Application

147119 - FY 2024-2025 Regional Arts Council Documents
147772 - FY 2024-2025 Regional Arts Council Documents

Regional Arts Councils

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**Primary Contact**

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<tr>
<th>Legal Name*</th>
<th>Cindy</th>
<th>Lewer</th>
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**Organization Information**

<table>
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**Narrative**

Title

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

(100 characters max)  
Prairie Lakes Regional Arts Council FY 2024-2025 Preliminary Biennial Plan
Mission statement

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

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

Region - Background, demographics, other context for the plan

Provide any necessary context about your region (i.e., economic, demographic, geographic, cultural, etc.) or about your organization that has a meaningful impact on your planning or your programs and services.
Prairie Lakes serves the nine-county area in southcentral Minnesota which includes Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, and Watonwan counties. The region covers 5,133 square miles and includes 233,081 residents. Blue Earth County is the largest populated county in the region with 67,653 residents (includes city of Mankato with 42,931 residents) and Nicollet County is the second largest at 34,274. The least populated county is Watonwan with 10,897 people. There are five cities with populations over 10,000 and they include: Fairmont, Mankato, New Ulm, North Mankato, and St. Peter. Next is Waseca with about 9,000 residents and New Prague at 7,508; four mid-size towns having populations ranging from 3,300–4,600 are: Blue Earth, LeSueur, St. James, and Sleepy Eye. Most other small towns range in size from 87–2,500 residents. In general, we have low racial diversity in our region, the White Population is about 90% or higher in 7 counties in the region.

In Watonwan County their population is 70.4% White, 26.9% Hispanic, 1.2% Black, 1.1% Asian, and 1.2% American Indian; and they have the largest Hispanic population in the region - specifically the cities of Madelia and St. James are noting they have a population that is over 35% Hispanic. Blue Earth County is the largest in size, their population is 87.2% White, 4.3% Black, 3.9% Hispanic, 2.5% Asian, 1.7% two or more races, 0.4% American Indian. The City of Mankato is more diverse than the rest of the county with a growing Somali population and residents that are 5.6% Black, 4.6% Hispanic, 3.2% Asian, and 2.7% two or more races.

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

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

Participating Organizations by Discipline were 139 Total. Served 879,364 attendees and the number of students served was 289,800. There were 50 Performing arts, 17 Arts multipurpose, 6 Visual arts and architecture, 3 Media and
communications, 1 Literary art, 1 Humanities, 25 History and historical preservation, 36 Other.

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

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

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

PLRAC has formed a DEI committee and have had workshops with consultant, Aamera Siddiqui. We plan to schedule additional workshops in FY 2024. One grantee noted in their application that BIPOC students participating in their programming has grown from 31% to 61%! Saint Peter Community & Family Education provide sPARK Creativity: Mobile Art Studio to reach out to BIPOC and economically disadvantaged children in Preschool - Grade 6 by bringing free art opportunities to locations near homes where children live.

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

We encourage applications from artists, students, arts groups, and community organizations in these underserved areas.
Our Value Statements are: We value the Arts, Artistic Merit, Creativity, Community, Accessibility, Diversity, Equity, and Inclusion.

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

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

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

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**Needs assessment**

(10,000 characters max)

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

In this section, describe:

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

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

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

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

1. Identifying Features of Artists: 20% Identified themselves as an Emerging
Artist, 38% Established Professional Artist, 26% Arts Educator, 13% Hobbyist, 3% Crafts person.

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

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

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

1. The Organizational survey was emailed to 576 area arts organizations and community groups, 194 schools, and 12 PLRAC board members = 802 people.
2. The Artist survey was sent to 661 artists.

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

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

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

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

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

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

According to the survey results the Council is currently on track with their allocation of State resources for Arts and Cultural Heritage, Small Arts Projects, School Grants, and McKnight funds for the Artist grants.

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

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

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

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

2. The Artist Survey provides valuable background information regarding artists' discipline, years of experience and training, exhibition, and sales in the area. 35%
were Emerging Artists; 34% Established Professional Artist; 19% Arts Educator; 11% Hobbyist; and 1% Crafts person. 67% have been an Artist for over 20 years; 29% have been an artist for 6-19 years. The level of artist participation in the Councils sponsored programs and services were very good. It showed that 49% of the artists said they have participated in the Career Development grant program, 35% in the Professional Mid-Career grant program, 41% participated in the Prairie Lakes Regional Juried Art Exhibition, 41% in a grant writing workshop and 22% participated in the Artist Workshops on specific topics. Artists Identified these specific needs: Financial support, Opportunities to connect with other artists, workshops like grant writing, business skills for artists, etc.

Attachment (optional) 1678229424898_Combined Surveys 2023.pdf

Description of the planning process
(5,000 characters max)

The biennial plan must include a description of the biennial planning process used by the council including a list of the steps included in the development of the biennial plan and the participants involved in the biennial planning process.
The planning process has changed this year due to not having an executive director since July 2022. The board has been working on a 2023-2028 Strategic Plan which will be implemented when the executive director is hired. The board has designated several committees for the planning process. Short-Term Committees are: Hiring, Grant Alignment, Panel Review, Rubric, and Policy and Bylaws. Long-Term Committees are: Finance, DEI, Promotions and Education, and Panel and Board Recruitment.

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

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

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

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

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

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

Jan. 26, 2023 PLRAC board discussed the structure of the grant programs. The Small Arts Project and School Arts Project Grant program will continue with monthly deadlines and a different maximum for BIPOC projects. The Arts and
Cultural Heritage Grant program will continue in a similar manner with two deadlines per fiscal year. The Arts and Cultural Heritage Youth Scholarship program will continue with two deadlines per fiscal year. The McKnight Artist Grant program will have two deadlines and programs consisting of Mid-Career Professional and Career Development. The PLRAC board reviewed the compiled Artist Survey and Organization Survey results. The board approved the artist and organization grant programs as noted with grant maximums to be updated later.

March 10, 2023 Draft FY 2024-2025 Biennial Plan uploaded to our Website for Public Review/Comments.

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

Attachment (optional)

Work plan for grants, programs, and services - Overview

(4,000 characters max)

The biennial plan must include a work plan which contains a description of services, programs, and grants available from the council, and the goals and objectives of these activities as related to the needs assessment, and the 25-year arts legacy outcomes.
In the spirit of collaboration, the Prairie Lakes Regional Arts Council has accepted the vision, guiding principles and 25-year Legacy goals and outcomes. We have addressed these in our Work Plan and have identified six Biennial Plan Priorities for FY 2024-2025. The joint vision reflects Minnesota as a community where the arts define who we are and recognizes artists as being essential to the quality of our lives. Arts thrive in our area because we provide financial resources to artists, youth, arts organizations, schools, and community groups in our region. Our needs assessment provides background on the vibrant arts community we have, what their needs are for funding and technical assistance and how we can address those through our grant programs and services. Specifically, Arts Organizations and Community Groups Identified these three needs: financial support, opportunities to connect with other arts organizations, and workshops. Therefore, our grants and services are directed to meeting these stated needs.

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

Our needs assessment shines light on the fact that our constituents value the services that Prairie Lakes provides. This includes a monthly Newsletter, published electronically, which includes a calendar of arts events for the region and all grantee activities. We offer technical assistance from PLRAC staff, grant writing workshops several times a year, Artist professional development
workshops; and specific Grantee training sessions will be provided for Arts and Cultural Heritage grantees and Artists at least three times a year.


Are you ready to work on work plan priority 1? Yes

Work Plan Priority 1 (2,000 characters max)

1. Priority: To offer grants to artists, arts organizations, and community organizations providing arts programming and activities.
 Achieving 25 Year Outcome, #5b, Minnesota artists say they have access to the resources, information, etc. they need; and #5c, Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

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

Measurable Outcome (150 characters max) Of those receiving grants, 75% will indicate that their project was Artistically Successful, reached the target constituency, had community impact.

Which of the 25-year arts legacy outcomes will this measurable outcome address (select all that apply)?
- The arts are interwoven into every facet of community life
- Minnesotans believe the arts are vital to who we are
- People of all ages, ethnicities, and abilities participate in the arts
- People trust Minnesota’s stewardship of public arts funding

The arts thrive in Minnesota Yes

Plan for measuring results (1,000 characters max) This will be measured by the Grantee final reports.

Is there a second work plan priority? Yes

Work Plan Priority 2 (2,000 characters max)

2. Priority: To offer Youth Scholarships to Students in grades 7-12 and grades 3-6 to develop their skills in the arts. We anticipate awarding 100 Youth Scholarships per year.
 Achieving 25 Year Outcome, #5a, Minnesota students’ study/develop skills in the arts.

State one measurable outcome the council expects to produce through Priority 2 activities.
Of those receiving Scholarships 75% of students will indicate they developed skills in the arts/expanded their knowledge about an artistic discipline

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

- The arts are interwoven into every facet of community life
- Minnesotans believe the arts are vital to who we are
- People of all ages, ethnicities, and abilities participate in the arts
- People trust Minnesota’s stewardship of public arts funding
- The arts thrive in Minnesota

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

Is there a third work plan priority?

Yes

Work Plan Priority 3 (2,000 characters max)

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

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

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

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

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

- The arts are interwoven into every facet of community life
- Minnesotans believe the arts are vital to who we are
- People of all ages, ethnicities, and abilities participate in the arts
- People trust Minnesota’s stewardship of public arts funding
- The arts thrive in Minnesota

In FY 2024-25, 75% of constituents will indicate that PLRAC provides equitable access to grants and services to artists and organizations. This will be measured by the FY 2027 Needs Assessment.
Is there a fourth work plan priority?  
Yes

Work Plan Priority 4 (2,000 characters max)

4. Priority: To offer programs, technical support and services that help artists, organizations, and community groups better serve and engage with their communities through the arts.
Achieving 25 Year Outcome, #5b, Minnesota artists say they have access to the resources, information, etc. they need; and #5c, Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

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

Measurable Outcome (150 characters max)

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

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

- The arts are interwoven into every facet of community life
- Minnesotans believe the arts are vital to who we are
- People of all ages, ethnicities, and abilities participate in the arts
- People trust Minnesota's stewardship of public arts funding
- The arts thrive in Minnesota

Plan for measuring results (1,000 characters max)

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

Is there a fifth work plan priority?  
Yes

Work Plan Priority 5 (2,000 characters max)
5. Priority: To act as responsible stewards of public funds.  
Achieving 25 Year Outcome, #4a, Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources produce, #4b, Applicants and grantees understand the grant making process, feel that they have been treated fairly, and were provided with good service by PLRAC.

6. Priority: To act as strong advocates for the arts.  
Achieving 25 Year Outcome, #4a. Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources provide.

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

Measurable Outcome (150 characters max)

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

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

- The arts are interwoven into every facet of community life
- Minnesotans believe the arts are vital to who we are
- People of all ages, ethnicities, and abilities participate in the arts
- People trust Minnesota’s stewardship of public arts funding
- Yes
- The arts thrive in Minnesota

Plan for measuring results (1,000 characters max)

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

Program information

(7,000 characters max)

Describe the grants and other forms of assistance the council will provide, the review criteria for evaluating grant requests, and eligibility requirements.
PLRAC grant programs are divided into the three funding source areas below. Attached are the Arts and Cultural Heritage Grant Guidelines and Application Questions, which provide further details. Also attached are the Small Arts Project Grant Guidelines and Application Questions which have been reduced to simplify this grant.

I. Legacy: Arts and Cultural Heritage Fund.

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

1. **ACH Arts Project Grant.** Arts Programming/Access, maximum request $9,000. Deadlines are Aug. 1 and Jan. 1. No specific cash match is required. **Eligibility:** They must be a 501c3 Arts Organization that has year-round arts programming. **Use of funds:** Arts programming may be online or through virtual activities and events, and in-person. Expenses may include artist fees, salaries, equipment/technology, training, promotion, monthly rent (lease payments) and utilities. This also includes public art, sculpture, murals, etc. and activities that plan to reach new audiences such as youth, ethnic groups, senior citizen groups, etc. and engage the public in new ways.

2. **ACH Arts & Music Festivals Grant.** Maximum request $6,000. For non-profit tax-exempt 501c3 arts organizations that are sponsoring arts/music festivals and activities that represent diverse ethnic and cultural arts traditions.

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

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

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

*To collaborate with arts organizations in the region to perform in their school and/or community.

b. Non-profit and Community Groups. To support life-long learning and appreciation of the arts, through arts activities conducted by a non-profit arts organization, community group, early childhood education, community education, library, senior citizen’s organization, unit of government, etc.

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

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

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

II. General State Appropriation.

A. Small Arts Project Community Grant. Maximum request $2,500 and $4,000 for BIPOC activity. We have reduced and updated the Small Arts Project Grant Guidelines and Questions for FY 2024. They are attached. Non-profit arts organizations, community groups, or public organizations producing or sponsoring arts activities for their community are eligible. Fundable activities include arts and music festivals, community bands and choirs, theatre events, dance activities, literary readings, visual arts exhibitions/classes, folk/traditional arts, etc. Deadline: 1st of each month.

B. School Arts Project Grant. Maximum request $2,500. Grants are for schools K-12 public and private and available to fund Artist residencies, Live art performances, Mini-workshops, or Arts related field trips. Deadline: 1st of each month.
Grant Review Criteria for General State funded program: (0-10 points per category, for a total of 30 points)
1. Artistic quality and merit.
2. Need for the project.
3. Ability of the organization or school to accomplish the project.

III. McKnight Foundation funding.

Professional Mid-Career Grant of $3,000. These Artist Grants are to provide mid-career and beyond artists with financial support that enables them to further their work and their contribution to their communities. It is intended to recognize, reward, and encourage outstanding individual artists in the region. Applicants are expected to demonstrate professional achievement in their disciplines.

Professional mid-career and beyond artist defined: professional achievement includes, but is not limited to: juried exhibitions, performances, and publications. Eligible artists are beyond the “emerging” stage in their careers. They have proved to be deeply engaged in their art form and may be ready to take a new “leap” in their career. Deadline is October 1st.

Review Criteria for Professional Mid-Career Grant, with 0-10 points per category, for a total of 30 points.
1. Contribution to the Artist's growth.
2. Demonstration of work and exceptional talent.
3. Artistic commitment and public component.

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

Review Criteria for Career Development Grant, with 0-10 points per category, for a total of 30 points.
1. Contribution to the artist's growth.
2. Demonstration of work and talent.
3. Artistic commitment and public component.
Prairie Lakes Services

1. PLRAC Newsletter, published electronically 12 times a year.
2. Grant Writing Workshops, offering several times a year for PLRAC grant programs.
3. Workshops, offering a minimum of three workshops for Artists per year.
5. Technical Assistance from PLRAC staff is available upon request to learn about PLRAC grants.
6. The PLRAC Website (www.plrac.org) provides online grant forms, expanded information about Prairie Lakes services, and access to our Monthly newsletter.

Attachment (optional)  1685628037918_ACH and Small Arts Guidelines and Questions FY 2024.pdf

Grant making and monitoring process

(5,000 characters max)

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

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

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

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

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

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

Attachment (optional)

1678228508050_Grantmaking and Monitoring process 2024-25.pdf

Public meeting

(1,000 characters max)

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

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

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

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

**Required attachments**

- **Council's bylaws**
  - 1685041423886_BYLAWS PLRAC 4-27-23.pdf

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

- **Board information**
  - 1678800390442_2024-2025 Council Biographies 3-23.pdf

- **Staff information**
  - Names and titles
  - Job descriptions

- **Staff information**
  - 1678476484880_2023 Staff Information for Plan.pdf

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

- **Is council part of a regional development commission?** No

**Is council using a 501(c)(3) fiscal agent?**
If yes, attach a letter of agreement between the council and its fiscal agent stating that the fiscal agent has no jurisdiction over the council's review and awarding of arts grants.

- **Is council using a 501(c)(3) fiscal agent?** No

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

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