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 Mahnomen counties.

PROMPT 1: 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.

Region 2 Arts Council serves a five-county area in north central Minnesota comprised of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnomen counties. R2AC fills its board positions with two active artists or arts-engaged community members from each of our five counties. Our region’s five counties extend into the Leech Lake, White Earth, and Red Lake Reservations. Nearly 20 years ago, this unique feature inspired Native American artists and members of our community to approach the Region 2 Arts Council to develop, with McKnight Foundation funding, an Anishinaabe Arts Initiative (AAI) Council and an AAI grant program to support Native American artists in the creation of traditional and contemporary art. The semi-autonomous nature of the AAI Council, to grant and use their AAI designated funds in service of Region 2 Arts Council’s Anishinaabe Arts Initiative program, is written into R2AC’s bylaws. This program welcomes enrolled tribal members and descendants who reside not only in Region 2’s five counties, but also in Cass, Becker, Itasca, and Roseau counties to apply for funding through the AAI grant program. This decision was made in order to ensure that all Native residents of the surrounding reservations would have access to this unique program that falls under the umbrella of the Region 2 Arts Council.

With 32,603 residents, R2AC has the 10th lowest population of the 11 regions. Additionally, it is the second most rural area with an overall average of 12.4 people per square mile. The State’s funding formula dictates that among the 11 regional arts councils, Region 2 Arts Council will receive the smallest funding amounts from the the General Allocation, and the Arts and Cultural Heritage Fund. This formula extends to the awarding of McKnight Foundation grant funds as well.
Having the tenth lowest population of the Regional Arts Councils, being the second most rural RAC, having the two counties in the entire state with the highest percentage of people living below the poverty line conjures up images of less, low, and least. However, Sweetgrass Consulting, a private firm hired through the McKnight Foundation to look at reflections of diversity, equity and inclusion within the Regional Arts Councils, noted that R2AC is second only to the Metropolitan Regional Arts Council in its percentage of racial diversity among its population. Beltrami and Mahnomen Counties have the highest percentages of those identifying solely as American Indian and Alaskan Native, 21.9% and 43.7% respectively. Additionally, 9% of the population of Mahnomen County identifies as two or more races, and 4% of the population identifies as Hispanic or Latino alone- which is the highest percentage in our five-county region. Racial diversity within our counties beyond our Native populations is not high. From our five counties, Hubbard County has the highest percentage of its population identifying as Asian American, which is only 2%. Beltrami County has the highest percentage of its population identifying as Black or African American, a mere 0.8%.

The distinctions between large and small, greater than and less than, and highest and lowest have been brought to our attention in this biennial planning year unrelated to R2AC in comparison to other RACs. From our needs assessments, listening sessions, and survey results we received a scattering of observations and questions on how R2AC responds to “large” versus “small” organizations. In this past biennium, R2AC has offered an Arts Access grant for Small Towns (for schools, non-profit organizations, and government entities in towns under 2000) in an effort to alleviate disparity. Along with prioritizing exploration into diversity, equity and inclusion in our programs, structure, and approach to grant making, we plan to take a look into R2AC’s relationship to large versus small, new versus long-standing, beginning versus established, and other demographics that could unintentionally be leading to disparities due to our practices, policies, grant and non-grant programs and services.

Region 2 Arts Council celebrates significant areas of growth that have occurred in the arts across our region due to the hard work and vision of the artists, visionaries, and non-profit organizations in those communities. In Park Rapids, strides continue to be made toward use of the Armory as a dedicated arts center, while the collaborative fiber among both arts and non-arts organizations continues to strengthen. The four Bemidji arts organizations that own their own buildings have expanded their program offerings, reaching higher numbers and more diverse audiences than ever before. Bemidji’s Watermark Art Center has established the Miikanan Gallery, a space dedicated to showing the work of indigenous artists. Gizhiigin Arts Incubator in Mahnomen and Lake of the Woods Arts Guild in LOW County regularly offer arts workshops. 4 Directions Development in Red Lake and the Northwest Indian Community Development Center in Bemidji have each moved into new spaces, giving artists new opportunities to collaborate, gain skills, show and sell their work. Bagley Area Arts Collaborative has recently received its nonprofit status after four years of consistent arts programming,
while Farm By the Lake in Bagley boasts season-long concert and story telling series. Additionally, the theater companies in our region continue to grow and develop their collaborative offerings and outreach, including Bemidji Community Theater’s collaboration with Trek North Charter School to launch a memory story project in a local memory care facility, and Northern Light Opera Company’s summer theater camp that brings Park Rapids kids to the Pine Point Reservation community center to engage in theater skill building resulting in an original musical production. What’s mentioned here is just a snapshot of new initiatives, some of which include funded projects. For a relatively small region, our five counties possess a growing range of arts activity that enriches and enlivens our communities.

Needs Assessment Surveys
This section will describe
1. When the needs assessment was begun and completed.
2. The process used to generate input from the arts community and arts involved public
3. The methods and/or tools used to gather input
4. The key findings identified through the needs assessment

The needs assessment process was comprised of input received from optional surveys linked to FY18-19 Region 2 Arts Council grant applications, an online survey that was open to the public, paper surveys offered to participants at the completion of Region 2 Arts Council workshops for artists and arts presenters in FY18 & 19, and a range of listening sessions, focus groups, and board members seeking out and surveying arts interested members of the public. We began collecting feedback through our grant application-linked survey in July 2017 and ended our needs assessment process with the surveys at the close of the April 6th workshops for artists and arts organizers that were held at our semi-annual Arts Resource Expo.

Optional Grant Linked Survey Questions: 4/5/17 – 1/5/19 = 123 responses
FY18 Professional Development Workshops: 51 survey responses
FY19 Professional Development Workshops: 33 survey responses
Online Survey Open to the Public: 12/3/18 – 1/29/19 = 39 responses

Focus Groups by County (total attendance: 26)
• Hubbard in Park Rapids on 1/7/19 – 10 attended
• Beltrami in Bemidji on 12/11/18 – 10 attended
• Mahnomen in Naytahwaush on 12/13/18 – 6 attended

Listening Sessions by County (total attendance: 26)
• Hubbard in Park Rapids on 1/24/19 – 10 attended
• Beltrami in Bemidji on 2/13/19 – 3 attended
• Mahnomen in Mahnomen on 1/10/19 – 1 attended
• Clearwater in Bagley on 1/7/19 – 7 attended
• Lake of the Woods in Baudette on 1/8/19 – 5 attended

Finally, in order to engage constituents who primarily identified as the “arts interested public,” Region 2 Arts Council Board and Staff members personally approached and interviewed 40 individuals, primarily at random. Of those interviewed, 7 indicated they had little to no knowledge of the arts in our region, and 20 identified primarily as “arts interested members of the public.” The remaining 13 respondents from these interviews, consisted of artists, arts organizers, or arts-interested members of the public AND artist or arts organizer.

**Key Findings:**
Key findings from the collective feedback were established, categorized and prioritized at the R2AC board’s biennial planning meeting on January 12, 2019 and refined throughout the spring.

**Defined Needs and Specified Goals**

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

- Need to consider methods for encouraging stability and growth that will support the health of the arts ecosystem; which is comprised of artists, arts interested public, other members of the public, the Region 2 Arts Council and its communities
- Need to consider grant requirements and aspects of our grant making that create barriers to accessibility; including resume requirements, evaluation of the art and the project vs. evaluation of the written aspects of the application
- Need to share more information about Region 2 Arts Council grant opportunities, programs, and services in more diverse locations
- Need for future attention, research, and contemplation of
  - different application systems such as a tier-system as a solution to offsetting disparity between large & small organizations,
  - arts-terminology: what are the arts/artists/art,
  - promoting organizational sustainability and increasing/diversifying funding
- Need for more outreach and information sharing in diverse locations to more diverse populations including younger, elder, multi-generational groups; and people w/ physical & cognitive, socio-economic, racial and mixed racial, LGBTQ populations, and veterans
- Need to develop more opportunities for collaboration including but not limited to among native and non-native individuals and organizations
Goal: Create and Support Arts Learning and Training Opportunities for Artists, Arts Organizations, and the General Public

- Need for more arts learning opportunities for youth
- Need for broader opportunities for creative people
- Need for training and support in marketing, sales/general business, artist development
- Need support or training for individual artists to better address costlier aspects of presenting their art: music and recording studio quality audio for applications/videoing performances/etc.

Goal: Demonstrate responsible stewardship of funds

- Need to address grantee responsible use of funds (implement statewide misuse of funds policy, ask grantees to provide estimates for certain expenses (flights, lodging, etc), and compliance with R2AC final report policy
- Need for diversification of funding sources for Region 2 Arts Council and for arts presenting organizations
- Need for greater R2AC self-promotion and visibility

Goal: Educate and Empower Arts Leadership for sustained growth and stability in the arts

- Need for skill building so arts leaders can further support artists/creatives/makers in skill-building and grant writing
- Need networking meetings for artists and arts organizations on how to showcase your art in the community (hospitals, libraries & local businesses etc.)
- Need to provide resource sharing for other grant opportunities
- Need more training for capacity building for small organizations
- Need to support organizations seeking non-profit status

Goal: Raise Public Awareness of the importance, value, and impact of the arts via direct outreach, education, advocacy, & information sharing

- Need to go beyond “hub” locations and into smaller towns
- Need for varied sources of marketing
- Need to support existing programs – not reinvent the wheel
- Need to promote/be more vocal regarding our ability to write letters of recommendation/support for grants for other organizations
- Need for resource list/inventory of artists & organizations in all counties
- Need for publications of arts activities in each county
- Need for more targeted staff visits to local gov’t meetings or social gatherings to raise awareness and promote arts
- Need for issuing of more grantee success stories
• Need for support of connections between/among arts organizations and artists w/o suggesting a lock-step approach

Grants Specific Needs
• Grants for smaller orgs
• Change small towns to small groups, streamline process
• Mirror the focus/intent of the grant somewhere in the question and ranking of the grant
• Where do growing organizations fall?
• No man’s land- too big for R2, too small for MSAB
• Smaller grants/faster turn around
• More cohesive actions with shared RAC services (ie AAI extends beyond R2AC counties)
• Workshop grants
• Larger grants for larger orgs, fewer grants and higher funding amounts
• Smaller organizations & individual funding amounts

Description of the Planning Process
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.

Region 2 Arts Council’s process is to divide responsibilities among board members in the development of the surveys, the convening of listening sessions and focus groups, the canvassing of the arts-interested public in their communities, and collating of the expressed needs. The R2AC board’s biennial planning meeting took place on January 12, 2019, in which the key findings from the collective feedback were established, categorized, and prioritized. Board members did further outreach to engage arts-interested public in each of their counties in the collection of needs during February and early March 2019. Throughout the process, from November 2018 through May 2019, board committees have been meeting to ensure the plan is cohesive and the development of it has been inclusive.

For the development of this biennial plan, board/staff ad hoc committees were established and utilized in the development and preparation of the plan, including a Survey Committee, a Needs, Goals and Outcomes Committee, a Diversity, Equity, and Inclusion Committee, and a Grants Committee. Standing committees held key roles in the implementation of the key findings and tasks. The Policy Committee reviewed the misuse of funds policy and defined the needed elements Region 2 will put into policies, practices, and priorities. The Grants Committee developed new policies and changes to the grant application format to ensure attention to statewide outcomes related to Arts Access, Arts Education, and Arts and Cultural Heritage. Additionally, the Grants Committee consulted with the Anishinaabe Arts Initiative Council in regards to the
review and evaluation of the Cultural Traditions in the Arts grant. The Executive Committee established budgetary changes for the coming fiscal years and oversaw the adjustment of Staff position descriptions. The R2AC Goals and Outcomes Committee culled and summarized the needs into three specific priorities, followed by specific outcomes and measures. The R2AC board approved this first draft of the plan on May 1, 2019. The R2AC Executive Director has typed the plan and will put it into webgrants online following any feedback gathered at the public meeting on May 6, 2019 in Bemidji.

Work plan for grants, programs, and services – Overview
Including 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 legacy outcomes (2000 characters max: this list is over 5K):

GRANT PROGRAMS

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

Grant Program: Arts Access Grant- 2 deadlines annually
Open to non-profits, public and private non-parochial schools, colleges and university departments, 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.

25-Year Legacy Goals:
• The arts are interwoven into every facet of community life
• People of all ages, ethnicities, and abilities participate in the arts

Arts Access Goals and Objectives:
• A commitment to reaching wider audiences through providing new and/or expanded arts programming to residents of our region’s counties, and/or by supporting accessibility initiatives through the project.

Arts Access Outcomes:
1. Regional residents experience increased access to the arts via a reduction in geographic, cultural and/or physical barriers.
2. Regional residents experience a change in knowledge, attitude, behavior or condition due to public art, arts festivals or arts events
3. The capacity of those providing arts experiences is increased or strengthened by changing, expanding, or enriching the ways in which they connect to their communities through the arts.

Grant Program: Arts Learning Grant
Open to public and private non-parochial schools, colleges and university departments, community education programs, and any nonprofits or groups with a
fiscal sponsor providing arts education programming. 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 and Community Education programs can apply for up to $3,000 with no Cash Match.

25 Year Legacy Goals:
- People of all ages, ethnicities, and abilities participate in the arts
- Minnesotans believe the arts are vital to who we are

Arts Learning Grant Goals and Objectives:
- Need for more arts learning opportunities for youth
- More public art, arts festivals, engagement of guest artists, arts field trips, workshops, exhibitions, presentations, or performances

Arts Learning Grant Outcomes:
1. Regional residents learn new arts skills & techniques.
2. Regional residents gain awareness and appreciation for a variety of artistic disciplines and mediums.

Grant Program: Cultural Traditions in the Arts Grant
Open to non-profits, public and private non-parochial schools, colleges and university departments, 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 art organizations, represented in Minnesota. Maximum Grant Award is $3,000 with 25% Cash Match on equipment purchases only.

25 Year Legacy Goals:
- People of all ages, ethnicities, and abilities participate in the arts
- Minnesotans believe the arts are vital to who we are

Cultural Traditions in the Arts Grants Goals and Objectives:
- develop more opportunities for collaboration and learning, including but not limited to among native and non-native individuals and organizations
- build bridges between Minnesotans through arts and culture

Arts and Cultural Heritage Program Outcomes:
1. Regional residents build connections to their own and others’ cultural heritage through regional arts and cultural events and/or activities.

Grant Program: Arts Project Grant
Open to non-profits, public and private non-parochial schools, colleges and university departments, 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.
Arts Project Grants Goals and Objectives:
• Increase and improve board development, fiscal management, fundraising, public relations, audience development, or assistance in designing arts programming
• Support training in marketing, sales/general business, artist development
• Support more public art, arts festivals, engagement of guest artists, arts field trips, workshops, exhibitions, presentations, or performances
• Provide more arts learning opportunities for youth

Arts Project Grant Outcomes:
1. Regional residents experience increased access to the arts via a reduction in geographic, cultural and/or physical barriers.
2. Regional residents experience a change in knowledge, attitude, behavior or condition due to public art, arts festivals or arts events
3. The infrastructure of arts organizations is strengthened through access to professional development and best practices sharing.

Grant Program: Community Arts Support Grants
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 expanding programming, and increasing the quality and availability of the arts to their communities. Organizations can qualify to apply for up to $7,000 per year based on their annual expenses.

25 Year Legacy Goals:
• People of all ages, ethnicities, and abilities participate in the arts
• Minnesotans believe the arts are vital to who we are

Community Arts Support Grants Goals and Objectives:
• Offer operational support stability for arts organizations in order for programmatic growth and expansion to occur.
• Increase funding amounts in order to grow alongside arts organizations

Operating Support Grant Outcomes:
• The capacity of those providing arts experiences is increased or strengthened by changing, expanding, or enriching the ways in which they connect to their communities through the arts.
• The infrastructure of arts organizations is strengthened through access to operating funds, professional development and best practices sharing.

Grant Program: Arts Access Grant for Small Towns – Deadline: April 15, 2020
Open specifically to non-profits, public and private non-parochial schools, colleges and university departments, 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 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.
  • The arts are interwoven into every facet of community life
  • People of all ages, ethnicities, and abilities participate in the arts
  • Minnesotans believe the arts are vital to who we are

**Arts Access for Small Towns Goals and Objectives:**
  • Create opportunities specific to organizations located in smaller towns in order
    for these organizations to experience more success in the grant application
    process, and for their small towns to have arts experiences situated there.
  • Need to go beyond “hub” locations and into smaller towns
  • To produce, present, and offer arts programming and projects that provide
    accessible, new and/or expanded arts activity.

**Arts Access for Small Towns Outcomes:**
1. Regional residents experience increased access to the arts via a reduction in
   geographic, cultural and/or physical barriers.
2. Regional residents experience a change in knowledge, attitude, behavior or
   condition due to public art, arts festivals or arts events
3. The capacity of those providing arts experiences is increased or strengthened by
   changing, expanding, or enriching the ways in which they connect to their
   communities through the arts.

**GRANTS FOR INDIVIDUAL ARTISTS:**
**Goals and Objectives for each individual artist grant program**
  • Need for broader opportunities for creative people
  • Need for funding for artists in advanced stages of their artistic careers

**Outcomes for Each Individual Artist Grant Program**
  • Regional artists expand and improve their work and the way in which they create
    it.
  • Regional artists connect to new audiences and/or build relationships that
    provide artistic growth.

**Grant Program: R2AC Artist Fellowship**
Open to **established artists** in all arts 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 the artist’s art**. Two **$6,000** fellowships will be
awarded per year.

**Grant Program: Individual Artist Grants**
Open to **artists in all arts 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 with a 25% Cash Match on equipment.**

**Grant Program: Young Artist Grants** (made possible by Arts Education funds from the Arts and Cultural Heritage funds).
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.

**Young Artist Grant Goals and Objectives:**
- Provide more arts learning opportunities for youth
- Provide broader opportunities for creative people

**Arts Learning Grant Outcomes:**
1. Regional residents learn new arts skills & techniques.
2. Regional residents gain awareness and appreciation for a variety of artistic disciplines and mediums.

**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, Mahnomen, or Roseau.

**Grant Program: Anishinaabe Arts Initiative Grant**
Open to Native American Artists in all arts 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. Both contemporary and traditional arts, such as beadwork and regalia making, are considered for funding. **Maximum Grant Award is $1,000. (Paper Applications Available)**

**Anishinaabe Arts Initiative Goals and Objectives:**
- Provide broader opportunities for creative people
- Build bridges between Minnesotans through arts and culture

**Grant Program: Anishinaabe Arts Initiative Fellowship**
Open to Native American Artists in all arts 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 be awarded per year. **(Online Application Only)**

**Anishinaabe Arts Initiative Fellowship Goals and Objectives:**
- Provide broader opportunities for creative people
• Provide funding for Native artists who are in advanced stages of their artistic careers

Showcasing Opportunities

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.

AND

Rotating Office Exhibition from our Individual Artist Grant program and Fellowship grant program

25-Year Legacy Goals: Minnesotans believe the arts are vital to who we are

Program Goals and Objectives:
• Provide broader opportunities for artists, beyond our grant programs
• Build bridges between Minnesotans through arts and culture

Outcomes:
1. Regional residents build connections to their own and others’ cultural heritage through regional arts and cultural events and/or activities.
2. MN Folk and traditional artists/arts’ audiences are expanded.
3. MN Folk and traditional artists see an increase in demand for work.

Non-grant Programs and Services

Promotions:
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 and Technical Support:
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.

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.
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

Goals and Objectives for Non-grants Programs and Services:

• Offer training in marketing, sales/general business, artist development
• Offer training for individual artists to better address costlier aspects of presenting their art: music and recording studio quality audio for applications/videoing performances/etc.
• Provide skill building so arts leaders can further support artists/creatives/makers in skill-building and grant writing
• Provide networking meetings for artists and arts organizations on how to showcase your art in the community (hospitals, libraries & local businesses etc.)
• Share resources for other grant opportunities
• Provide capacity building training for small organizations
• Support organizations seeking non-profit status
• Provide broader opportunities for creative people
• Provide more outreach and information sharing in diverse locations to more diverse populations including younger, elder, multi-generational groups; and people w/ physical & cognitive, socio-economic, racial and mixed racial, LGBTQ populations, and veterans

Outcomes for Non-grants programs and services:

1. Regional residents gain awareness and appreciation for a variety of artistic disciplines and mediums.
2. Regional artists build their capacity through professional development.
3. The infrastructure of arts organizations is strengthened through access to operating funds, professional development and best practices sharing.
4. Minnesota’s Arts Sector grows in reach and impact through programs and strategies that improve the health and operations of regional arts organizations.

PRIORITIES

Driving Concept
Region 2 Arts Council’s biennial priorities reflect initiatives to nurture sustainability for artists and arts organizations, support their artistic growth and expansion, and develop inclusive, equitable, accessible, and relevant programs and services that engage diverse participation.

A Metaphor: Region 2 Arts Ecosystem as Forest Ecology
Does R2AC provide fertile ground for a strong, sustainable network of artists, organizations, and community members, like plants and trees, to take hold, to establish roots, to grow and thrive?
In the development of these biennial plan priorities, we have considered what elements exist within our arts ecosystem (artists, organizations, communities), what needs exist for organizations, artists, and communities at various stages along the way, including incubation, dormancy, and growth phases. We are aware that there are untapped networks in our forest ecology, and we also acknowledge that while the soil nurtures and nourishes the entire system, R2AC must consider how it can grow, respond, nurture, nourish, and innovate without experiencing depletion. In the consideration of expressed needs, we are determined to examine our existing resources, consider growth while maintaining stability, consider expressed needs, distribute / redistribute our resources based on needs and priorities.

Priority #1:
With the goal of contributing to greater sustainability and success for all arts presenting organizations in our five-county region, R2AC will reinforce its technical support and increase direct outreach to improve and stabilize the organization’s grant management process and program delivery from pre-application through final report submission.

This priority lends itself to success and sustainability for organizations that operate within and across a range of demographics, including but not limited to an organization’s size, audience, location, longevity, and other social, racial, and economic factors.

Outcome for Priority #1
Grantees will report that r2ac’s technical support and individualized outreach contributed to successful management of the grant requirements and granted project.

Measure for Priority #1
An optional survey link will be provided on all final reports. Prompts will ask grantees to rate the effectiveness of technical support and individualized outreach provided by r2ac on a scale of 1-5. A demographics drop down menu will be provided to determine if the responses are linked to specific demographics.

Priority #2
R2AC will examine its current practices and programs, continue to build upon its accessibility, diversity, equity, and inclusion initiatives, with the goal of future alignment of R2AC practices and policies with the structure, content, and intent of grants and non-grants programs and services resulting in greater access and relevance to constituents and organizations that serve those of any age, race, ethnicity, ability, socio-economic status, and geographic location within our region.

This priority will include, but will not be limited to, clarification and articulation of R2AC values, inquiry into and adaptation of equitable and inclusive staff and board recruitment practices, renewed staff and board development practices, and research into innovative (yet State Arts Board/RAC system compliant) grant making practices and
procedures, which may result in changes to our complement of grants for the FY22-23 biennium.

**Outcome for Priority #2**  
Constituents of a greater range of ages, races, ethnicities, abilities, socio-economic statuses, and geographic locations within our region will experience greater relevance of and greater accessibility to R2AC and its programs and services.

**Measure for Priority #2**  
**Broad survey**

**Priority #3**  
R2AC will tailor its showcasing, promotions, and professional development opportunities to meet the needs of artists from varying geographic locations, who are in varying stages of their artistic development and growth, and of varying social and economic realities.

**Outcome for Priority #3**  
Individual artists from a range of demographics who are in varying stages of artistic development and growth will experience an increase in knowledge, skill, and exposure.

**Measure for Priority #3**  
Tracking methods, professional development workshop survey questions, general survey.

**Further Attachments:**  
Grant making and monitoring process:
- Statewide Misuse of Funds Policy
- sample rubric
- sample revised grant contract
- revised policies approved by the R2AC board of directors on May 1, 2019.

R2AC Bylaws  
Staff Information: Attached job descriptions  
FY2020 & FY2021 draft budgets
Liaison Committee Report
Regional Arts Councils’ Misuse of Funds Procedure

Description and Scope

This procedure defines misuse of funds, outlines investigation and documentation of misuse, establishes a range of consequences when misuse has occurred, and outlines a process by which a grantee may appeal consequences.

This procedure applies to funds a regional arts council receives from the State of Minnesota from its general fund, its arts and cultural heritage fund, or any other State funds. The procedure does not apply to other revenue sources regional arts councils may have (e.g., contributions from other grant makers or donors, or earned income).

Objective

The intent of this procedure is to ensure that regional arts councils are managing state funds in a consistent manner; that similar consequences will be imposed when misuse of state funds occurs; and that a grantee that has misused funds will lose privileges statewide, not just in the region in which it resides.

Definition: What constitutes misuse of funds

Misuse of funds means using State of Minnesota resources for any purpose other than those allowed by:
• State of Minnesota statutes, laws, rules, policies; and
• The regional arts council receiving and disbursing the funds; and
• The program guidelines or grant contract through which funds are disbursed.

Misuse can happen both intentionally or unintentionally. Intentional misuse occurs when the grantee knowingly spends funds in ways that are outside the allowable parameters of the State, the council, or the program. Misuse also occurs when a grantee spends funds in ways that are inconsistent with the submitted proposal and budget. Unintentional misuse generally occurs as a result of miscommunication or misunderstanding.

Whether the misuse is intentional or unintentional—notices and consequences will be issued.

A grantee that is unable to complete all proposed activities is not misusing funds. For example: An artist receives a grant to conduct residencies in 3 schools—three months in school A, three months in school B, three months in school C. Midway through the project, and before activities have happened at school C, school C decides it is unable to host a residency. It is too late to find a
replacement school; one-third of the awarded funds will be unspent at the end of the grant period. The grantee will need to document how funds were spent, and return any unspent funds.

Unspent funds are not misuse. The notices and consequences described below would not apply in this situation.

**When and how to identify misuse**

Based on its internal risk assessment, each regional arts council is expected to put in place internal controls to prevent and detect misuse of state funds.

The following are some of the most common kinds of internal controls a council might put in place, however, this is not an exhaustive list:

1. Writing extremely clear program guidelines that explicitly describe what expenses are allowable and unallowable;
2. Issuing grant contracts that list costs that are unallowable;
3. Issuing grant contracts that incorporate the proposal and budget;
4. Conducting monitoring or site visits during the grant period;
5. Requiring and reviewing interim and/or final reports;
6. Conducting reconciliation or audits of grant expenses during or after the grant period.

Misuse may also be detected and reported by a third party. In these cases, council must conduct a careful investigation to ensure that the allegations are true and that misuse has occurred.

Grant records must be retained for seven years—the year in which the original grant contract was issued, and six subsequent fiscal years. Misuse must be detected and addressed within that seven-year period.

**Responsibilities of council, when misuse has occurred**

1. **Verification and documentation**
   - Council will request financial documentation from grantee to determine exactly how funds were spent. If grantee does not provide requested documentation, skip to # 2.
   - Council will review all financial documents to verify their accuracy and authenticity
   - Council will authenticate any documents or receipts that seem suspicious
   - Council will determine how much money was spent inappropriately
   - Council will document how it determined money had been spent inappropriately
   - If grantee has any other active grants, council will review those grants for potential misuse and will suspend any grant payments until a thorough investigation has been completed.

2. **Notice of misuse and consequences to the grantee**
   - Council will notify grantee, in writing (via mail or e-mail), that misuse has been detected. Written notice will state:
• The amount of funds that have been misused, and how council determined funds had been misused.
• How much money needs to be returned to council, and the date by which funds must be returned.
• The consequences the grantee will face if funds are returned, and the consequences the grantee will face if funds are not returned.

☐ If grantee does not respond, a second written notice will be sent within 30 days of original notice, accompanied by a phone call from council to grantee.
☐ If grantee does not respond, a third written notice will be sent by registered mail, within 60 days of original notice.

Unless and until a grantee responds, no less than three notices will be given. More notices may be given, but all should be sent within 90 days from the date misuse is detected.

3. Notice to the Arts Board
☐ Council will call or e-mail Arts Board executive director as soon as the misuse is discovered.
☐ Upon receiving notice of misuse, the Arts Board will:
  • Request documentation of the misuse.
  • Notify the Office of the Legislative Auditor. Other state agencies may also be notified, if relevant, i.e. Office of the Attorney General or Minnesota Management and Budget
  • Notify other regional arts councils that misuse has occurred and no other state funds may be awarded to that grantee until the investigation, recovery, and consequence phases have been completed.
  • Review its active grant contracts to determine if grantee is also receiving funds from the Arts Board. If grantee has an active grant with the Arts Board, any outstanding payments will be suspended and no new award(s) will be made to the grantee until the council’s investigation, recovery, and consequence phases have been completed.

4. Recovery of funds
Council is expected to use all reasonable methods to recover the funds that have been misused. Recovery of funds might take different forms, depending on the amount owed and the circumstances.

☐ If there is an unpaid balance on the grant in question, council will withhold that payment until the investigation, recovery, and consequences phases have been completed, and will cancel the payment if misuse is proven and funds must be returned.
☐ If there is no unpaid balance, council may use a variety of methods to recover the misused funds:
  • Council may request a lump sum repayment of funds
  • Council may negotiate a repayment plan with grantee
  • Council may engage the services of a collection agency to recover the funds
  • Council may ask the Arts Board for assistance in recovering the funds.
5. Consequences

Misuse of state funds is never allowable. Severe consequences must be imposed if funds are not returned; lesser consequences will be imposed if funds are returned. Consequences may be different, depending on the amount of funds that have been misused. If the reason for the misuse is unintentional, consequences may be minimized.

The following is the range of consequences a regional arts council will impose:

☐ If grantee does not return the funds:
   Grantee is permanently ineligible to receive State of Minnesota funds from the council, from the Arts Board, or from any other regional arts council.

☐ If grantee does return the funds:
   • Misused funds are less than $1,000 – Grantee is ineligible to receive State funds from the council, the Arts Board, or any other regional arts council for a period of one year from date of notification.
   • Misused funds are $1,000 - $5,999 – Grantee is ineligible to receive State funds from the council, the Arts Board, or any other regional arts council for a period of two years from date of notification.
   • Misused funds are $6,000 or more – Grantee is ineligible to receive State funds from the council, the Arts Board, or any other regional arts council for a period of three years from date of notification.

In some circumstances, council may determine that consequences outside this range are appropriate and may impose them. In these cases, council should document, and provide written notice to the grantee, the reasons that it believes more or less severe consequences are warranted.

☐ Council will notify the Arts Board which consequences have been imposed. Arts Board will notify other regional arts councils that grantee is under consequences.

6. Reinstatement

☐ At the end of the consequence period, the grantee must submit a request to the council to have its eligibility reinstated. The request must clearly outline what safeguards have been put in place to ensure that misuse would not occur again. Grantee may not submit a grant application to the council until council has reinstated its eligibility.

☐ If council is satisfied that sufficient safeguards have been put in place, it will notify the grantee that eligibility has been restored.

☐ If council is not satisfied that sufficient safeguards have been put in place, it may deny the request. It will notify the grantee of the weaknesses that still exist and steps that need to be taken to regain eligibility privileges. Grantee may submit another request for reinstatement when those weaknesses have been corrected.

☐ Council will notify the Arts Board that it has reinstated grantee’s eligibility, or that it has denied the reinstatement request. The Arts Board will notify other regional arts councils that the grantee’s eligibility has, or has not, been reinstated.
Appeal process

Grantees that have been assigned consequences have the right to appeal if one of the following two circumstances has taken place:

A. Consequences outside the guidelines have been assigned that the grantee feels are unfair or unwarranted.

B. Grantee has made substantial progress toward remedying the situation that prompted the consequences; grantee may appeal to have the remainder of the consequences waived.

Each council may adopt its own appeal process, so long as the process aligns with the intent of this misuse of funds procedure. Council will document its appeal process, will make its grantees aware of the process, and will document the appeal process in its biennial plan that is submitted to and maintained by the Arts Board.

If the council does not adopt its own appeal process, it should use the following process:

A. Consequences outside the guidelines have been assigned that the grantee feels are unfair or unwarranted

The grantee must submit an appeal in writing within 30 days of the date of the letter notifying the grantee that consequences will be imposed. The grantee’s appeal must state the reasons for the appeal and must provide clear and compelling support for its assertion that the consequences assigned were unfair or unwarranted.

— or —

B. Grantee has made substantial progress toward remedying the situation that prompted the consequences; grantee may appeal to have the remainder of the consequences waived.

The grantee must submit an appeal in writing no earlier than 180 days (six months) from the date of the letter notifying the grantee that consequences will be imposed. The grantee’s appeal must state reasons for the appeal and must provide clear evidence that grantee has taken the necessary steps and implemented the appropriate remedies so that its privilege of eligibility should be reinstated.

☐ Council will review the appeal at its first meeting following the receipt of the appeal. At that meeting, the council may take one of the actions provided in subitems (1) to (5) in response to the appeal:

1. Determine that the appellant does not show sufficient cause for an appeal;
2. Direct the staff to investigate the appeal and bring a recommended resolution of the appeal to a subsequent meeting of the Council;
3. Request that the appellant appear before the Council at a subsequent meeting and address the appeal at that time;
4. Determine that the appellant does show sufficient cause for appeal and offer a settlement to the applicant at the meeting.
If the appeal results in early termination of consequences, the Council will notify the Arts Board that consequences have been lifted and eligibility has been restored. The Arts Board will notify other regional arts councils that the grantee’s eligibility has been restored.

A grantee may not appeal to the Arts Board to overrule the decision of the regional arts council.

2019-03-29 Reviewed and approved by Minnesota State Arts Board/Regional arts council liaison committee
2019-05-01 Reviewed by Minnesota State Arts Board
## Arts Learning Grant Scoring Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Poor</th>
<th>Limited</th>
<th>Satisfactory</th>
<th>Very Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arts Quality</strong></td>
<td>Work samples are poor quality (out of focus, poor audio, incomplete). The work shows little or no creativity, originality, or artistic technique. The artist selection process was inappropriate for the project or almost nonexistent.</td>
<td>Work samples’ quality is inconsistent or the quality of the work is obscured by the samples’ poor quality. The work shows limited creativity, originality and/or artistic technique. The artist selection process for this project was weak and inconsistent.</td>
<td>Work samples are of average quality. The work shows adequate creativity, originality, and artistic technique. The artist selection process for this project was appropriate.</td>
<td>Work samples are of very good quality. The work shows great creativity, originality, and artistic technique. The artist selection process for this project was robust and appropriate.</td>
<td>Work samples are of excellent quality. The work shows excellent creativity, originality, and artistic technique. The artist selection process for this project was thoughtful, robust, and fit the project perfectly.</td>
</tr>
<tr>
<td><strong>Arts Merit</strong></td>
<td>The artist resumes or bios are incomplete or do not provide evidence of the artists’ capacity for involvement in the project. It is unclear how this project will contribute to the vibrancy of the arts in our region by deepening participants’ understanding of the arts, or providing new connections, creativity, or innovation.</td>
<td>The artist resumes or bios provided are incomplete or give limited evidence of the artists’ capacity for involvement in the project. The project does not seem to contribute significantly to the vibrancy of the arts in our region by deepening participants’ understanding of the arts, or providing new connections, creativity, or innovation.</td>
<td>The artist resumes or bios show varied artistic careers and some evidence of the artists’ capacity for involvement in the project. The project may contribute to the vibrancy of the arts in our region by deepening participants’ understanding of the arts, or providing new connections, creativity, or innovation.</td>
<td>The artist resumes or bios show varied artistic careers, commitment to the art form, and the artists’ capacity for involvement in the project. The project will make a significant contribution to the vibrancy of the arts in our region by deepening participants’ understanding of the arts, or providing new connections, creativity, or innovation.</td>
<td>The artist resumes or bios show commitment to the art form, prominent artistic achievement, and the artists’ strong capacity for involvement in this project. The project will make a significant contribution to the vibrancy of the arts in our region by deepening participants’ understanding of the arts, or providing new connections, creativity, or innovation.</td>
</tr>
<tr>
<td><strong>Arts Education</strong></td>
<td>The arts learning activities are poorly planned, disorganized, and seem unachievable. Workshop/lesson/activity plans provided lack clarity and detail and are possibly inappropriate for the expected participants.</td>
<td>The arts learning activities may build arts skills, techniques, capacity, awareness, or appreciation but seem disorganized and difficult to achieve. Workshop/lesson/activity plans provided lack clarity and detail. It is unclear if the plans are appropriate for the expected participants.</td>
<td>The arts learning activities planned will build arts skills, techniques, capacity, awareness, or appreciation and seem organized and achievable. Workshop/lesson/activity plans provided are detailed and appropriate for the expected participants.</td>
<td>The arts learning activities planned will build strong arts skills, techniques, capacity, awareness, or appreciation and are achievable and well-planned. Workshop/lesson/activity plans provided are clear, complete, detailed, and appropriate for the expected participants.</td>
<td>The arts learning activities planned will build strong arts skills, techniques, capacity, awareness, or appreciation and are achievable and well-planned. Workshop/lesson/activity plans provided are clear, complete, detailed, and appropriate for the expected participants.</td>
</tr>
<tr>
<td><strong>Community Impact</strong></td>
<td>No outreach efforts to increase community access to and participation in the proposed arts learning activity are included. Information on how target audiences might benefit is absent or unclear. Audience numbers are unrealistic.</td>
<td>Passive or limited outreach efforts to increase community access to and participation in the proposed arts learning activity are planned. Unclear or unsupported information on how target audiences might benefit is presented. Audience numbers may be unrealistic.</td>
<td>Basic outreach efforts to increase community access to and participation in the proposed arts learning activity are planned. Some information is provided on how target audiences might benefit. Audience numbers are appropriate.</td>
<td>Outreach efforts to increase community access to and participation in the proposed arts learning activity are well planned. Detailed information is provided on how target audiences will benefit. Audience numbers are realistic.</td>
<td>Outreach efforts to increase community access to and participation in the proposed arts learning activity are well planned. Detailed information is provided on how target audiences will benefit. Audience numbers are realistic.</td>
</tr>
<tr>
<td><strong>Planning &amp; Management</strong></td>
<td>No community support is evident. Planning leading to execution of the project is not evident. Little or no publicity is planned. Incomplete, inaccurate, confusing or unrealistic budget that does not reflect the project and included errors because applicant did not follow the Budget Guidelines provided.</td>
<td>Community support is limited. Planning leading to execution of the project is unclear or unrealistic. Inadequate publicity is planned. Generalized budget that does not clearly reflect the project and may have included errors because applicant did not follow the Budget Guidelines provided.</td>
<td>Community support is present. Planning leading to execution of the project is evident. Publicity is planned. Adequate and feasible budget that includes some elements that reflect the project and for the most part followed the Budget Guidelines provided.</td>
<td>Community support is notable. Adequate planning leading to successful execution of the project is evident. Publicity is planned. Itemized and realistic budget that reflects the project and followed the Budget Guidelines provided.</td>
<td>Community support is strong. Detailed planning leading to successful execution of the project is evident. Publicity is well planned. Accurate, itemized and realistic budget that reflects the project and fully utilized the Budget Guidelines provided.</td>
</tr>
</tbody>
</table>
Arts Learning Grant Contract

Grantee: Name  Grant Amount: $  Final Report Due: Date

Funding Source
Region 2 Arts Council’s Arts Learning Grant is funded using the arts education portion of the Arts and Cultural Heritage Fund, which is part of the Clean Water, Land and Legacy Amendment. The voters of Minnesota decided in 2008 to increase the state sales tax by three-eighths of one percent beginning on July 1, 2009 and continuing until 2034. The additional sales tax revenue is distributed into four funds as follows: 33% to the clean water fund; 33% to the outdoor heritage fund; 19.75% to the arts and cultural heritage fund; and 14.25% to the parks and trails fund.

The grantee shall agree and adhere to the following terms as set forth by the Region 2 Arts Council:

Legal Responsibility
The grantee is legally responsible for the completion of the proposed project plan and the proper management of grant funds. In the event the proposed project cannot be completed, the grantee must return the entire grant award to Region 2 Arts Council (R2AC).

The grantee is responsible for complying with all applicable federal, state, and local laws, rules, regulations, and ordinances in relation to the use of these funds. Failure to comply may result in termination of the contract and forfeiture of grant funds.

Publicity
The Legacy Amendment Logo must appear on all publicity and guidelines for use of the logo are included. The logo is available for download at http://r2arts.org or at http://www.legacy.leg.mn/legacy-logo. The following credit line must also appear on all printed material and publicity related to the project and must be read aloud to the audience or participants before a funded arts activity: “This activity is made possible by the voters of Minnesota, through a grant from the Region 2 Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.”

Geographic Area Restrictions
The funded arts activity must occur within the state of Minnesota in one or more of the following Minnesota counties: Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnomen, and must primarily impact residents of one or more of these five counties.

Out of State Travel Restrictions
Funding from this grant may not be used to pay for the organization or participants to travel outside of the state of Minnesota. (see State-wide Misuse of Funds Policy attached)

Access and Accommodation
Access to participate in the funded project shall not be limited on the basis of national origin, race, religion, age, or gender. The grantee will accommodate requests from persons with disabilities who wish to access the funded project. Requests may involve an individual’s access to a facility or to the content of a project.

Changes to a Funded Project
The project must be carried out in compliance with the project description, budget, and date, as entered on the approved grant application form. The grantee must notify R2AC immediately if the project description, date, location, contracted artist(s), or any line item budget changes by 20% or more. If the project deviates too far from the original proposal as deemed by the R2AC Executive Director, changes will be taken to the Board for approval.

Changes in Location
If the grantee moves out of R2AC’s five-county service area during the grant period, the grantee agrees to return the entire grant award to R2AC.
Audits
R2AC will conduct audit of two funded projects per year. Funded projects to be audited will be selected at random; unless misuse of funds have been detected or reported. (see State-wide Misuse of Funds Policy attached) In the event of an audit, R2AC will request financial documentation from grantee to determine EXACTLY how funds were spent, such as accounting records, books, documents, papers, or other records related to the project. Grantee agrees to retain all related book, records, and receipts for a period of seven years following the submission of their final report. Any organization that is awarded $25,000 or more in grant funds over the course of an R2AC fiscal year (July 1-June 30) will be audited.

Final Report
A Final Report, detailing the actual budget and the outcomes of the project, must be submitted within 45 calendar days of the project end. Past due Final Reports may result in ineligibility of future grant applications or termination of the contract, which would result in a request to return the entire grant award amount to R2AC. All grantees must agree to adhere to the R2AC final report policy attached to this grant contract.

Funding Restrictions for all Grantees
R2AC grant funds may not be used for
• Payment of funding deficiencies in a project that was already completed or payment of project-specific expenses have been incurred and paid prior to the earliest start date
• Purchase of food or drinks for events
• Payment of a grant writer
• Payment of salary or wages for an employee of the applicant organization for services that are not beyond the employee’s regular duties
• Payment of rent, mortgage or for use of space that is owned/leased by the applicant organization or group
• Payment of project specific administrative expenses that go above 15% of the total project cost.
• Payment of costs for activity resulting in academic credit, tuition for academic coursework, teaching license, or continuing education requirements (CEUs) to retain teaching license
• Payment of costs associated with a new building project, capital improvement, building renovation, or building construction
• Payment of costs for activity that will take place outside the geographic boundaries of the state of Minnesota.
• Payment of costs for activity that will either primarily take place outside the geographic boundaries of Beltrami, Clearwater, Hubbard, Lake of the Woods and Mahnomen counties, or will not primarily impact residents of those counties
• Payment of costs associated with relocating the applicant organization’s legal address outside the geographic boundaries of Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnomen County
• Activities that are currently receiving funding from a different R2AC grant award, including general operating support from an R2AC Community Arts Support Grant.
• Activities that are essentially for the religious socialization of the participants or audience
• Activities that attempt to influence any state or federal legislation or appropriation
• Activities that include objectionable content such as promoting violence and/or racism or having pornographic content. (Please note it is at the board’s discretion to deem an activity objectionable)
• Activities that raise funds for an organization, charity, or cause or to start or build an endowment
• Literary, Film/Media/Television, or Public Art activities that do not follow R2AC’s Literary, Film/Media/Television, or Public Art policies.

Additional Funding Restrictions for Schools, Community Education Offices, Colleges or Universities
R2AC grant funds may not be used for
• Activities meant to supplant discontinued or non-existent arts programs
• Activities that provide essentially the same services that an arts teacher/instructor/professor or arts specialist employed by the institution would be expected to provide
• Compensation of personnel to complete work in the institution of their employment (k-12 schools only)
• Projects that serve the students and faculty only. All projects must include some component specifically designed for and easily accessible to the general public, such as an evening performance or art exhibit
• Freestanding capital equipment (equipment that does not alter the property, is not permanently affixed to the property, and does not change the value of the property)

Misuse of Funds
If the grantee changes their activity without first informing R2AC and submitting an Granted Activity Change Form, or uses granted funds to pay for any of the above unallowable expenses, or does not submit a complete final report or does not return funds when requested, they will be investigated for misuse of funds. Misuse of granted funds will result in severe consequences, which may include termination of contract, return of all or a portion of granted funds, and ineligibility to receive State funds from R2AC, the Minnesota State Arts Board, or any other regional arts council for a period of
Termination of Contract
R2AC may terminate a Grant Contract at any time for noncompliance with any or all conditions stated within the grant application or contract. The Grant Contract may be also terminated by mutual written agreement by the grantee and R2AC. If Termination occurs after the funds have been distributed to the grantee or their fiscal sponsor, the entire amount of the grant award must be returned to R2AC.

Delivery of Contract
A copy of the signature page of you Grant Contract must be returned to the R2AC Office within 30 days. Sign the contract in ink, then scan it and email us a copy, send the original by mail, or stop by our office to drop off the signed contract in person. Please retain a copy of the entire Grant Contract and all attached documents for your records.

Included with this contract are:
• Your original Arts Learning Grant Application
• Your proposed budget (and approved revised budget if applicable)
• Your completed & approved Outcomes & Evaluation Methods form
• Legacy Logo Use Guidelines
• R2AC Final Report Policy
• State-wide Misuse of Fund Policy

Other Contractual Agreements
Other contractual agreements may be added by R2AC on a case-by-case basis.

I have read and agree to the above conditions.

Signatures:

 Project Director

Title

Date

Authorizing Official of Grantee Organization

Title

Date

(Board Chair/President, Artistic/Executive Director, or Principal/Superintendent. Cannot be the same person as the Project Director.)

Fiscal Sponsor (if applicable)

Title

Date

Laura Sekev

00/00/00

Executive Director of Region 2 Arts Council

Date

Serving Beltrami, Clearwater, Hubbard, Lake of the Woods and Mahnomen Counties of North Central Minnesota

P.O. Box 693 • Bemidji, MN 56619 • 218.751.5447 • 800.275.5447 • r2arts.org • Located in the Watermark Art Center
Policy Committee Recommendations
R2AC Board APPROVED May 1, 2019

Framing concept by the policy committee: “R2AC to be more active with grantees mid-grant.” With the intent of creating more ease in the process, greater compliance, and ultimately less work for ourselves at the end of the granting period.

Many of these policy changes stem from the misuse of funds policy.

From the Misuse of Funds Policy:
“Misuse also occurs when a grantee spends funds in ways that are inconsistent with the submitted proposal and budget.” How do we solve for this?

NEW CHANGE FORMS
• R2AC must make available a budget amendment request form and an activity amendment request form. This would standardize a process for requesting a change in the use of funds.
• The change form should be used for budget items $1000 or more, for which a change in the cost will be increased by 20% or more.
• The change form will be approved by one or more of the following: the executive director, the executive committee, the R2AC board of directors; depending on the degree and nature of the change.
• The change form will go on record as an update to the approved original budget, the approved revised budget, or the approved change form-budget.
• The change form should also be used if there is a change in the proposal, including changes in the approved activity, project dates, location, contracted artists.

NEW RETURN of 20% Profit or More
• If an organization garners a profit of 20% or more, the organization will write a check to R2AC to complete the final report process; never to exceed the funded amount. The profit gained by the funded activity should be subtracted from the granted amount. Final reports will not be approved and organizations will not be eligible to apply for future grants until the profit has been received by R2AC.

NEW Budget DOCUMENTATION IN APPLICATION
• Space rental (email will suffice. Already on grant application)
• Flight/hotel fees
• Workshop fees
• Consulting services
• (equipment over $500)

NEW Budget CHANGE FORM DOCUMENTATION
• documentation supporting the cost/expense amount of any item that has necessitated a change form

NEW Budget FINAL REPORT DOCUMENTATION
• Receipts or invoices for any budgetary item (or group of items) costing $500 or more. NOT JUST EQUIPMENT. This would include services and the “like items” - just as we have in individual artist grants. This would include services.
• Receipts for all travel; including completed mileage vouchers- use either the organization’s own or R2AC’s travel/expense voucher template. Must include the name of mileage recipient, travel departure point and destination, total mileage, amount reimbursed per mile.
• Pro-bono / in-kind documentation by the contractor/service provider

NEW PRACTICES and POLICIES

“When and how to identify misuse” section of the Misuse of Funds Policy.

Monitoring site visits: board members doing site visits will receive more information from R2AC, including a pdf of the application, and any content changes. There will also be monitoring of credit line and appropriate logo on any playbills, handouts, posters, associated with the production that appear at the production. The site visit form will be updated & the process further documented and articulated to board members.

AUDITS
Change in contract: Grant records on funded activity must be retained for seven years-the year in which the original grant contract was issued, and six subsequent fiscal years

Additionally, add language re: verification and documentation- “Council will request financial documentation from grantee to determine EXACTLY how funds were spent (note to us: so, when we request documentation, we will want to know, from our grantees EXACTLY how funds were spent.

Additionally, (and this will be adopted and must appear in policies document): “If grantee has any other active grants, council will review those grants for potential misuses and will suspend any grant payments until a thorough investigation has been completed” –from misuse of funds policy

Any organization that is awarded $25,000 or more in R2AC grant funds over the course of a Region 2 Arts Council Fiscal year (July 1 – June 30) should expect an audit (DEFINE HERE) after all programs that have been granted in that fiscal year are complete.

Policy Committee recommendation: r2ac must create a complete list of items to be requested in the case of an audit; as well as a process.
**R2AC Board Approves:** adoption of the appeals process as outlined in the misuse of funds policy.

**Policy Committee recommendation:** create a clear timeline for board action in order for appeals to the lift the consequences earlier than enforced (see misuse of funds policy for appeals).
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, to encourage arts development in Region 2 through increased accessibility to the arts and arts resources by educating individuals and entities about programs, facilities and resources available to meet their artistic needs.

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

Section 1.04. Anishinaabe Arts Initiative (AAI) Area Served: Region 2 Arts Council’s Anishinaabe Arts Initiative Program serves individual Native American Artists residing in Region 2 and on the surrounding reservations of Red Lake, White Earth, and Leech Lake, serving Beltrami, Clearwater, Hubbard, Lake of the Woods, Mahnomen, Becker, Itasca, Cass, and Roseau 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.

Section 2.02. Anishinaabe Arts Initiative Council: The AAI Council shall act in the capacity of advisors to the Region 2 Arts Council, their duties limited to overseeing and managing the Anishinaabe Arts Initiative grant program and related funds.

ARTICLE III – GENERAL

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

Section 3.02. Biennial Plan: Every two years, each odd-numbered year, Board members shall 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 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 deemed 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 accommodations in keeping with the financial standing of the Corporation, with the full power to select the location and carry on all necessary business, 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 making any binding commitments.

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. In the event that a board member cannot be identified, representatives from neighboring counties may be selected to represent that county. Board membership shall be composed of citizens who demonstrate interest, expertise or experience 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 the first and last meeting of each fiscal year. The term of office for R2AC Board members shall be two years with approximately one-half of the members’ terms expiring at the end of a fiscal year. 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: In-Person Business Meetings - Each Board member shall have a single vote on any issue. A designated delegate may vote when taking the place of a regular member. Remote Voting – Board members may be asked to cast votes via email, to reach decisions between business meetings. Board members, delegates, and community panelists may rate grants only when they attend the grant review, either in-person or remotely.

Section 4.09. Designated Delegates: Delegates are former Board members. It shall be the responsibility of the member to contact their county’s delegate for any meeting that the member cannot attend. The designated delegate may convey the views of the regular member to the Board for their consideration and has authority to cast their own vote or the vote of the absent member on all agenda items.
Section 4.10. Ad Hoc Panel Member: Ad hoc panel members are community panel members consisting of former Board members, Anishinaabe Arts Initiative Council members or community members with arts experience and expertise that are appointed to a particular grant round for one session. Community 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. Community panel members are recruited when the number of grant applications received is greater than what the member panel can efficiently handle, or for R2AC grants in which specific expertise is sought 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 Board Chair 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 Chair, Vice-Chair, 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 Chair, Vice-Chair, 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 an efficient and effective manner in compliance with the best interests and purposes of the Board. The Chair shall use Robert’s Rules of Order as a guideline for properly conducting meetings. The Chair shall perform all other such duties as are incident to the office of the Chair 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, 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 Executive Director and the Executive Committee. The Financial Committee shall be responsible for reviewing and presenting to the Board of Directors 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 Chair of the Council in consultation with the members.

ARTICLE VII – MEETINGS

Section 7.01. Notice of meetings: Meeting dates, times, locations and instructions for remote access via a designated online communication service (only when applicable) shall be shared with Board members, AAI Council members, and the general public in the spirit of the Minnesota Open Meeting Law. A list of all Board and AAI Council meeting and grant review dates, times, and locations are made available on the R2AC website at the start of each fiscal year. Notice of each upcoming business meeting and grant review shall be delivered via electronic communication to all Board members, designated delegates, and community panelists (when applicable). AAI Council members will be given notice of AAI business meetings and grant reviews via electronic communication and U.S. mail.

In the event of a business meeting or grant review to be held via a designated online communication service, provisions must be made and notice must be given for inclusion in the meeting by members of the general public.

Changes in meeting times, dates, location, or any information relevant to accessing a meeting via a designated online communication service shall be made available to all Board members, Council members, designated delegates and panelists via email and telephone, and posted for the general public on the R2AC website.
Section 7.02. Remote Participation in Meetings: In the event of a personal emergency or obligation rendering a voting member unable to attend a Region 2 Arts Council board meeting or grant review in-person, that member may request, with advance notice and on a limited basis, to participate in the meeting via phone or a designated online communication service.

Section 7.03. 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 7.04. 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. The first meeting of each fiscal year shall be designated as a Board Retreat and will include an Annual Meeting.

Section 7.05. Quorum: Except as otherwise provided by statute or these bylaws, a majority (a minimum of one over half) of the Board members, Council members, and Delegates participating in a meeting either in-person, via remote access, or a combination of both shall be required to constitute a quorum for facilitating the transaction of business at any meeting. The act of a simple majority (a majority in which the highest number of votes cast for any one issue or item exceeds the second-highest number, while not constituting an absolute majority) of the members present at any meeting in which a quorum exists shall be the act of the Board.

In the absence of a quorum at the convening of a meeting, a majority of the members present may adjourn the 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 has been determined.

If a quorum is present at the convening of a meeting, the members present may continue to transact business until adjournment, even if the withdrawal of members originally present, due to conflict of interest or otherwise, leaves fewer than the number required for a quorum. In the event that a super or qualified majority of the entire membership is required for a specific vote to be taken, the action item will be tabled until the entire membership is present.

Section 7.06. Voting on Policy: Changes in policy may be approved at any regular or special meeting by the affirmative vote of two-thirds of the members present and voting, provided a quorum exists.

Section 7.07. Action without meeting: An action that cannot be taken at a meeting of the members may be taken by electronic communication, and will be effective only when a super majority of all members entitled to vote have consented to that action.

Section 7.08. 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):

- 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 discussion and approval of such contract or transaction
- the interested member shall not share their opinion on the contract or transaction or be present during the discussion or vote
- such approval shall require the affirmative vote of a simple majority of the members present

The Board shall have a conflict of interest policy that further defines this issue, and each year every Board and Council member shall complete and sign an R2AC conflict of interest statement. In cases in which a member or grant panelist has material financial interest with an otherwise eligible grant
application, the individual will make known to the grant panel the nature of the specific conflict, sign a Conflict of Interest form, and recuse themselves from any discussion or vote on the application.

**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:* Monthly and year-to-date 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 Board members and the general 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 members, designated delegates, community panelists, 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.
EXECUTIVE DIRECTOR
Position Description

Leadership Skills
• Resourceful in the development of creative ideas
• Responsive to growth
• Visionary and forward thinking
• Insightful and experienced in management and planning
• Flexible and adaptable in response to feedback
• Dedicated to professionalism, critical thinking, and problem solving
• 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
• Adaptive and open to diverse backgrounds, ages, and value systems
• Sensitive to cultural, political, social and economic issues of north central Minnesota
• Fiscally responsible

Staff Management
• Recruit and hire R2AC consultants and staff as needed
• Prepare and negotiate contracts for consultants, new hires, and staff
• Oversee the development, coordination, and articulation of staff positions and duties
• Devise staff meetings to respond to issues and tasks in a strategic, effective, and timely manner
• Maintain a supportive team-based work environment
• Listen and respond openly to staff concerns and questions
• Provide big-picture context as related to statewide practices and procedures
• Support staff in achieving success and job satisfaction
• Address issues as they arise
• Take on or delegate staff duties in the event of staff absence
• Ensure staff compliance with R2AC policies
• Ensure staff policies support staff practices, needs, and concerns
• Conduct and participate in performance appraisals
• Seek professional development opportunities for all
• Support ADA compliance for R2AC staff and in R2AC services
• Support and promote diversity, equity, inclusion, and cultural competency initiatives and practices
• Communicate relevant staff issues with board chair and executive committee

Board Management
• Work closely with Executive Committee and Board to carry out Region 2 Arts Council Mission
• Serve as a member of the financial committee
• Serve as an advisor to most ad hoc and biennial planning committees
• Inform Board of state and local developments pertaining to or affecting R2AC
• Design and prepare Board agendas and materials for Board meetings
• Provide programmatic, operations, and funding insights during Board meetings
• Design and implement effective biennial planning meeting activities
• Ensure Board compliance with all R2AC policies
• Engage in ongoing recruitment efforts for current and future Board openings
• Plan Board retreats and Board orientations
• Provide orientation to incoming Board members
• Update R2AC Board training materials 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
• Support bridge building between AAI Council and R2AC Board
• Provide insight and opportunities for strengthening the development of AAI programming, via grants and services communication and support for grantees, relationships building with native-led organizations, and development and promotion of annual AAI art exhibition

**Financial Management**
• Ensure spending is aligned with budgetary capacity
• Ensure spending is aligned with State, Legacy, and McKnight funding requirements
• Approve all payments
• Oversee accuracy in monthly financial reports
• Maintain a system of fiscal checks and balances with support from 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.
• Track year-end spending and account balances to accurately project carry forward amounts/budgetary surplus for financial reporting
• Renew Minnesota nonprofit corporation status annually
• Retain auditor for annual audit of R2AC
• Prepare annual audit
• Develop biennial budgets
• Revise budget annually
• Seek new sources of funding as directed by Board

**Programs Support**
• Support and oversee Program Assistant initiatives
• Support newsletter, promotions, and PSA generation and dissemination as needed
• Oversee the management of the professional development workshop budget
• Coordinate with the program assistant to ensure
  Professional development workshops are based on current trends, R2AC and ACH goals, and 5-County Needs Assessment results
  Presenters are suitable
  Contracts are accurate and appropriate
  Workshop venues are secured
  Publicity is timely
  Evaluations are being conducted

**Grant Management Support**
• Oversee grants management activity, including grantee compliance with contracts, timely grantee submission of final reports, grantee management of funds, grants manager data reporting to Minnesota State Arts Board
• Lead revision initiatives of all grant application forms and corresponding contracts, final reports, and outcomes evaluation forms as needed
• Customize, coordinate, and conduct grant writing workshops for R2AC grant programs
• Consult with individual artists, schools, community organizers, groups, and non-profits on arts project plans
• Assist applicants with the grant application process
• Assist recipients with Outcome evaluation forms
• Read and approve all final reports and outcomes evaluation forms
• Respond to grantee mismanagement of funds including compliance with the R2AC final report policy and the statewide misuse of funds policy
• Support Grants Manager in ensuring timely release of submitted grants to review panels
• Ensure grant review panels are fully staffed; support this effort as needed
• Support adherence to grant review criteria during review panel discussions
• Discuss Board decisions and comments with applicants
• Write personalized letters to individual artist applicants announcing outcome of application

Proposals and Reporting
• Prepare and submit proposals, interim, 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
• Prepare, submit, and present R2AC biennial plans to State Arts Board biennial planning committee, garnering and responding to feedback from the committee, the general public, R2AC board, and R2AC staff

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
• Serve as liaison between R2AC and groups whose programs or services affect or include R2AC programming
• Serve on community arts committees as requested

Arts Advocacy
• Ensure broad understanding and awareness of 25 Year Legacy Amendment
• Advocate on behalf of the arts on the local and state level
• Assist as requested with advocacy efforts for the Minnesota arts community
• Conduct surveys for statewide projects as needed
• Serve on the Minnesota Citizens for Arts Board of Directors

Forum of Regional Arts Councils of Minnesota Participation
• Plan and implement statewide programming with the other RACs
• Work with our state wide partners: MSAB, the McKnight Foundation and MCA
• Participate as an active member on the 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, universities, community education programs, 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, Apple Office, Adobe Acrobat Pro, Google Drive, Wordpress, Photoshop, Constant Contact, YouTube, Vimeo, Sound Cloud, Dropbox, and Facebook.
- Ability to think and solve problems creatively and to work collaboratively.
- Ability to build relationships with constituents of all ages, cultures, abilities, 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.

**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.
- Inform board of issues of interest or significance and to frame complex situations and present options.
- Attend grant panels to facilitate grants discussions, present work samples, 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.

**Office Management & Bookkeeping**
• Provide 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 transaction folders with cancelled checks, bank statements, payment vouchers and receipts, and check against monthly bank statement.
• Provide transaction folders for Board Treasurer to review and initial.
• Provide accountant and auditor with grantee tax information such as W-9’s, EINs, and 501(c)3 non-profit status letters.
• Make our online grants system available to auditors and gather specific grants information as requested by the auditor for annual audit report.
• 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*
Position Summary:
The Region 2 Arts Council (R2AC) 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 Mahnomen Counties.

The Program Assistant works with the Executive Director and Grants Manager in developing and implementing Region 2 Arts Council’s grant and non-grant programs and services. The Program Assistant provides an strong presence in Region 2 Arts Council communities, strengthening relationships, building and generate interest in the arts in north central Minnesota.

OUTREACH
Flesh this out here

GRANTS
- Facilitate grant writing workshops for individual artists and organizations
- Support applicants in using the online grant software
- Support Executive Director and Grants Manager in grant review-related tasks

PROFESSIONAL DEVELOPMENT
- Plan annual professional development workshop schedule for regional artists and arts organizations based on R2AC’s goals, priorities, and needs assessment results
- Secure workshop presenters and venues
- Host workshops and presenters; provide refreshments, set up and break down, offer tech support
- Manage professional development workshop budget under Executive Director’s guidance
- Coordinate & execute Biannual Arts Resource Expo

OFFICE EXHIBITIONS
- Coordinate and oversee R2AC office exhibits of grantee art work
- Coordinate and oversee Annual AAI Exhibition

MEETINGS
- Contribute to the planning and preparation for monthly Region 2 Arts Council Board of Directors’ meetings and Anishinaabe Arts Initiative Council meetings
• Attend Board Meetings and Anishinaabe Council meetings when hours allow
• Serve on board committees as appropriate

OFFICE CULTURE & SUPPORT
• Participate in weekly team meetings
• Lend talents to an office atmosphere of professionalism, equity, and inclusion
• Maintain consistent weekly schedule during office hours, as possible
• Utilize weekend and evening hours only as related to outreach, info sessions, and professional development, and meetings
• Support promotions specialist, grants manager, and executive director as needed
Promotions Consultant

Primary Responsibilities:

- Design and distribute written communication including e-newsletters, public service announcements, web site posts, and flyers
- Maintain R2AC opportunities, meetings, and events calendar for communicating Grant deadlines & review dates
  Board and AAI Council meeting dates
  Professional development activities
  Public meetings
- Utilize the monthly e-newsletter, web site, arts calendar, constant contact, social media, and public service announcements to encourage application to R2AC grants
  promote engagement with non-grant programs and services
  announce awardees
  increase R2AC visibility, strengthen relationships, and generate involvement in regional arts programming
  share opportunities
- Develop and maintain R2AC YouTube channel with R2AC video promotions, grant info videos, and other
- Provide clerical support to program assistant, grants manager, and executive director as needed
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Grant Application Deadlines, Review Dates & Board Meeting Dates

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Grant Applications will be available online approximately one month before the deadline date. Grant Applications must be submitted online by 11:59 p.m. Central Standard Time on the deadline date.

*(Only Anishinaabe Arts Initiative Grant applications may also be submitted in paper form.)*

*Due Dates or Review Dates may change. Check our website (r2arts.org) for the most current information.*

Revised 04/16/19
Region 2 Arts Council Grant Programs for FY20

Region 2 Arts Council grants serve artists and communities in Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnomen counties.

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

Arts Access Grant – Deadlines: September 15, 2019 and March 15, 2020
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.

Arts Learning Grant – Deadline: October 15, 2019
Open to public and charter schools, community education programs, and any nonprofits or groups with a fiscal sponsor providing arts education programming. 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 and Community Education programs can apply for up to $3,000 with no Cash Match.

Cultural Traditions in the Arts Grant – Deadline: November 1, 2019
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 art organizations, represented in Minnesota. Maximum Grant Award is $3,000 with 25% Cash Match on equipment purchases only.

Arts Project Grant – Deadline: December 15, 2019
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.

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.

Arts Access Grant for Small Towns – Deadline: April 15, 2020
Open specifically to non-profits, schools, 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 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 FOR INDIVIDUAL ARTISTS:

R2AC Artist Fellowship – Deadline: September 15, 2019
Open to established artists in all arts 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 will be awarded per year.

Individual Artist Grants - Deadline January 15, 2020
Open to artists in all arts 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 with a 25% Cash Match on equipment.

Young Artist Grants – Deadline: February 15, 2020
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 $800 to attend an arts class, camp, or workshop or are reimbursed up to $800 for work with a mentor artist or instructor.

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, Mahnomen, or Roseau.

Anishinaabe Arts Initiative Grant – Deadline: November 1, 2019
Open to Native American Artists in all arts 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. Both contemporary and traditional arts, such as beading and regalia making, are considered for funding. Maximum Grant Award is $1,000. (Paper Applications Available)

Anishinaabe Arts Initiative Fellowship – Deadline: March 1, 2020
Open to Native American Artists in all arts 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 be awarded per year. (Online Application Only)

Revised 04/16/19