



R2AC Workshop Request Form & Guidelines

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Region 2 Arts Council "No-Risk" Workshop grants are available to applicants in Beltrami, Clearwater, Hubbard, Mahnomon, and Lake of the Woods counties. Direct funding is offered through this grant program to supplement workshop fees in order to bring quality, affordable workshops to adult learners in our region. "No-Risk" Workshops make presenting a workshop financially viable and free of financial risk. Individual artists interested in running a workshop as well as groups bringing presenters to our region are encouraged to submit a proposal. Proposals are considered in the order in which they are received. Funding is limited.

1. **Workshop planner:** Name, address, phone. If an organization is responsible for the planning, give the organization's information. If an organization is not involved, give the names, addresses, and phone numbers of at least two individuals who will be involved with both planning and attending the workshop.

2. **Workshop coordinator:** This person is the main contact with the R2AC office (name, address, phone).

3. **Title of workshop:** Create a title that is appealing to your target audience.

4. **Workshop presenter:** Name, address, phone.
REQUIRED: Presenter's resume and work samples.

5. **Purpose/content of workshop:**

6. **Dates and times of workshop:**

7. **Location of workshop:** Give name, address, and phone number of the facility.

8. **Registration deadline date:** Set the registration deadline date for 5-10 days prior to the date of the workshop. If your workshop does not reach its minimum enrollment by the registration deadline, you will have time to inform the presenter and registered participants that the workshop has been canceled.

Registration deadline date:

9. Minimum/maximum number of participants: You must choose a minimum number of people who must register in order for the workshop to take place. If less than this number register by the registration deadline date, the workshop must be canceled. We do this in order to be fiscally responsible, i.e., R2AC does not want to pay \$800 to make a workshop happen for only 5 participants.

The maximum number of participants is usually based on either the preference of the presenter (“I can’t effectively teach this class to more than 15 people at one time.”) or the size of the facility where the workshop will be held. **BE ABSOLUTELY CERTAIN that your presenter is aware of this policy and that it is in your contract with your presenter!** You don’t want to pay presenter fees for a workshop that was canceled.

Minimum number of participants:

Maximum number of participants:

10. What fee will you charge participants to attend the workshop? \$ _____

11. Publicity plan: Describe how workshop will be publicized. The workshop coordinator will send R2AC a draft news release or provide R2AC with enough information to send to all media in the five-county region. R2AC will also include a notice in *Northern Arts News* if the lead time is sufficient. The coordinator or presenter can email people they think may be interested in attending. Posters may be placed in business locations. Brochures are an option and R2AC can provide a mailing list from the database.

12. Cancellation policy: There will be no refunds of workshop fees unless the workshop is canceled.

13. Workshop profits: This workshop will happen at no financial risk to you. This means that R2AC will cover the shortfalls. It also means that R2AC will keep any profits and put them back into our workshop fund for others to use. The workshop is not meant to be a fundraiser for your organization.

14. Final Report: The coordinator must send in a final report when the workshop is completed including a brief narrative; actual budget; participant evaluation forms; and a participant list with names, addresses and phone numbers. R2AC will provide evaluation forms for you to use.

15. Questions: If you have any questions or wish to discuss workshop ideas, please call R2AC.

16. Liability Insurance Requirement: Provide R2AC with a certificate or evidence of liability insurance for the "No-Risk" workshop location (home studio or business facility), **and** for the presenter or organization coordinating this workshop. “Special event” liability insurance can be obtained for the day(s) of the workshop if you or the business facility does not have current liability insurance. Obtain special event rates from your insurance agent.

Homeowners liability insurance may or may not cover a home studio if the studio/facility is located on your property but is outside of your home. Liability insurance ensures that the presenter/organization and the facility you rent are covered in the event someone falls or injures themselves during your workshop.

DISCLAIMER: R2AC is not responsible for the activities or liabilities of R2AC grant recipients.

17. Sponsoring organization responsibilities:

- Sign a Letter of Agreement or contract with R2AC.
- Sign a Letter of Agreement or contract with the presenter.
- Provide certificate of liability insurance to R2AC prior to the workshop.
- Develop and carry through a publicity plan.
- Administer registration process.
- Attend the workshop and provide oversight.
- Hand out and collect evaluation forms.
- Submit a final report to R2AC.

18. Region 2 Arts Council responsibilities:

- Sign a Letter of Agreement with sponsoring organization.
- Provide email list from the R2AC database.
- Provide Letter of Agreement and evaluation forms.
- Pay for R2AC approved costs.

19. Budget for Workshop:

<u>Expenses:</u>	<u>Cash Needed</u>	<u>Donated</u>
a. Fee for presenter(s):	_____	_____
b. Lodging, meals, transportation for presenter(s):	_____	_____
c. Food, catering:	_____	_____
d. Facility rental:	_____	_____
e. Publicity (printing, copying, postage):	_____	_____
f. Special Event Liability Insurance: (if needed) Prior to your workshop a current homeowners or business liability insurance certificate must be provided, or a Special Event insurance certificate. (See page 2, #16)	_____	_____
g. Other: (Itemize)	_____	_____
	_____	_____
	_____	_____
TOTAL EXPENSES:	\$ _____	\$ _____

Revenues:

a. Participant fees: (The minimum number of participants from question #9 x registration fee from question #10)	_____
b. Other sources:	_____
c. Funds you are requesting from R2AC:	_____
TOTAL REVENUES:	\$ _____

NOTE: In the cash column, TOTAL EXPENSES must equal TOTAL REVENUES.