staff.

Priority Heading

Priority Objective

Briefly describe your goal and/or work objectives for this Priority.

Ask these questions... What would your organization really like to know about this Priority? Why do it? Why invite certain people to participate? Who is important?

Work to refine your outcome for the next two years, and deciding how to measure your region's progress and achievement in regards to this Priority in your area.

People Served

Identifying the people you expect to serve with the Priority's activities.

Click which best describes the majority of the people you plan to serve? Who is intended to benefit from this service or program? Check as many boxes as you want but not all the boxes.

Look back at your people checks, prioritize them a little in your mind by asking this question, "Who, this year, are we trying to talk to about their experience with this service or program? Since their participation in evaluation really informs our organization going forward." Ask "Why, in regards to people served, are we wanting to provide this service or program?"

Specific Change

What will be different for those people if Priority 5 is successful? What kinds of specific change do you expect to see in the people you serve?

Other: Specific Change

Fill in if you selected "Other" above

We ask these questions above and below related to outcomes and evaluation because arts administration across the entire state are working toward measuring progress toward five statewide arts indicators.

TOP INDICATORS

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

From the list above, select one indicator or two indicators that fit this Priority.

Top Indicators

Describe Your Outcome

This next question helps tie your outcome to one of the five indicators.

Which of these best describes the kinds of change you expect to see? If nothing works on this list, then look at the indicators and craft your own similar statement!

Other: Describe Your Outcome

Fill in your statement if you choose "Other".

Write your own outcome statement, in the format below, in the next MEASUREPROP box. This answer is shown to the Evaluators. If you have trouble look at the MSAB examples.

As a result of this program, _____ (the people who benefit) will
 _____ (the intended change).

MEASUREPROP

EVALUATION

This next section helps you refine your evaluation method and ensures a successful tie between your outcome and evaluation.

Engagement Time

About how much time will the people you serve spend engaged with this service?

Ability to Contact

When can you contact or interact with the people you serve? Please check all that apply.

Combine your thoughts above on Engagement Time and Ability to Contact with your answers to People Served, Specific Change, and Describe Your Outcome in the earlier questions. Next look at the Outcome Statement you wrote.

What provides evaluation for your outcome? Check whatever you like on this list. What might you try, in order to really measure your outcome? What provides evaluation that is helpful and informative to you and your programming?

Methods of Evaluation

Use this style of sentence in the next box. **Success will be measured by _____.**

This answer is shown to the Evaluators.

MEASURE SUCCESS

MEASUREEVAL Instructions:

Now we are asking you to write one sentence in the box below using the format "Evaluation will occur through _____." Look at your list above and select your top priorities and use them in your sentence.

Here is an example: Evaluation will occur through all artists completing a Survey Monkey questionnaire on-line or in print within two weeks of their showcase ending; asking about personal growth as related to their experience.

MEASUREEVAL

File Attachment Summary

Applicant File Uploads

- R2AC Online Survey Prompts.pdf
- FY 2018 2019 R2AC biennial plan state budget templates.pdf
- R2AC Position Descriptions, Bios, Public Meeting.pdf
- Bylaws.pdf
- NominatingCommitteeDuties.pdf
- Grant Writing Review Award Policies.pdf



Region 2 Arts Council Survey Questions: FY16 -17

This FY16 optional Region 2 Arts Council Survey Question was included on all grant applications. It was opened in July 2015 and closed on July 12, 2016:

- *1. What, other than funding, could R2AC provide to artists and organizations that would help strengthen the presence of the arts and support opportunities for arts creation, promotion and education, in our communities?

This FY17 optional Region 2 Arts Council Survey was included on all grant applications. It was opened in August 2016 and Closed on April 15, 2017:

- *1. Please rate the following items:

	Poor	Limited	Satisfactory	Very Good	Excellent	N/A
Your trust in Region 2 Arts Council's stewardship of public arts funding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Region 2 Arts Council's grants workshops and our one-to-one work with grant writers when contacted with questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Region 2 Arts Council's professional development trainings and workshops for artists & arts organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Region 2 Arts Council's promotion of arts events and opportunities, including our Northern Arts News e-newsletter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Region 2 Arts Council's attendance at arts events and involvement in the local arts community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- *2. What programming or services could R2AC provide to artists and organizations that would help the arts thrive in our communities?

This FY17 Complete Needs Assessment Survey was open to the general public on January 5, 2017 and closed in March 2017.



Region 2 Arts Council Survey

Dear Friend of the Region 2 Arts Council,

We hope you will take a few minutes to give us your views on how well the Region 2 Arts Council is working for you and your community and how we can best serve your artistic needs. The following questions will help us determine the direction of our services to the arts for the next two years. Please complete as many questions as you can, but if you feel that you can't answer a question you may leave it blank. We sincerely thank you for your participation and for providing us with this valuable feedback. If you have any questions please contact the Region 2 Arts Council at 218-751-5447 or by email at: staff@r2arts.org

Sincerely,
The Region 2 Arts Council Board of Directors & Staff

1. Please select as many options as pertain to you. Feel free to select multiple options.

- I identify as an artist, craftsperson, musician, actor, singer, writer, dancer, artisan, or culture-bearer.
- I identify as an arts appreciator.
- I work for an organization that does arts programming.
- I serve or have served on the Region 2 Board of Directors or Anishinaabe Arts Initiative Council.
- I have applied for at least one grant through Region 2 Arts Council.
- I was awarded at least one grant by Region 2 Arts Council.
- I have attended an arts event that was partially or fully funded through a Region 2 Arts Council Grant.
- I have attended one of Region 2's free Professional Development workshops.
- I receive Region 2's monthly e-newsletter.
- I have visited Region 2 Arts Council's website, r2arts.org

2. In which of the following Minnesota counties do you reside?

- Mahnommen
- Beltrami
- Lake of the Woods
- Clearwater
- Hubbard

Other

3. How much have Region 2 Arts Council's six new grant programs improved accessibility to arts funding in our region?

	Not Improved at All	Not Much Improved	Neutral/ No knowledge of this program	Somewhat Improved	Very Much Improved
Arts & Cultural Heritage Grants for Individuals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts & Cultural Heritage Grants for Small Towns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts & Cultural Heritage Grants for Schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quick Grants for Individuals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quick Grants for Organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anishinaabe Arts Initiative Fellowship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

500 characters left.

4. To what extent have our grant programs for organizations provided opportunities for exposure to and expression of arts and cultural heritage in our region?

	Not At All	Not Very Much	Neutral/ No Knowledge of this program	Somewhat	Very Much
Arts & Cultural Heritage Grants for Organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quick Grants for Organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts & Cultural Heritage Grants for Schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts Project Grants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts & Cultural Heritage Grants for Small Towns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

500 characters left.

5. To what extent have our individual artist grant programs opened creative opportunities for artists in our region?

	Not At All	Not Very Much	Neutral/ No knowledge of this program	Somewhat	A Great Deal
Region 2 Arts Council Artist Fellowships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quick Grants for Individuals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anishinaabe Arts Initiative Grants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individual Artist Grants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anishinaabe Arts Initiative Fellowships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Young Artist/Artist Mentor Grants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

500 characters left.

6. What are the most significant artistic needs of your community and how could Region 2 Arts Council help meet those needs?

1000 characters left.

7. What grant programs and services could the Region 2 Arts Council provide to help artists thrive in your community?

1000 characters left.

8. How much do you rely on the following as a source of information about arts programming, arts opportunities, and resources such as grants and grant deadlines?

	Not at All	Somewhat	A Great Deal
r2arts.org	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Region 2 Council's Facebook page	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
"Staff Regiontwoarts" on Facebook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Newspaper or other notices in print media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
R2AC Events Calendar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
R2AC Flyers on community bulletin boards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
R2AC Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
R2AC Board Members or Anishinaabe Arts Initiative Council Members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Word-of-mouth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Radio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

500 characters left.

9. Please check all that you agree with.

Region 2 Arts Council should...

- Keep the current grant deadline schedule and grant amounts "as is."
- Offer fewer grant deadlines with higher funding limits for each grant.
- Support a grant program specifically for artists with disabilities.
- Use some of the funding currently used in grant programs to fund more free professional development workshops
- Invest in paid advertising on radio and in print media for greater promotional coverage of grant programs and services.
- Other

Comment:

500 characters left.

10. How much do you think that Region 2 Arts Council encourages participation in the arts by people of all...

	Not At All	Somewhat	Very Much
Ages	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Races/Ethnicities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Abilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Socio-economic Statuses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Geographic Locations within the Region	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

500 characters left.

11. How can we better support grant applicants in the online application process?

1000 characters left.

12. Do you agree with the following?

	Do Not Agree	Neutral/Don't Know	Agree	Strongly Agree
Region 2 Arts Council awards grants with fairness to all applicants.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Region 2 Arts Council meetings and grant reviews are open and available to the public.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Region 2 Arts Council is a good steward of its public funds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Region 2 Arts Council grants provide financial resources to help the arts thrive in our region.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I would feel comfortable making a suggestion or offering a critique to Region 2 Arts Council staff, board, or council members.

I would contact the Region 2 Arts Council for assistance with a grant application.

Region 2 Arts Council's online grant applications are easily accessible and user friendly.

Finish

Region 2 Arts Council
PROJECTED BUDGET: Fiscal year 2018

		<u>General Fund</u> <u>2018 State</u>	<u>Arts &</u> <u>Arts Access</u> <u>2018 State</u>	<u>Arts</u> <u>Education</u> <u>2018 State</u>	<u>Arts & Cult</u> <u>Heritage</u> <u>2018 State</u>	<u>McKnight</u> <u>Foundation</u>	<u>Other</u> <u>Funds</u>	<u>2018 Total</u>
REVENUE								
1	State of Minnesota: Appropriations for 2018	\$82,730	\$230,453	\$45,812	\$15,920			\$374,915
2	State of Minnesota: Carryforward from 2017							\$0
3	McKnight Foundation					\$60,000		\$60,000
4	Other Income		\$8,992	\$2,357	\$0	\$1,606		\$12,955
5	Interest						\$2,879	\$2,879
6	TOTAL REVENUE	\$82,730	\$239,445	\$48,169	\$15,920	\$61,606	\$2,879	\$450,749
EXPENSES								
Programs and Services								
7	Grant Programs and Services							
a	Community Arts Support Grants	10,000	31,560	6,280	2,160			\$50,000
b	Arts Access Grants		88,399					\$88,399
c	Arts Access for Small Towns		18,000					\$18,000
d	Arts Learning Grant			17,493				\$17,493
e	Young Artist Grant	24,675		4,200				\$28,875
f	Culture in the Arts Grants				6,818			\$6,818
g	Artist Fellowship Grants					12,000		\$12,000
h	Individual Artist Grants					19,885		\$19,885
i	Anishinaabe Art Initiative Grants					7,000		\$7,000
j	Anishinaabe Art Initiative Fellowship					5,000		\$5,000
8	Grant Programs and Services, Operations and Support	20,685	45,448	8,579	2,503	5,880		\$83,095
9	Subtotal Grant Programs and Services	\$55,360	\$183,407	\$36,552	\$11,481	\$49,765	\$0	\$336,565
10	Nongrant Programs and Services							
a	Professional Development	\$3,755	\$1,646	\$328	\$112	\$2,175		\$8,016
b	Arts Promotion/Website/Techn. Assist/Newsletter	\$15,051	\$25,068	\$1,736	\$3,472	\$3,861		\$49,188
11	Nongrant Programs and Services, Operations and Support	\$2,246	\$19,404	\$7,393	\$306	\$568		\$29,917
12	Subtotal Nongrant Programs and Services	\$21,052	\$46,118	\$9,457	\$3,890	\$6,604	\$0	\$87,121
13	Total Programs and Services	\$76,412	\$229,525	\$46,009	\$15,370	\$56,369	\$0	\$423,685
14	Fundraising					\$1,200		\$1,200
15	General administration	\$6,318	\$9,920	\$2,160	\$550	\$4,037	\$2,879	\$25,864
16	TOTAL EXPENSES	\$82,730	\$239,445	\$48,169	\$15,920	\$61,606	\$2,879	\$450,749
17	Carry Forward (indicated as "other" in line 4).	\$0	\$8,992	\$2,357	\$0	\$1,606		\$12,995

Region 2 Arts Council
 PROJECTED BUDGET: Fiscal year 2019

	General Fund 2019 State	Arts & Arts Access 2019 State	Arts Education 2019 State	Arts & Cult Heritage 2019 State	McKnight Foundation	Other Funds	2019 Total
REVENUE							
1	State of Minnesota: Appropriations for 2019	\$82,730	\$284,879	\$51,337	\$17,100		\$436,046
2	State of Minnesota: Carryforward from 2018						\$0
3	McKnight Foundation				\$60,000		\$60,000
4	Other Income						\$0
5	Interest					\$1,500	\$1,500
6	TOTAL REVENUE	\$82,730	\$284,879	\$51,337	\$17,100	\$60,000	\$497,546
EXPENSES							
Programs and Services							
7	Grant Programs and Services						
a	Community Arts Support Grants	10,000	32,252	5,812	1,936		\$50,000
b	Arts Access Grants		132,770				\$132,770
c	Arts Access for Small Towns		18,000				\$18,000
d	Arts Learning Grant			22,580			\$22,580
e	Young Artist Grant	23,780		4,200			\$27,980
f	Culture in the Arts Grants				8,913		\$8,913
g	Artist Fellowship Grants					12,000	\$12,000
h	Individual Artist Grants					18,000	\$18,000
i	Anishinaabe Art Initiative Grants					6,000	\$6,000
j	Anishinaabe Art Initiative Fellowship					5,000	\$5,000
8	Grant Programs and Services, Operations and Support	20,356	44,094	7,701	2,180	5,830	\$80,161
9	Subtotal Grant Programs and Services	\$54,136	\$227,116	\$40,293	\$13,029	\$46,830	\$0
10	Nongrant Programs and Services						
a	Professional Development	\$3,710	\$5,006	\$921	\$307	\$2,148	\$12,092
b	Arts Promotion/Website/Techn. Assist/Newsletter	\$15,362	\$24,227	\$1,553	\$3,010	\$4,529	\$48,681
11	Nongrant Programs and Services, Operations and Support	\$2,365	\$18,791	\$6,612	\$267	\$666	\$28,701
12	Subtotal Nongrant Programs and Services	\$21,437	\$48,024	\$9,086	\$3,584	\$7,343	\$0
13	Total Programs and Services	\$75,573	\$275,140	\$49,379	\$16,613	\$54,173	\$0
14	Fundraising					\$1,200	\$1,200
15	General administration	\$7,157	\$9,739	\$1,958	\$487	\$4,627	\$1,500
16	TOTAL EXPENSES	\$82,730	\$284,879	\$51,337	\$17,100	\$60,000	\$1,500
17	SURPLUS/CARRYFORWARD or DEFICIT	\$0	\$0	\$0	\$0	\$0	\$0

- Line 6 Is the sum of lines 1 through 5
- Line 7 Add as many subitems as necessary to clearly indicate all grant programs and services costs
- Line 9 Total of all lines under line 7, plus line 8
- Line 10 Change the subitem names, and/or add as many subitems as necessary to clearly indicate all nongrant programs and services costs
- Line 12 Total of all lines under line 10, plus line 11
- Line 13 Add line 9 and line 12
- Line 16 Add lines 13, 14, and 15
- Line 17 Line 6 minus line 16

EXECUTIVE DIRECTOR

Position Description

Leadership Skills

- Resourceful in the development of creative ideas
- Responsive to growth opportunities in the arts
- Insightful and experienced in management and planning
- Aware of the role of the arts in community building
- Communicative and able to cultivate and maintain relationships with regional artists, non-profit, and arts organizations
- Able to maintain impartiality, confidentiality and discretion
- Able to maintain good rapport with people of diverse backgrounds, ages, and value systems
- Sensitive to cultural, political, social and economic issues of north central Minnesota
- Able to maintain financial accountability
- Supportive of and responsive to the Board of Directors, AAI Council, and Staff

Staff and Office Administration

- Maintain a work environment supportive of a team-based approach
- Communicate openly with Staff and consultants
- Conduct and participate in Staff evaluations
- Seek professional development opportunities for all Staff
- Devise staff meetings to respond to issues and tasks in a strategic, effective, and timely manner
- Ensure ADA compliance in R2AC office and services
- Ensure Staff compliance with R2AC Staff Policies
- Recruit, hire and support R2AC consultants and Staff as needed
- Prepare and negotiate contracts for consultants, new hires, and other services
- Consult with staff to update and maintain office equipment, computers and software as needed

Board Management

- Work closely with Executive Committee and Board to carry out Region 2 Arts Council Mission and Goals
- Inform Board of state and local developments pertaining to or affecting R2AC
- Prepare and present Board agendas and materials for Board meetings
- Provide programmatic and operations insight during Board meetings
- Serve on Staff/Board committees as needed
- Design effective biennial planning meeting activities
- Ensure Board compliance with all R2AC policies

Board Development

- Engage in ongoing recruitment efforts for current and future Board openings
- Work with Nominating Committee to ensure recruitment procedures are followed
- Work with the Board to ensure full membership in each county
- Plan Board retreats in fiscal years when there are four or more incoming Board members
- Provide orientation to incoming Board members
- Provide educational opportunities for the Board
- Update R2AC Board manual annually

Anishinaabe Arts Initiative (AAI) Council Management and Development

- Provide guidance to AAI Council for compliance and consistency with program and grant reviews; prepare AAI budget, attend grant reviews
- Engage in ongoing recruitment efforts for AAI Council members
- Provide orientation to incoming AAI Council members
- Establish and maintain relationships with native artists in the nine AAI counties

Financial Management

- Track monthly spending
- Generate monthly financial reports
- Maintain a system of fiscal checks and balances through consultations and task sharing with the auditor, accountant, Board treasurer, R2AC Staff, and R2AC Board
- Be responsible for R2AC financial reporting
- Ensure timely submission of monthly and quarterly payroll taxes, Charitable Organization Report and 990 Tax form.
- Renew Minnesota nonprofit corporation status annually
- Retain auditor for annual audit of R2AC
- Prepare annual audit
- Enter financial information annually to the Cultural Data Project
- Develop annual and biennial budget
- Seek out new sources of funding as directed by Board

Artist Mentor (AM) Grant Program Development and Management

- Oversee the Artist Mentor program or its grant/scholarship equivalent
- Serve on Board committees regarding AM grant program improvement
- Develop and facilitate AM grant program workshops at Region 2 high schools
- Establish interest in mentoring among established artists
- Support the creation and improvement of AM grant paperwork including agreements, study plans, final reports, background check results
- Maintain communication with artist mentors, student mentees, parents, and guardians
- Communicate AM grant program to the Board

Professional Development Program Management

- Manage professional development workshop budget
- Design annual plan for professional development workshops based on current trends, R2AC and ACH goals, and 5-County Needs Assessment results
- Assess presenters for suitability
- Negotiate contracts with presenters
- Maintain communications with presenters
- Secure workshop venues
- Host workshops: providing refreshments, light meals, set up and break down
- Process Evaluations and share with presenters

Grant Management Support

- Assist applicants during the grant application process
- Consult with individual artists, schools, community organizers, groups, and non-profits on arts project plans
- Customize, coordinate, and conduct grant writing workshops for R2AC grant programs
- Participate in annual revisions in all grants
- Support Grant Manager in ensuring timely release of submitted grants to review panels

- Ensure grant review panels are staffed with Board members, Approved Delegates, community panel members, and AAI Council members
- Support adherence to grant review criteria during review panel discussions
- Discuss Board decisions and comments with applicants

Proposals and Reporting

- Prepare and submit proposals and final reports to the McKnight Foundation as required
- Prepare and submit proposals and reports to Minnesota State Arts Board as directed by the annual MSAB Fiscal Agent Agreement

Community Presence

- Represent R2AC at arts events in the five counties of Region 2
- Provide a presence at area tribal colleges, community centers, and events that include Native artists
- Serve as liaison between R2AC and groups whose programs or services affect or include R2AC programming
- Serve on community art committees

Arts Advocacy

- Advocate on behalf of the arts on the local and state level
- Assist as requested with lobbying efforts for the Minnesota arts community
- Conduct surveys for statewide projects as needed

Forum of Regional Arts Councils of Minnesota Participation

- Plan and implement statewide arts projects with the other RACs
- Work with our state partners, MSAB, the McKnight Foundation and MCA
- Participate as an active member in the statewide Forum of Regional Arts Councils
- Adhere to the practices as presented in the FRACM Policy Manual
- Serve on FRACM committees



GRANTS MANAGER

Position Description

SKILLS

- Experience assessing community needs to conceptualize, develop, and implement grant programs that provide growth opportunities to artists, arts organizations, local and tribal government offices, schools, nonprofit organizations, arts & cultural heritage groups, and other community members.
- Experience overseeing fiduciary responsibility of grants funds by tracking awards, scheduling payments, writing checks and processing receipts.
- Experience reporting in a data-driven environment using statistical analysis, graphical representations of numerical information, technical presentations and written reports.
- Experience public speaking, teaching, training individuals and groups, and creating presentations.
- Ability to craft and maintain a consistent online grants experience as a user interface designer and ensure organizational brand integrity as a graphic designer.
- Skilled in the following software: Foundant GLM, Filemaker Pro 12, Quickbooks 2015, Microsoft Office Suite, Adobe Acrobat Pro, Wordpress, Photoshop, Constant Contact, Facebook & Twitter.
- Ability to think and solve problems creatively and to work collaboratively.
- Ability to build relationships with constituents of all ages, cultures, and socioeconomic backgrounds.
- Ability to supervise staff or consultants and implement effective workflow processes.
- Ability to work independently and prioritize tight deadlines and heavy workloads.
- Excellent oral and written communication skills.
- Meticulous attention to detail.

RESPONSIBILITIES

Grants Management

Grants Programs

- Ensure an accurate, timely, efficient and transparent process for the entire grant life cycle, from proposal to close. This entails pre-award management, tracking payments, reviewing or producing relevant reports, monitoring and post-award management.
- Oversee and act as expert for all aspects of R2AC's grant making process including all grant administration policies, systems, and documentation to ensure compliance, incorporate best practices, and ensure excellent controls.
- Review grants programs and policies annually, analyzing accessibility, clarity of language and intent, usability, compliance with funder requirements, and community needs/requests in conjunction with the executive director, and make recommendations for changes to the board.
- Assist Executive Director to seek new funding for our organization, generate proposals for new programs, research potential funders and opportunities, plan fund-raising activities, and write grants.
- Plan and coordinate all aspects of the R2AC online grant system for both applicants and reviewers through the Foundant GLM interface.
- Design and implement online forms, including applications, scoring criteria and rubrics, evaluation/review forms, grant agreements/contracts, final/interim reports and all correspondence within the R2AC online grant system.

- Write, edit, and maintain grant policies and instructions.
- Provide training materials and present grant writing workshops to assist applicants in being comfortable and confident with the online grants process.
- Meet or correspond with applicants to go over grant ideas, answer grant-related questions and provide grant information both on our grants programs and other potential funding opportunities.
- Provide all technical support and training for R2AC online grants system.
- Review all submitted grant applications for eligibility and accuracy.
- Discuss board or review panel decisions and comments with applicants.
- Review all final reports and receipts for accuracy, compliance, and completeness.

Data & Tracking

- Manage existing grants by: tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; confirm each project or program is meeting proposal conditions and expectations.
- Collect “Needs Assessments” from grant applications, workshop evaluations, surveys, and conversations with constituents, analyze trends, and make recommendations to the board at the biennial planning meeting.
- Prepare and send data (spreadsheet) on Legacy funded grants in a quarterly report to Minnesota State Arts Board for use on the Legislative Coordinating Commission website.
- Prepare and send annual report data (spreadsheet) to MSAB on all grant programs and help Executive Director compile data for annual written reports to MSAB and the McKnight Foundation.
- Compile an annual grants summary for the Executive Director and R2AC board and supply data for any other statistics needed in the format specified, such as for Minnesota Citizen’s for the Arts’ Advocacy Day or for board meetings when the board has made a specific request for information.
- Coordinate the transfer of R2AC grants data from Foundant GLM and/or Filemaker Pro databases.
- Revise or redesign grants database to accommodate new data streams and create customized reports.
- Maintain system for paying grantees one month prior to project start date on calendar.
- Maintain system for keeping track of deadlines for grantee Final Reports. Keep a list of those who are no longer eligible for grants due to past due final reports.
- Field all database queries and provide grants data for public access and auditing purposes.
- Enter data as needed, routinely check for errors, and maintain the integrity of all grants information.
- Thin paper grants files annually until such time as grant files are digital, maintain current digital files.

Grant Review Panels/Business Meetings

- Coordinate online access to grant applications by R2AC board members, Anishinaabe Arts initiative Council members, delegates, and community panel members.
- Mail grants packets to AAI Council and coordinate viewing of art samples.
- Prepare agenda, motions, and financial reports for meetings, in conjunction with executive director.
- Inform board of issues of interest or significance and to frame complex situations and present options.
- Attend grant panels to facilitate grants discussions, provide expertise, and troubleshoot tech issues.
- Participate in board committee work pertaining to the artistic quality and artistic merit grants criteria.
- Provide board orientation and maintain board documents online.

Information Technology

- Ensure the office has adequate internet access.
- Evaluate computer hardware and software needs.
- Install software or hardware as needed and back-up all office data.

- Manage email accounts, update spam filter, and maintain email address book.
- Oversee website maintenance/updates and continually improve and expand the online user experience.
- Fix service or equipment failures or coordinate appropriate repair through vendor or consultant.

Program Promotion

- Create PSAs to send to regional media to promote grant deadlines, announce grant awards, solicit new board members and advertise workshops and other R2AC events.
- Update R2AC brochure or other publications as needed and design website, e-newsletters, postcards, invitations/announcements, forms, surveys and other promotional materials.
- Oversee printing of postcards, brochures and business cards and prepare and process any bulk mailings.
- Plan and implement annual events such as Arts Advocacy Day, board retreat, or biennial planning meeting.

Office Management & Bookkeeping

- Assist Executive Director with budget development and monitoring and provide seasoned guidance on compliance issues as well as key financial and operational best practices.
- Provide budgetary planning and expense reporting to Executive Director, treasurer, and board.
- Work with the accountant and auditor to ensure fiscal health and regulatory compliance.
- Write checks for grant payments and bills and track monthly spending.
- Maintain check register and accounts payable files, and check against monthly bank statement.
- Provide accounts payable files and a checklist for Board Treasurer to review and initial.
- Track down payees monthly for any R2AC checks that have not been cashed.
- Provide accountant and auditor with grantee tax information such as W-9's, EINs, and 501(c)3 non-profit status letters.
- Gather grants information that the auditor needs for annual audit report.
- Track consultant expenses, check for liability insurance, and provide contracts for consultants and presenters.
- Maintain inventory of R2AC office supplies and make purchases annually or when deemed necessary.
- Develop and maintain office-filing systems, both paper and digital.
- Answer phones and greet constituents that visit the office in a friendly and helpful manner.

+ *Other duties as assigned*



Region 2 Arts Council Program Assistant

Position Summary:

Region 2 Arts Council's mission is to strengthen the presence of the arts by supporting opportunities for arts creation, promotion, and education for the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen Counties. The Program Assistant will work with the Executive Director and Grants Manager in implementing Region 2 Arts Council's grant programs and services. The Program Assistant will provide an additional presence in Region 2 Arts Council communities, and utilize the monthly e-newsletter, web site, arts calendar, e-mail design and distribution site, social networking tools and public service announcements to promote engagement with R2AC programs, strengthen relationships, and generate interest in the arts in north central Minnesota.

Qualifications or Requirements:

Must have an interest in and personal experience with the arts. Must possess excellent skills in communication including skills in listening, speaking, and writing; a desire to work with artists of various cultural backgrounds, ages, and artistic disciplines; proficiency with social media tools; attention to detail, a capacity for self-management while coordinating tasks with the Executive Director and Grants Manager. Must have a Bachelor's degree and basic computer/word processing skills.

Primary Duties and Responsibilities:

- Collaborate with R2AC staff on coordinating programs and services
- Create and distribute written communication including e-newsletters, public service announcements, web site posts, and flyers
- Utilize social networking tools to increase R2AC visibility, strengthen relationships, and generate involvement in arts programming
- Maintain online arts calendar
- Collaborate with the ED and Grants Manager to plan an annual complement of professional development workshops for regional artists and arts organizations
- Assist R2AC staff in providing grant writing support and workshops
- Assist Grants Manager in grant application processing as needed
- Contribute to the planning and preparation for monthly Region 2 Arts Council Board of Directors' meetings
- Complete other duties as assigned

Sandy Roman, CHAIR. Mahnomen County. Sandy holds an Associates Degree in Arts from Waldorf College in Forest City Iowa, a Bachelor of Science in Art Education from Moorhead State University, and a Master of Science in Curriculum and Instruction from Minnesota State University Moorhead. She taught in 3 public schools in her carrier as a teacher- in Belgrade, MN and Breckenridge Minnesota, and twenty-one years in the Mahnomen Public Schools as a secondary Art teacher. She was an active coach, but also designed sets for the school plays. She enjoys watercolor painting, wood carving, sculpture, and clay. She draws her inspiration from nature, whether pit firing pottery or seeking clay deposits in the forested areas near her home.

Joseph J. Allen, VICE CHAIR. Mahnomen County. Joseph is an artist who has studied film and video at Minneapolis Community College. He has taught art through artist residencies and is currently an adjunct professor at White Earth Tribal and Community College. He has won numerous awards for his photography, including a McKnight Photography Fellowship. His work has been in multiple exhibitions, published in books, and is in permanent collections throughout the Midwest. He has also won awards for his Community Leadership from the Blandin Foundation, Intermedia Arts and the First People's Fund.

Janey Merschman, TREASURER, Clearwater County. Janey is a retired teacher, having received her undergraduate degree in Elementary Education and her Masters in Education from Bemidji State University. She has been active in theater, both as a participant and a director. She founded the Jr. High Drama club at Bagley High School and directed that for 10 years. She enjoys many crafts, has participated on many boards- the local parish, the Farmer's Publishing Company, and Bagley Education Association.

Jill A. Johnson, SECRETARY. Hubbard County. Jill is the author of *Little Minnesota*, a book about Minnesota's smallest towns and *Little Minnesota in World War II*, the story of the men who died in a war to defeat Hitler, Mussolini, and Emperor Hirohito. She is a retired physical therapist. She and her husband Deane Johnson founded Beagle Books, a bookstore in Park Rapids, in Minnesota in 2001.

Natalie Grosfield, Beltrami County. Natalie is currently the regional office coordinator for Minnesota Public Radio. She is on the Paul Bunyan Playhouse Board and the Bemidji youth hockey board and is active in Bemidji youth baseball. She also has a background in music and theater and is a special contributor to the Bemidji Pioneer.

Laura Grisamore, Hubbard County. Laura is a graduate of the University of Iowa, with a degree in Journalism and Mass Communications. She is a professional photographer, and the owner and operator of Lauralee Photography Studio and Gallery in Park Rapids. She is currently on the Board of Directors for the Nemeth Art Center.

Susan Olin, Beltrami County. Susan received her M.A. and Ph.D in English from the University of Chicago, and she graduated cum laude with a B.A. in History from Carleton College. Not only is Susan a harpist, she is the Assistant Manager at Lake Bemidji State Park, serves as the treasurer for the Bemidji Bogs 'n' Logs chapter of the Minnesota Master Naturalists, and is a member of the Bemidji Affiliate of the American Swedish Institute and the Headwaters Basket Guild.

Laura Dropps, Clearwater County. Laura received her B.A. in Visual Arts and a minor in Mathematics from Bemidji State University. She is currently self-employed with Up North Kenneling alternative. Additionally, she is a webpage consultant. She annually plays a role in the organization of Art in the Park in Bagley, Minnesota.

Joanne Kellner. Lake of the Woods County. Joanne was the project manager for the Baudette Depot railroad transportation and history exhibits, which was a multi-year project concluding in 2015. She was the treasurer, grant writer, and project manager of the Depot Preservation Alliance, turning an abandoned train depot into an arts and history center for the town of Baudette and the tourists who visit year-round. She has worked closely with the Northwest MN Regional Sustainable Development Partnership, and served an earlier term on

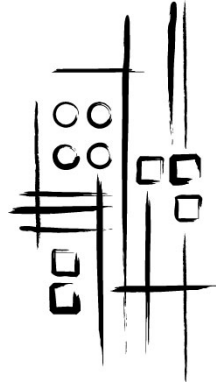
the Region 2 Arts Council. A retired school teacher, Joanne still finds herself working closely with children, as an emerging puppeteer and storyteller.

Corryn Trask. Lake of the Woods County. Corryn received her Bachelor of Science degree in Biology from Bemidji State University. She is currently the Resource Technician at Lake of the Woods Soil and Water Conservation District, as well as a Smokechaser, performing as a wildland fire suppression crew member. She serves on the school board for Lake of the Woods County, and she is musician with the Borderland Community Orchestra in Baudette.

Executive Director: Laura Seter has been at Region 2 Arts Council since January 2011, bringing her love of artistic expression, community engagement, teaching, and the written word to her position. Laura holds a Master of Arts in Teaching degree from the School for International Training in Brattleboro, Vermont and a Bachelor of Science degree in teaching German from the University of Wisconsin-Madison. She taught English as a Second Language in a private high school in Massachusetts for 15 years, and was an immersion language strategies instructor through the Concordia Language Villages. Most recently Laura was an adjunct professor of Speech and Interpersonal Communications at Bemidji State University.

Grants Manager: Holly Alcott has worked with the Region 2 Arts Council since 2010. Before joining the Arts Council Holly worked as an executive assistant for Concordia Language Villages. She also worked in Denver, Colorado for a decade as a graphic designer, and as an art teacher for K-12 students in the decade before that. She holds a Masters of Arts In Interdisciplinary Studies – Women Studies, Fine Art and Graphic Design – from Oregon State University and a Bachelor of Arts in Painting and Drawing from Wells College in Aurora, NY. Holly paints lively and colorful figures, draws comics, writes for two blogs and occasionally acts in local theater productions.

Program Assistant: Alice Blessing has worked with the Region 2 Arts Council since August 2016. She engineers the professional development program for our constituents, including information sessions, workshops, and special events. Alice is a painter who lives in Bemidji, and has been painting portraits for 14 years. She was an Associate Adjunct Professor in Painting and Color Theory at Bemidji State University in 2013, and has displayed her paintings in galleries all around the region, as well as in greater Minnesota and Miami, Florida.



REGION 2
ARTS
COUNCIL

For Public Release: Thank you for sharing in any and all media outlets.

Region 2 Arts Council Invites Public Feedback

Corner Studio at Rail River Folk School
303 Railroad Street SW
Bemidji, MN

May 11, 2017
5:30 - 7:00 pm

Join Executive Director Laura Seter for a presentation of Region 2 Arts Council's Biennial Plan for fiscal years 18 -19. Attendees will see the ways in which the needs assessment results compiled from the past two years have been embedded in a new set of goals, strategies, and outcomes for the coming two years. Revised grants and grant deadlines will also be shared during this meeting. The public is invited and encouraged to attend. Feedback on the Biennial Plan is welcome.

Contact Region 2 Arts Council by email at laura@r2arts.org or call (218) 751-5447 for more information.

BYLAWS OF THE REGION 2 ARTS COUNCIL

ARTICLE I – NAME AND PURPOSE

Section 1.01. *Name:* The name of the organization shall be Region 2 Arts Council. It shall be a nonprofit organization incorporated under the laws of the State of Minnesota.

Section 1.02. *Purpose:* Region 2 Arts Council (R2AC) is organized exclusively for charitable and educational purposes in compliance with section 501 (c) (3) of the Internal Revenue Code, more specifically to encourage arts development in Region 2 by increasing information about and enhancing accessibility to the arts; to provide a line of communications between local, county, state and national arts organizations; and to inform appropriate existing voluntary, governmental and private agencies of needs for programs, facilities and/or resources within their area of authority and responsibility and to cooperate with these agencies in fulfilling such needs.

Section 1.03. *Area Served:* Region 2 consists of Beltrami, Clearwater, Hubbard, Lake of the Woods and Mahnommen counties.

ARTICLE II – MEMBERSHIP

Section 2.01. *Membership:* R2AC is not a membership organization; the only members shall be the Board of Directors. The property, business, and affairs of R2AC shall be managed by or under the direction of the Board of Directors of R2AC.

ARTICLE III – GENERAL

Section 3.01. *Work of R2AC:* The Region 2 Arts Council shall distribute grants to fund arts programs in Region 2 and in addition to other activities, shall carry out assessments and develop programs and services to meet the artistic needs of the region.

Section 3.02. *Biennial Plan:* Every two years, each odd-numbered year, Board members shall attend a planning session to develop a Biennial Plan. R2AC shall follow the schedule, standards, and plan format for the Biennial Plan required by the state legislature in order to receive its allocation of block grant funds. This Biennial Plan shall be submitted to the Minnesota State Arts Board (MSAB) and the Legislative Library in accordance with the RAC/MSAB Fiscal Agent Agreement and shall follow the guidelines presented in the Regional Arts Council Forum Policy Manual. R2AC shall submit amended spending and work plans for the second year of the biennium to the MSAB as stipulated in the RAC/MSAB Fiscal Agent Agreement.

Section 3.03. *Fiscal Year:* 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.

ARTICLE IV – BOARD OF DIRECTORS

Section 4.01. *General Powers:* The Board of Directors shall be vested with the general management, conduct, and control of the business and affairs of R2AC, and shall exercise all the powers and do all things that may be exercised and done by R2AC under the Statutes of Minnesota, the Articles of Incorporation, and the Bylaws.

Section 4.02. *Power to Hire and Discharge:* The Board of Directors shall have the power to hire and discharge R2AC staff as is decided necessary to the functioning of the Corporation. The guidelines specified in the R2AC Personnel Policy Manual shall be followed.

Section 4.03. *Housing and Properties Procurement:* The Board of Directors 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 the 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.

Section 4.04. *Number and Qualifications:* The Region 2 Arts Council Board of Directors shall consist of two members selected by the board from the residents of each county. Board membership shall be composed of citizens who have demonstrated interest, have expertise or experience in or with the arts.

Section 4.05. *Nominations:* Current R2AC policy pertaining to the nominating process shall be adhered to. An open nomination process shall be used and shall involve publication of the membership vacancies in regional news media to inform the public.

Section 4.06. *Election and Terms of Service:* Board member elections shall be held at each Annual Meeting. The term of office for R2AC Board members shall be two years with approximately one-half of the member's terms expiring at each annual meeting. No member shall serve more than two consecutive terms, but more than two terms may be served with a lapse of one term between such services.

Section 4.07. *Vacancy:* A vacancy in Board membership shall be filled by the Board 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 term of future service.

Section 4.08. *Voting Authority:* Each Board member shall have a single vote on any issue. A designated delegate may vote when taking the place of a regular member.

Section 4.09. *Designated Delegates:* Delegates shall consist of former Board members. It shall be the responsibility of the member to contact their delegate for any meeting that the regular member cannot attend. The designated delegate may convey the views of the regular member to the Board for their consideration and has authority to vote on all agenda items.

Section 4.10. *Ad Hoc Panel Member:* Ad hoc panel members are former Board members, Anishinaabe Arts Initiative council members or community members with Minnesota State Arts Board panel experience that are appointed to a particular grant round for one session. Ad hoc panel members participate in the grant round meeting for those applications which they served as a reviewer. They do not participate in the discussion and scoring of any grant application for which they were not a reviewer. Ad hoc reviewers are recruited when the number of grant applications received is greater than what the member panel can efficiently handle or when particular expertise is needed for application review.

Section 4.11. *Removal and Resignation:* Failure of a Board member to attend three scheduled meetings in the course of a one year period shall constitute reason for removal from the Board. The presence of a delegate at the scheduled meetings does not fulfill compliance to this requirement. A written resignation to the Chairperson of the Board or Board action as a result of failure to attend shall terminate a member's service.

ARTICLE V – OFFICERS AND STAFF

Section 5.01. *Number and Qualifications:* The officers of R2AC shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, and Executive Director. Except for the Executive Director, all officers shall be members of the Board.

Section 5.02. *Election and Term of Office:* Election of officers shall be held annually in accordance with R2AC 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 office during a term shall be filled as soon as possible by the Board for the expired portion of the term.

Section 5.03. *Duties of Officers and Staff*

a. The Chair shall preside at all meetings and shall be charged with handling such meetings in as efficient and effective a manner as is in the best interests of the Board and its purposes. The Chairperson shall use Robert's Rules of Order as a guideline for properly conducting meetings. The Chairperson shall perform all other such duties as are incident to the office of Chairperson or are properly required by the Board of Directors.

b. The Vice-Chair shall assist the Chair in such matters as the Chair and/or the Board may request and shall perform the duties of the Chair in the absence or in the case of the temporary disability of the Chair.

c. The Treasurer shall make a report at each Board meeting, shall ensure the keeping of records of expenses and receipts of operating funds and of special projects, shall review the yearly audit and report results to the Board. In the absence or disability of the Executive Director, the Treasurer shall perform the financial operations required to carry on the mission of R2AC as directed by the Board. With the approval of the Board, the Treasurer may delegate duties of their office to the Executive Director.

d. The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to all Board members, and assuring that corporate records are maintained. With the approval of the Board, the Secretary may delegate duties of their office to the Executive Director.

e. The Executive Director shall be the chief staff person for R2AC and shall serve as its Chief Executive Officer. The Executive Director shall attend all meetings of the Board of Directors, but shall not be a voting member. The Executive Director shall be charged with the general management and supervision of the business and financial affairs, and offices of R2AC.

The Executive Director shall also be responsible for hiring, discharging, and supervising any and all employees on staff, but the Board of Directors shall determine all compensation for said employees and approve the establishment of any staff positions not previously approved by the Board. The Board shall select and may remove the Executive Director, shall establish the compensation for the Executive Director, and shall determine all other terms of office and working conditions for the Executive Director.

The Executive Director shall prepare an annual budget for adoption by the Board of Directors, be responsible for the general direction of the budget, and is authorized to commit R2AC to indebtedness for expenses related directly to the budget as approved by the Board of Directors.

ARTICLE VI - COMMITTEES

Section 6.01. *Executive Committee:* The Executive Committee shall be comprised of the elected officers of R2AC and shall have full power of management of the business of the Corporation during the interval between meetings of the Board. The Executive Committee shall be empowered to authorize expenditures of amounts up to \$500 by a unanimous vote. Executive Committee votes may be polled by telephone or electronic communication.

Section 6.02. *Nominating Committee:* The Nominating Committee shall be established by the Board Chair according to R2AC policies and shall consist of two members of the Board of Directors. The members shall serve one year terms. The Nominating Committee shall have the duty of presenting recommended candidates for R2AC Officers and any Board vacancies in the spring before the end of the fiscal year.

Section 6.03. *Financial Committee:* The Financial Committee shall consist of the Treasurer, the Board Chair and the Executive Director. The Financial Committee shall be responsible for reviewing fiscal procedures, fundraising plans, audits and the annual budget.

Section 6.04. *Other Committees:* The Board of Directors may create other committees as necessary to carry on the program and policies of R2AC. Members of standing committees shall be appointed by the Chairperson of the Council in consultation with the members.

ARTICLE VII – MEETINGS

Section 7.01. *Notice of meetings:* Notice shall be given in the spirit of the Minnesota Open Meeting Law. Notice of a meeting shall be delivered by electronic communication to Board members, unless a member does not have that capability, in which case the notice shall be mailed to that member, addressed to his or her residence or usual place of business at least ten days before the day on which the meeting is to be held. However, notice need not be given if the date, time and place of the meeting were announced at a previous Board meeting. The notice shall state the time, place and manner of the meeting, but need not state the purposes thereof. To the extent practicable, notices of meetings shall be posted on the R2AC website if such a website is maintained.

Section 7.02. *Minutes:* Complete and accurate minutes of each meeting shall be maintained. Copies shall be provided in connection with notification of subsequent meetings to each member.

Section 7.03. *Special meetings:* Special meetings of the Board may be called by the Executive Committee to be held at a time and place as the Board may determine. One meeting each year shall be designated as the Annual Meeting.

Section 7.04. *Quorum:* Except as otherwise provided by statute or by these bylaws, a majority of the Board members currently holding office shall be required to constitute a quorum for the transaction of business at any meeting. The act of a majority of the members present at any duly held meeting at which a quorum is present shall be the act of the Board.

In the absence of a quorum, a majority of the members present may adjourn a meeting until a quorum is present. Notice of any adjourned meeting need not be given, other than by announcement at the meeting at which adjournment is taken.

If a quorum is present when a duly called or held meeting is convened, the members present may continue to transact business until adjournment, even though the withdrawal of members originally present leaves less than the number otherwise required for a quorum; provided, however, that the affirmative vote of a majority of the required quorum is required to take any action other than adjournment.

Section 7.05. *Conflicts of Interest.* Except as permitted by law, with respect to any contract or other transaction between R2AC and any member (or an organization in which a member is a director, member, officer or legal representative or has a material financial interest): (a) the material facts as to such contract or transaction and as to the person's interest must be fully disclosed or known to the Board prior to approval of such contract or transaction; (b) such approval shall require the affirmative vote of a majority of the members, not counting any vote that the interested member otherwise might have; and (c) an interested member shall not be counted in determining the presence of a quorum for that item of business. The Board shall have a conflict of interest policy that further defines this issue, and each member shall each year execute a conflict of interest statement.

Section 7.06. *Action without meeting:* An action required or permitted to be taken at a meeting of the members may be taken without a meeting by written action signed, or consented to by authenticated electronic communication, by all of the members entitled to vote on that action. The written action shall be effective when it has been signed, or consented to by authenticated electronic communication, by a majority of those members, unless a different effective time is provided in the written action.

ARTICLE VIII – FISCAL RESPONSIBILITY

Section 8.01. *Audit Review:* R2AC staff shall annually have prepared an audit by a public accounting firm. The Financial Committee shall review the audit and monitor the work of the outside auditor. The results of any audit shall be reported to the Board as soon as practicable.

Section 8.02. *Budgets:* The Board must approve the budget and all expenditures must be within budget. Changes or variances in the budget must be approved by the Board or the Executive Committee.

Section 8.03. *Reports:* Annual reports are required to be submitted to the Board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, Board members, and the public.

ARTICLE IX – INDEMNIFICATION AND REIMBURSEMENT

Section 9.01. *Indemnification:* Board members shall perform their duties in accordance with the standards set within Minnesota Statutes, Chapter 317 A, Section 251. R2AC shall indemnify and hold harmless members who meet that obligation, and R2AC may procure insurance for that and other related purposes.

Section 9.02. *Reimbursement:* R2AC may reimburse Board member, designated delegate, or employees for such reasonable expenses incurred in the performance of their duties to the extent permitted by applicable law and as determined by R2AC policy.

ARTICLE X - AMENDMENTS

Section 10.01. *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 XI – RATIFICATION

Section 11.01. *Ratification:* These bylaws shall be ratified by the Region 2 Arts Council after being accepted by two-thirds of the Board members present and voting.

Duties of the Nominating Committee

The Nominating committee will be established by the R2AC Board Chair through a board vote. The term for Nominating Committee members is July 1 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 Chair will appoint two board members.

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

1. The names of four recommended candidates for the four R2AC board offices.
2. The names of recommended candidates for any Board vacancies.

Board Member Nominating Process

The Executive Director will identify board vacancies in the upcoming fiscal year and notify the Nominating Committee before they meet in February.

For each board member who will have completed his or her first 2-year term the Nominating Committee will ask if he or she would like to serve a second 2-year term. If the board member has served two consecutive 2-year terms, he or she is not eligible to serve a third consecutive term.

The Nominating Committee will advise the R2AC Executive Director of the names of those counties that will have 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 the Nominating Committee.

The Nominating Committee will meet to review the applications given to them by the Executive Director. The committee will decide which candidates will be recommended for board membership. The committee will present these recommendations to the R2AC Board for a vote at the next 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 approved designates about the applicants.

The Nominating Committee will also use the following established guidelines during the review process:

- R2AC board members should represent diverse interests and expertise in the arts. Representation should include people interested in visual arts, literary arts, theater, music, film, dance, craft, or multimedia.
- R2AC may also seek members with expertise in arts administration, art education, law and accounting.
- R2AC shall not discriminate on the basis of sex, race, age, physical disabilities, or religious beliefs.
- R2AC shall aim for a balance in the number of men and women on the board.

The Nominating Committee will be available to discuss the responsibilities of board membership with potential applicants.

Board Officer Nominating Process

The Nominating Committee will determine which board offices will be vacant in the upcoming fiscal year and will contact each board officer who will be finishing his or her term to determine if he or she is willing to serve another term. An officer who has served two consecutive one-year terms is not eligible to serve a third consecutive term in that office.

If it is determined that there will be office vacancies the Nominating Committee will ask each current board member if he or she is willing to serve as an officer in the upcoming fiscal year.

The Nominating Committee will recommend one candidate for each of the four officer positions of Chair, Vice Chair, Secretary and Treasurer. The committee will present this slate of four candidates to the R2AC Board for a vote at the R2AC April board meeting.



Grant Writing Support Policies

- R2AC staff offer grant application workshops in each county designed to assist applicants in the grant writing process and online grant submission.
- Applicants may request one-on-one assistance from R2AC staff before submitting their grant applications.
- Online chat, email & phone assistance for grants will happen during staff available hours.
- Technical questions are handled as part of our software subscription during Foundant available hours.
- Applicants who would like staff to review an application that is in-progress must contact staff requesting a review. Staff will respond to requests for review made two weeks prior to the deadline date or earlier. Requests made after two weeks prior to the deadline date will be responded to as staff time allows.

Grant Submission Policy

- Only applications submitted in their complete form by the deadline time and date will be considered eligible and sent to the grant review panel.
- Staff will review all applications that have been submitted by the deadline date for eligibility. No additional materials will be solicited or accepted after the deadline date.
- Applicants may not initiate communication with R2AC board members or panelists regarding a submitted application until the grants have been awarded, or the application will be ineligible for funding consideration.
- Board members or panelists may not solicit input from an applicant following the submission of a grant.
- Applicants may initiate conversations with R2AC staff regarding a submitted application at any time.
- Staff may initiate conversations with an applicant regarding a submitted application at any time.

Anishinaabe Arts Initiative Grant Submission Policy

- All online applications must be submitted in their complete form online.
- All paper applications must be submitted in their complete form either in-person at the R2AC office and accepted by a staff member by 5:00 p.m. on the deadline date, or mailed to the R2AC office with a postmark on or before the deadline date.
- Incomplete applications, late applications, emailed or faxed applications, or applications slipped under the R2AC office door will be marked ineligible.

Grant Panelist Policy

- Board members serve on R2AC grant review panels except for the Anishinaabe Arts Initiative Grant, which is awarded by the AAI Council.
- Members of the Anishinaabe Arts Initiative Council serve on the Anishinaabe Arts Initiative grant review panels and 2 Anishinaabe Arts Initiative Council members are invited to serve on each Arts and Cultural Heritage grant review.
- One current board member and two community panel members (preferably artists) comprise the Artist Mentor Grant review panel. A second board member who is an artist may be substituted for one of the community panel members if necessary.
- To ensure thorough preparation for a grant panel review, R2AC board members, AAI Council members, Approved Delegates, and Community Panel members will be trained in the use of the online grant system.

Approved Delegate

In the event of an unavoidable scheduling conflict, the board member who will be absent must contact a former R2AC board member from their county to act as a voting member in the business meeting and grant review panel.

Community Panel Member

A former board member from any county may be asked to serve on a grant review panel if a current R2AC board member will be absent and an Approved Delegate from that board member's county cannot be found to act as a replacement.

Region 2 artists or former board members may serve as Community Panel Members for an Artist Mentor Grant review.

If the R2AC board decides to split a grant review panel into two smaller panels because of the high volume of grant applications received, then a Community Panel Member will be asked to serve on each panel in addition to the board members.

Staff Reviews For Eligibility/Issues

- The R2AC staff reviews each grant to ensure eligibility before releasing it for review by the grant panel.
- The grant review panel, comprised of any combination of Board members, AAI Council members, Approved Delegates, and Community Panel members receive access to all eligible grant applications online at least two weeks prior to the grant review.
- Any Region 2 Arts Council Board member, AAI Council Member, Approved Delegate, or Community Panel Member with a conflict of interest relating to any grant application will declare a conflict with staff prior to review and sign a conflict of interest form.
- Staff will immediately inform all panelists of any declared conflict of interest.
- All panelists except the panelist with a conflict may discuss the eligible grants with one another prior to the grant review meeting.
- Panelists with a conflict of interest will leave the room during discussion of the grant with which they have a conflict and do not vote on that grant.

- Prior to and during the grant review meeting, R2AC staff will point out any inaccuracies found in the information provided in a grant application.

Grant Review Procedure

- The public is invited to grant review and business meetings; however, public commentary is neither allowed nor solicited during grant reviews. Requests to address the board or council must be made to the Executive Director prior to the board meeting.
- Panelists bring their laptops and any grant-related notes to the review panel.
- There must be a quorum for the grant review to be valid. Staff will ensure that the majority of the designated group (a number greater than half of the grant review panel's size) are in attendance. If a quorum cannot be reached, then the grant review will be rescheduled.
- Staff review the scoring criteria/rubric and review procedures with the grant review panel.
- Each application is discussed in detail based on the scoring criteria/rubric.
- Staff record grant panelist comments to be summarized and shared verbally with applicants upon request.
- A motion is made concerning the level of funding for each application immediately after it is discussed: Full, partial, or no funding. The motion is then voted on.

Full Funding: A motion of full funding is made when a grant application is complete and eligible for funding in the form in which it was submitted.

Partial Funding: A motion of partial funding may be made when a change in the budget is deemed necessary by the board. When a motion for partial funding is made, a revised budget amount must be specified.

No Funding: The Board reserves the right to make a motion of “no funding” on any project based on their perception of the applicant’s readiness to fulfill the grant requirements as presented in the grant application, or on the quality of the work samples submitted with the application.

- During the grant review panel, panelists use the online system to individually rate each grant based on the criteria and point system stated in the rubric. At that time, panelists may provide written comments or constructive criticism for the applicant about their application. The ratings are averaged and the grant applications are ranked from the highest to the lowest based on the ratings. Grant money is awarded, in order of highest to lowest grant ranking, until the money is depleted.

Grant Award Payments

Project Grants

Full payment of the award will be made to the grantee, or to the their fiscal sponsor, 30 calendar days prior to the start date of the project, as entered on the application; at the earliest, two weeks after the grant review. Grantees must have their Grant Agreement or Contract signed and approved by R2AC staff prior to payment. Applicants awarded partial funding will receive a Revised Budget form, which must be completed and

returned within 10 calendar days of receipt. Once the revised budget is approved, the grantee will receive a Grant Agreement or Contract to sign and return within 30 calendar days. Once received and approved by R2AC staff, full payment of the award will be made to the grantee, or to the their fiscal sponsor, 30 calendar days prior to the start date of the project, as entered on the application.

R2AC/McKnight Individual Artist and Anishinaabe Arts Initiative Grants

A check for 100% of the grant award will be sent to the grantee 30 days prior to the start date of the grantee's proposed project; at the earliest, two weeks after the grant review.

R2AC/McKnight Career Development Fellowship

The fellowship recipient will receive payment of the full grant award upon receipt of the signed contract and request for payment form.

Fellowship Meet the Artist Event

Each Fellowship recipient must develop and arrange a Meet the Artist event to be approved by the R2AC Board and fulfilled by the end of the fellowship. The fellowship recipient should include the location for the Meet the Artist event in the proposal. The event might be a public reading, workshop, exhibit, or performance.

Artist Mentor Grants for 8th – 12th grade students

Region 2 Arts Council will reimburse students for costs up to \$600. This may include workshop fees, transportation, student supplies and materials and instructor fees. Students may submit up to three receipts within the course of their mentorship for reimbursement.