

Southeastern Minnesota Arts Council FY24-25 Biennial Plan

Public Hearing DRAFT

Mission Statement

SEMAC exists to encourage, promote, and assist regional arts development by providing leadership, outreach, advocacy, mentorship, grants, and services.

Vision

All community members are inspired to take part in the arts and build partnerships that promote the arts and artists.

New culturally rich artistic opportunities are incorporated into our communities while preserving existing artistic heritages.

Community members, leaders, and policymakers foster a climate that celebrates imagination, creativity, innovation, and excellence that encourages life-long participation in the arts.

Guiding Principles

SEMAC has accepted the Vision, Guiding Principles, Goals, and Key Strategies developed in partnership by the Minnesota Regional Arts Councils and the Minnesota State Arts Board and is committed to working together to accomplish this vision over the next 25 years.

<http://www.arts.state.mn.us/about/vision.htm>

Statewide Goals:

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

Region – Background, demographics, other context for the plan

Since 1977, SEMAC has served as the designated regional arts council for Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, and Winona counties. The regional population of 517,852 is approximately 9% of the state's total population.

In its 46-year history SEMAC has had two executive directors. At the end of FY2023 the current executive director, who has held the position since 2008 and has been an employee of SEMAC since 2001, will retire. A board-led search is currently underway for the successor. Due to the upcoming change in leadership the plan being submitted for FY2024-2025 will remain largely

unchanged from FY2022-23 to allow the new director and SEMAC board the opportunity to review and discuss the needs of the region going forward. At that time it is anticipated that an update to this plan may be submitted to the MSAB.

The majority of the arts organizations in the region are small and have limited, if any, paid staff and are mainly managed by volunteers. Additionally, many are experiencing high turnover rates with both staff and volunteers, which has created a need for more extensive one-on-one assistance as they move through the grant process.

Needs Assessment

SEMAC conducts ongoing needs assessments year-round based on the feedback received during the application process, panel reviews, and final report submissions. An online needs assessment survey was conducted in February and March of 2023. With the upcoming retirement of the current executive director, the board focused on the future leadership needs of SEMAC and the potential impact on services.

Key Actions for FY2024-2025 - based on FY2023 Needs Assessment survey and incorporating information from FY2022-2023 meetings and conversations:

- Continue all of SEMAC grant programs with the current funding ceilings.
- Expand the availability of workshops, and networking opportunities offered by SEMAC.
- Facilitate conversations (virtual and in person when feasible) designed to allow participants to communicate with others in the region on specific issues, challenges, and actions most relevant to them.

During the FY2023 needs assessment process the following themes/items were identified from the conversations and questionnaire information provided by arts organizations, community organizations, artists, community members, and visitors. It is anticipated that SEMAC will continue to concentrate on the following areas during FY2024 - 2025.

Grants

- Continue with current grant funding levels. **Note:** funding levels were increased in FY2022.
- Continue to offer grant funding to individual artists. **Note:** funding levels were increased in FY2022.
- Provide more technical assistance in applying for grants. **Action:** to assist disadvantaged/underrepresented groups and organizations will provide contract with a grant coach in FY 2024.
- Create clearer and easier to complete application forms. **Note:** minor changes were implemented in FY2020-2023 and will continue into FY2024.

Outreach (offer virtually and in person as needed/requested; with a new director onboard in FY2024 this will be an **essential component**.)

- Provide more opportunities to meet with SEMAC staff, board, and panelists. **Action:** conduct in-person 'get togethers' .
- Provide more SEMAC attendance at funded events. **Action:** board, panel & staff will continue to attend events.
- Increase SEMAC information meetings and grant writing workshops with local artists and arts groups. **Action:** contract with a grants coach to assist underrepresented/disadvantaged groups/individuals; increase the number of grant writing workshops and create greater web presence for instructional videos.
- Networking/career building/business training opportunities for artists. **Action:** increase training opportunities and create a more robust means of informing regional artists.
- Offer more opportunities, beyond grants, for artist recognition/raise visibility. **Action:** continue to work with local venues to encourage artist venues, etc.
- Increase outreach efforts to diverse audiences/artists to raise their visibility and engage them in the communities. **Action:** contract for a community outreach coordinator in FY2024.
- Address issues of community aging (memory loss, loneliness, lack of resources, etc.). **Action:** continue to fund artist(s) work in senior living facilities, etc.

Communications

- Provide a list of regional arts organizations and contact information. **Action:** Continue listing information on the SEMAC website and update as needed/requested.
- Ensure non-funded arts organizations continue to receive SEMAC E-newsletters, bulletins, etc. **Action:** SEMAC rebuilt its website in FY2023 to simplify access and add value; additionally, SEMAC contracted for a social media position to maintain/update media, etc. In order to assist and support SEMAC staff these efforts will continue into FY2024.

Arts-Interested public/general

- Increase public visibility of SEMAC. **Action:** SEMAC Board Action Committee formed and continued outreach to local elected officials beginning in FY2021 through FY2023. Plans are for the board committee to continue its work in FY2024 in order to support the new executive director.
- Raise importance of the arts in communities and especially the schools – SEMAC staff contacted all school districts prior to the pandemic. **Action:** Outreach will continue in FY2024.

Planning Process and Timeline for FY 2024-25

SEMAC views the planning process as an opportunity to examine and update its current policies, programs, and services based on changes in the field, constituent feedback, staff and board discussions, and input from other interested parties in the region.

The SEMAC board normally meets a minimum of five times per year (10 for the biennium). During the final board meeting in FY2022 the current executive director announced her planned retirement effective at the end of FY2023. Additional board meetings were scheduled to continue conducting business as usual and allowing time for the board to prepare for the FY2024 change in leadership.

June 21, 2022, the board approved a contract to work with Cast Consulting to prepare for the retirement of the current executive director and plan for the future. A discussion of potential changes to grant programs and deadlines for FY2024 was part of the review. Additionally, the board approved the agreement to sponsor an Artist Development Series for FY2023 in partnership with the Northfield Arts Guild and the Paradise Center for the Arts in Faribault. Participant feedback provided as part of these sessions offers the SEMAC board of directors an additional insight into the needs of the region.

July 1, 2022, the start of Fiscal Year 2023.

July 25, 2022, the executive committee approved the contract to update the SEMAC website.

August 1, 2022, the official 'kickoff' with the consultant; website upgrades commenced.

August 16, 2022, SEMAC board meeting including a retreat planning session with the consultant. Board outreach committee shared their planned presentation to local government and other stakeholders.

September 1, 2022, the first of four artist development events of the fiscal year was held in Northfield. SEMAC board member in attendance.

September 22, 2022, SEMAC board held in person planning retreat from 5-8pm.

October 18, 2022, board follow up meeting with consultant.

November 10, 2022, the second of four artist development events was held in Lanesboro. SEMAC board member in attendance.

November 15, 2022, board meeting with a follow up session with consultant.

November 29, 2022, board follow up session with the consultant.

December 13, 2022, board follow up session with the consultant.

December 20, 2022, board close out session with the consultant.

January 9, 2022, board officially announced planned retirement of current executive director and opened the job search for the successor.

February 16, 2023, the third artist development event was held in Red Wing. SEMAC board member in attendance.

February 17, 2023, online needs assessment survey opened.

March 3, 2023, online needs assessment survey closed.

March 7, 2023, the draft FY2024-2025 plan uploaded to the SEMAC website and online announcement with instructions on how to participate in the Zoom meeting.

March 15, 2023, a public hearing was held at 6:00pm via Zoom.

March 21, 2023, board meeting and approval of the preliminary FY2024-25 biennial plan.

April 3, 2023, the FY2024-2025 Biennial Plan and Budget submitted to the Minnesota State Arts Board.

May 1, 2023, the board anticipates making an offer to fill the position of executive director.

May 16, 2023, board discussed possible changes to FY2024-2025 plan.

May 18, 2023, the fourth and final artist development event of the fiscal year to be held in Faribault.

May 26, 2023, final plan due to MSAB.

Work plan for grants, programs, and services – Overview

Opportunities for Artists:

Individual Artist Support Grant encourages the development of original work by artists who are full-time residents of the region. Examples of such works could include original literary or dramatic scripts, musical compositions, choreographies, visual arts creations, and interdisciplinary works. Funded work must include a public capstone event, via publication, performance, or exhibition, at an accessible venue provided by a non-profit organization. There are two distinct sub-categories within the main category. Emerging

Artist provides financial support to developing artists committed to advancing their work and careers. Advancing Artist provides financial support to artists to enable them to further their work and careers and is intended to recognize, reward, and encourage outstanding artists in the region.

- All applicants must be age 18 or older on the grant deadline. Current high school students are not eligible.
- Emerging Artists may request up to \$3,000. Advancing Artists may request a maximum of \$5,000.
- No matching funds are required.
- Two deadlines per fiscal year – July and January.
- The emerging artist category may be funded from the general fund appropriation and/or legacy fund.
- The advancing artist category may be funded through a grant by the McKnight Foundation and/or legacy fund.
- In-person capstone events will not be required for either grant, although they are acceptable as conditions permit.

The program achieves the 25 Year Outcome: Minnesota artists say they have access to resources, information, markets, etc. they need.

Program Goal: Promote and support the professional development of regional artists.

Objectives:

- Promote and administer grant processes for artists.
- Provide technical assistance to current and potential grantees.
- Provide grant writing and career development workshops for artists.

Success will be measured by:

- The number of artists engaged in meaningful work and career development.
- The number of regional artists participating in community-based arts programs or school residencies.
- The number of participants involved in the artist driven activities.
- The level of satisfaction expressed by both grantees and participants.

Data will be from grantee final reports and SEMAC database of grantee annual information.

Measure:

- FY 2024 the number of applications received from artists will increase by 10%. FY 2025 the number of participants will remain at FY 24 levels.
- FY 2024 the number of participants involved in artist driven activities will increase by 10%. FY 2025 the number of participants will remain at FY 24 levels.
- FY 2024 75% of grantees will indicate satisfaction with the program and report an artistically successful project with measurable outcomes.

Artists and Organizations:

Artists in Education Grants support artist residencies in schools within SEMAC's eleven county region. A residency is an interactive arts activity involving K-12 students, teachers, and artists. Residencies should serve as a resource for teachers working to further integrate the arts into the curriculum and provide young people with a direct arts experience with artists. Residencies also encourage the professional of artists by providing a unique employment experience and audience contact. Residencies must be based upon a well-defined educational experience that is at least one full day or up to five school days in length and culminate in a capstone event showcasing the students that is accessible and open to the public. These are competitive grants with applications reviewed by the board on an ongoing basis throughout the year until funding is expended.

- School Residency proposals from \$500 to \$3,000 will be considered for funding.
- No matching funds are required for School Residency grants.
- Recipients of School Residency grants are eligible to reapply annually.
- The deadline for receipt of application is sixty days prior to the planned artist residency.
- These grants may be funded from both the general fund appropriation and the Arts & Cultural Heritage Fund.
- NOTE: Arts & Cultural Heritage fund dollars are not used to supplant (substitute) funds used for core arts teaching curriculum in K-12 schools.

This program achieves the 25 Year Outcome: Minnesota artists say they have access to resources, information, markets, etc. they need.

Program Goal: To provide financial resources to schools to provide students with a direct arts experience with artists.

Objectives:

- Promote and administer grant process for K-12 schools.
- Provide technical assistance to current and potential grantees.
- Promote the residency program to schools, teachers, and regional artists.

Outcome:

- As a result of this program schools throughout the region will experience an increase in their extracurricular arts events.
- As a result of this program regional artists will experience an increase in employment/professional development activities.
- As a result of this program there will be an increase of direct artist experiences with youth in the region.

Success will be measured by:

- The number of school arts activities supported through grant program.
- The number of participants involved in the activities.
- The level of satisfaction expressed by both grantees and participants.

Data will be from grantee final reports and SEMAC database of grantee annual.

Measure:

- FY 2024 the number of applications received will increase by 10%. FY 2025 the number of participants will remain at FY 24 levels.
- FY 2024 the number participants involved in activities will increase by 10%. FY 2025 the number of participants will remain at FY 24 levels.
- FY 2024 75% of grantees will indicate satisfaction with the program and report an artistically successful project with measurable outcomes.

Opportunities for Organizations:

Legacy grants support activities in three key areas: 1) Arts and Arts Access, 2) Arts Education: Investing in lifelong learning in the arts and 3) Arts & Cultural Heritage: Building bridges between Minnesotans through the arts and culture. Projects, partnerships, or initiatives developed in this category should serve the artistic needs of communities throughout the region. SEMAC encourages applicants to research and develop projects that incorporate two or more of the key areas with an emphasis on creating lasting partnerships among regional nonprofit arts organizations and other nonprofit groups. Arts nonprofit 501©(3) organizations or arts groups without nonprofit designation that have the arts as a primary focus using a fiscal agency may apply. Nonprofit organizations that do not have arts as a primary focus, such as schools, senior centers, community education, BIPOC, Native, LGBTQIA+, PWD, other cultural groups, and colleges and local governments (city, township, and county) may apply for arts focused activities.

- Arts & Cultural Heritage Grants are for a minimum of \$3,000 and a maximum of \$10,000.
- Arts nonprofits are eligible to request up to the \$10,000 maximum annually.
- Non-arts nonprofits may apply for grants up to \$5,000 to provide arts-related activities.
- Two deadlines per fiscal year – October and March.
- No match is required for FY2024. A match may be phased back in FY2025.
- These grants are funded from the Arts & Cultural Heritage Fund.

The program achieves the following outcomes:

- 25 Year Outcome: Minnesota arts organizations report having access to resources, information, personnel, audiences, etc. they need.
- 25 Year Outcome: Minnesotans are aware of arts offerings in their communities and believe that the arts are available to them.
- 25 Year Outcome: Applicants, grantees, and panelists believe the SEMAC grant making process is equitable.

Program Goal: To provide access to quality arts activities and experiences for all regional communities.

Objectives:

- Promote and administer grant process.
- Provide technical assistance to current and potential grantees.

Outcome:

- As a result of this program arts organizations throughout the region will experience an increase in the attendance at their events.
- As a result of this program residents will experience an increase in arts related activities in their communities.
- As a result of this program there will be an increase of arts related activities in the region.

Success will be measured by:

- The number of activities supported through the grant program.
- The number of participants involved in the activities.
- The level of satisfaction expressed by both grantees and participants.

Data will be from grantee final reports and SEMAC database of grantee annual information.

Measure:

- FY 2024 the number of applications received will increase by 10%. FY 2025 the number of participants will remain at FY 24 levels.
- FY 2024 the number participants involved in activities will increase by 10%. FY 2025 the number of participants will remain at FY 24 levels.
- FY 2024 75% of grantees will indicate satisfaction with the program and report an artistically successful project with measurable outcomes.

General Operating Support Grants are designed to strengthen and stabilize small and medium arts organizations. Colleges and universities are not eligible to apply. General operating support grants are made to organizations that do not receive operating support from the Minnesota State Arts Board and that demonstrate programming of high artistic quality and efficient management. These funds may be used for administrative, operating and capital (equipment only) expenditures. Nonprofit arts organizations located within SEMAC's eleven county region which have received their 501©(3) tax-exempt status from the IRS, which operate year-round, and have been in existence for at least three years may apply. These competitive grants are reviewed by the board on an ongoing basis throughout the year until funding is expended.

- Matching Funds are not required for General Operating Support.
- Recipients of General Operating Support are invited to reapply every biennium as long as they remain eligible. These are two-year grants with an annual maximum of \$5,000.
- The application opens in July.
- These grants may be funded from both the general fund appropriation and the Arts and Cultural Heritage Fund.

The program achieves the 25 Year Outcome: Minnesota arts organizations report having access to resources, information, personnel, audiences, etc. they need.

Program Goal: To strengthen and stabilize local nonprofit arts organizations to better fulfill their missions.

Objectives:

- Promote and administer grant process.
- Provide technical assistance to current and potential grantees.
- Provide workshops for grantees in board development, governance, financial and volunteer management and fundraising.

Outcome:

- As a result of this program arts organizations throughout the region will experience an increase in organizational stability.

Success will be measured by:

- The number of arts activities produced by funded organizations.
- The number of participants involved in the activities.
- Participation in workshops/training events.
- The level of satisfaction expressed by both grantees and participants.

Data will be from grantee final reports and SEMAC database of grantee annual information and feedback from workshop attendees.

Measure:

- FY 2024 the number of applications received will increase by 10%. FY 2025 the number of participants will remain at FY 24 levels.
- FY 2024 the number participants involved in activities will increase by 10%. FY 2025 the number of participants will remain at FY 24 levels.
- FY 2024 75% of grantees will indicate satisfaction with the program and report an artistically successful project with measurable outcomes.

Program Support Grants support arts organizations in their efforts to offer arts activities in the region. Grant funds support activities directly involved in the creation, performance, publication, and exhibition of art, local productions, or enable local arts organizations in sponsoring appearances by touring artists or companies which have demonstrated a high level of artistic quality. These grants are not intended for artists' school residencies. Nonprofit arts organizations who have received or are in the process of applying (using a fiscal agent) for their 501©(3) tax-exempt status may apply.

- Applications from \$500 to \$5,000 will be considered for funding.
- Recipients of Program grants are eligible to reapply annually.
- Two deadlines per fiscal year – October and March.
- No match is required for FY2024. A match may be phased back in FY2025.
- These grants are funded from both the general fund appropriation and the Arts & Cultural Heritage Fund.

The program achieves the following:

- 25 Year Outcome: Minnesota arts organizations report having access to resources, information, personnel, audiences, etc. they need.
- 25 Year Outcome: Minnesotans are aware of arts offerings in their communities and believe that the arts are available to them.
- 25 Year Outcome: Applicants, grantees, and panelists believe that the SEMAC grant making process is equitable.

Program Goal: To provide access to quality arts activities and experiences for all regional communities.

Objectives:

- Promote and administer grant process.
- Provide technical assistance to current and potential grantees.

Outcome:

- As a result of this program arts organizations throughout the region will experience an increase in the attendance at their events.
- As a result of this program residents will experience an increase in arts related activities in their communities.
- As a result of this program there will be an increase of arts related activities in the region.

Success will be measured by:

- The number of arts activities supported through the grant program.
- The number of participants involved in the activities.
- The level of satisfaction expressed by both grantees and participants.

Data will be from grantee final reports and SEMAC database of grantee annual.

Measure:

- FY 2024 the number of applications received will increase by 10%. FY 2025 the number of participants will remain at FY24 levels.
- FY 2024 the number participants involved in activities will increase by 10%. FY 2025 the number of participants will remain at FY 24 levels.
- FY 2024 75% of grantees will indicate satisfaction with the program and report an artistically successful project with measurable outcomes.

Small Town/Rural Area Grants support and encourage the creation and development of art and arts organizations in small, rural communities, specifically communities with populations under 7,500. This support may be used for assistance in activities which directly involve the creation, performance, publication, or exhibition of art or assistance in administrative, operating, or capital (equipment only) expenditures. Arts organizations, who have received or are in the process of applying for their 501©(3) status (or using a fiscal sponsor), educational institutions, or unit of government located in the eleven-county region, in a town with a population of 7500 or less may apply.

- Applications from \$500 to \$5,000 will be considered for funding.
- No match is required for FY2024. A match may be phased back in FY2025.
- Recipients of Small Towns/Rural Areas grants are eligible to reapply annually.
- Two deadlines per fiscal year – October and March.
- These grants may be funded from both the general fund appropriation and the Arts & Cultural Heritage Fund.

The program achieves the following:

- 25 Year Outcome: Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.
- 25 Year Outcome: Minnesotans are aware of arts offerings in their communities and believe that the arts are available to them.
- 25 Year Outcome: Applicants, grantees, and panelists believe that the SEMAC grant making process is equitable.

Program Goal: Assist in the development, promotion, and sustainability of the arts in small towns and rural areas.

Objectives:

- Promote and administer grant process for communities with populations under 7500.
- Provide technical assistance to current and potential grantees.

Outcome:

- As a result of this program, arts organizations in the smaller, rural communities will experience an increase in the attendance at their events.
- As a result of this program, residents will experience an increase in arts related activities in their communities.

Success will be measured by:

- The number of arts activities supported through the grant program.
- The number of participants involved in the activities.
- The level of satisfaction expressed by both grantees and participants.

Data will be from grantee final reports and SEMAC database of grantee annual information.

Measure:

- FY 2024 the number of applications received will increase by 10%. FY 2025 the number of participants will remain at FY 24 levels.
- FY 2024 the number participants involved in activities will increase by 10%. FY 2025 the number of participants will remain at FY 24 levels.
- FY 2024 75% of grantees will indicate satisfaction with the program and report an artistically successful project with measurable outcomes.

Arts Management Training Grants are for the staff, board, and volunteers of regional arts organizations to attend conferences, management, education, and other appropriate workshops or professional development activities (online or within Minnesota – out of state travel is not permitted). Nonprofit arts organizations who have received or are in the process of applying (using a fiscal agent) for their 501©(3) tax-exempt status from the IRS may apply. Applications are reviewed by the board on an ongoing basis throughout the year until funds are expended.

- Arts Management Training Grants are for a maximum of \$300 per event, per person, and for a fiscal year maximum of \$600 per organization.
- Funds for Arts Management Training are not always available; check with SEMAC.
- No match is required for Arts Management Training.
- The submission deadline is thirty days prior to the training start date.
- These grants are funded from the general fund appropriation.

This program achieves the following 25 Year Outcome: Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

Program Goal: To enable local nonprofit arts organizations to better fulfill their mission.

Objectives:

- Promote and administer grant process.
- Provide technical assistance to current and potential grantees.

Outcome:

- As a result of this program arts organizations throughout the region will experience organizational stability.

Success will be measured by:

- The number of participants involved in activities.
- Quality of workshops/training/conference events attended.
- The level of satisfaction expressed by both grantees and participants.

Data will be from grantee final reports, SEMAC database of grantee annual information, and feedback from attendees.

Measure:

- FY 2024 the number of applications will increase by 10%. FY 2025 the number of applications will remain at FY24 levels.
- FY 2024 the number of participants involved in activities will increase by 10%. FY 2025 the number of participants will remain at FY24 levels.
- FY 2024 75% of grantees will indicate satisfaction with the program and report a successful experience with measurable outcomes.

Opportunity Grants provide nominal assistance to nonprofit arts organizations and K-12 schools for “sudden” projects. These grants are to enable organizations and schools to take advantage of opportunities that arise with little advance notice. Nonprofit arts-related or arts-sponsoring organizations, individual artists, and schools in the eleven-county region may apply. Applications are reviewed by the board on an ongoing basis throughout the year until funds are expended.

- Proposals up to \$300 will be considered for funding.
- Opportunity Grants do not require matching funds.
- Recipients of Opportunity Grants are eligible to apply twice in a given fiscal year (July 1 to June 30) if funds are available.
- Funds for Opportunity Grants are not always available; check with SEMAC.
- The deadline for receipt of Opportunity Grants applications is fifteen days prior to the intended start date.
- These grants are funded from the general fund appropriation.

This program achieves the following:

- 25 Year Outcome: Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.
- 25 Year Outcome: Minnesotans are aware of arts offerings in their communities and believe the arts are available to them.

Program Goal: To enable local nonprofit arts organizations to take advantage of sudden unexpected artistic opportunities.

Objectives:

- Promote and administer grant process.
- Provide technical assistance to current and potential grantees.

Outcome:

- As a result of this program arts organizations throughout the region will experience organizational stability.

Success will be measured by:

- The number of participants involved in activities.
- The level of satisfaction expressed by both grantees and participants.

Data will be from grantee final reports and SEMAC database of grantee annual information.

Measure:

- FY 2024 the number of applications will increase by 10%. FY 2025 the number of applications will remain at FY24 levels.
- FY 2024 the number of participants involved in activities will increase by 10%. FY 2025 the number of participants will remain at FY24 levels.
- FY 2024 75% of grantees will indicate satisfaction with the program and report a successful experience with measurable outcomes.
- As a result of this program arts organizations throughout the region will experience organizational stability.

Services – For FY2024-2025 SEMAC plans to offer the following services to the eleven-county region:

Workshops and Professional Development Training Program: offer a minimum of 4 workshops per year for artists and 4 workshops for arts organizations that focus on areas such as board training and governance, financial management, business skills for artists, tax planning for artists, etc. Offerings may be either virtual or in person.

Networking: offer a minimum of 4 opportunities per year for artists and 2 opportunities per year for organizations. Dates will be arranged based on participant feedback and the availability of vendors and/or staff.

Grant Writing Assistance Program: offer a minimum of 2 per year for artists and 2 per year for arts organizations. These are timed to coincide with upcoming appropriate grant application deadlines. Some of these may be guided by a grant coach and additional meetings may be arranged based on availability. Offerings may be either virtual or in person.

What's New Electronic Newsletter: email news blasts and published electronic online newsletter as needed. The format of the electronic newsletter is currently undergoing revisions in FY2023, and it is anticipated that these revisions may continue into FY2024.

SEMAC Website: www.semac.org the website was restructured in FY2023 and it is anticipated that these revisions may continue into FY2024.

Arts Calendar: a free online listing of arts events in the region – both SEMAC funded and non-funded events. It is updated continuously.

SEMAC Arts Awards: historically these were awarded in odd years to Outstanding Arts, Outstanding Arts Organization, and Outstanding Volunteer. The program has been dormant for a few years due to lack of participation. However there has been renewed interest and it is anticipated that with the arrival of a new executive director the program will resume in FY 2024.

SEMAC Celebration of the Arts: a celebration of the arts in the region. Historically It rotates throughout the region. It is anticipated that the in-person program will take place in FY2024 and FY 2025. These celebrations may take the form of a 'big' celebration at a regional location yet to be determined or smaller events that will be held at the SEMAC offices.

SEMAC in-house gallery: Decisions regarding the development of the future gallery is on hold until a new executive director is in place in FY2024.

SEMAC Facebook page: this social media outlet is updated and maintained by a board committee and features events/happenings from throughout the region. A contract with a Social Media Manager was signed in FY2023 to assist the board and staff in the update/development of the Facebook account and other social media outlets/newsletters/emails.

The services offered achieve the following:

- 25 Year Outcome: Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.
- 25 Year Outcome: Minnesota artists say they have access to resources, information, markets, etc. they need.
- 25 Year Outcome: Minnesotans are aware of arts offerings in their communities and believe that the arts are available to them.

Services Program Goal: To increase the visibility of the arts in the region and ensure proper use of state and foundation funding by encouraging community participation, providing technical assistance, planning, public information, and administrative assistance.

Objectives:

- Encourage community participation in the arts through an active arts council.
- Promote, design, coordinate, and/or host events, workshops, and training.
- Contract/collaborate with facilitators as needed.
- Provide technical assistance to current and potential grantees.
- Recognize artists and arts organizations with appropriate awards.
- Provide arts information to the general public.
- Conduct meetings under the spirit of the Minnesota Open Meeting Law.
- Provide fiscal and program accountability to the state legislature, the Minnesota State Arts Board, and the McKnight Foundation.

Outcome:

- As a result of this program there will be an increase in learning opportunities for artists, arts organizations, civic leaders, and community members.
- As a result of this program there will be an increase in the number of participants for SEMAC activities in the region.
- As a result of this program there will be an increased regional awareness of SEMAC's programs and services.
- As a result of this program there will be an increase in the opportunities for regional artists and arts leaders to network and celebrate success.
- As a result of this program there will be a positive working relationship will local, regional, and state level stakeholders.

Success will be measured by:

- The number of activities supported through the services program.
- The number of participants involved in and finding value in the activities.
- The level of satisfaction expressed by both grantees and participants.
- A positive annual professional audit outcome.

Data will be from participant feedback and surveys, Facebook activity, certified audit, MSAB reconciliation, SEMAC reports, etc.

Measure:

- FY 2024-25 75% of grantees will indicate that the services programs were of value.
- FY 2024-25 will offer the minimum number of workshops/professional development/training/networking opportunities listed above.
- FY 2024-25 have a minimum of at least 1 direct contact with each of the regional legislators per fiscal year.

Grant making/monitoring/nominating process.

Applications are submitted through the online Foundant GLM system. Staff screens submitted information for basic eligibility and completeness. Specific guidelines and eligibility requirements for each grant program are included with the online instructions and are also available on the SEMAC website and office. All applicants receive written verification of the receipt of the proposal via email. SEMAC staff are available for questions on proposal/organizational eligibility, project idea development, and will, when possible, review application materials for eligibility in advance of the deadline.

All programs have a set deadline for when applications must be submitted. The deadlines are advertised at the beginning of the fiscal year. Applications involve a two-part process: the LOI (letter of intent) followed by the complete application narrative. Each LOI is screened for organizational eligibility and the narrative section undergoes an initial review for project eligibility. All eligible applications are reviewed by the Arts Advisory Panel.

SEMAC's Arts Advisory Panel is assembled through an open nomination process and panelists are selected on the basis of their artistic expertise and critical skills in their discipline (dance, literary arts, music, theatre, and visual arts). Positions are also available for generalists (persons who have demonstrated strong involvement in support of the arts). Panel openings are publicized using the SEMAC website and the general media. Letters of application and resumes are accepted from applicants throughout the region.

The Arts Advisory Panel acts as advisors to the board and is responsible for reviewing grant applications on the basis of artistic quality and merit, the community's need for the project, and the applicant's ability to carry out the project. Their scores are entered into the online grant system and a score is issued. Advisory Panel scoring recommendations will be reviewed by the SEMAC Board at the Board's next regularly scheduled meeting. The Board will make final funding decisions based on the composite ranking. Grants are awarded in full per ranking score until the allocated funds are exhausted. There is no right of appeal based on the amount of the grant awarded or on disagreements with the advisory panel's assessment of an application. All applicants are notified via email of the Board's decision within 7 days of the board meeting. Panel review comments are also provided to applicants. A list of funded proposals is posted on the SEMAC website and sent to media outlets. The grantee or authorizing official must sign the online contract by the due date listed on the contract form. In the event a grant is awarded to a fiscal sponsor, the fiscal sponsor must sign the grant contract. The fiscal sponsor must have a written contract with the group implementing the project/program which specifies the responsibilities of each. This contract is required as part of the initial application. The grantee must notify SEMAC in writing at any point if the program or project is changed from the way which it was described in the grant application. The request will be reviewed by the staff to ensure that the change does not make a project or program ineligible for support as eligibility is specified in the Minnesota State Arts Board rules. Grantee will be notified via email of the approval or non-approval of the program or project change(s).

Grant Agreement and Responsibilities of Grantee

The responsibilities of the grantees are:

1. The project will be carried out as described in the contract.
2. grant funds will be used as described in the contract.
3. records will be kept for at least three years relating to the receipt and expenditure of the funds granted for the project, and that SEMAC may inspect and audit the records of the organization.
4. within 30 days of completion of the project a final report (narrative summary and financial report) will be submitted to the council, and if a project takes longer than six months, an interim report will be submitted. Noncompliance with the final reporting requirement will result in ineligibility for further SEMAC funding until all requirements are met.
5. any changes in the terms of the contract must be in writing and agreed to by both parties.
6. the grantee agrees to comply with all applicable laws relating to non-discrimination and affirmative action.
7. the following acknowledgement is made to the Council for its assistance on all programs, graphics and publications relating to the project funded with Arts & Cultural Heritage funds:

This activity is made possible by the voters of Minnesota through a grant from the Southeastern Minnesota Arts Council thanks to a legislative appropriation from the arts & cultural heritage fund.

8. That the following acknowledgement is made to the Council for its assistance on all programs, graphics and publications funded only by the general fund appropriation: *This activity is made possible in part by a grant from the Southeastern Minnesota Arts Council with funds appropriated by the Minnesota State Legislature from its general fund.*

9. That the following acknowledgement is made to the Council for its assistance on all programs, graphics and publications funded from both Minnesota State Arts Board and the Southeastern Minnesota Arts Council: *This activity is made possible by the voters of Minnesota through grants from the Minnesota State Arts Board and the Southeastern Minnesota Arts Council thanks to a legislative appropriation from the arts & cultural heritage fund.*

A grant contract may be terminated at any time upon written request of the grantee, but such termination does not necessarily relieve the grant recipient of the responsibilities set forth in the grant contract. SEMAC may terminate a grant contract at any time upon the failure of the grantee to comply with one or more of the conditions of the grant contract, or a grant contract may be terminated at any time by mutual agreement. The Council may rescind a grant commitment to a grantee if the following conditions exist: The grantee does not sign the online contract and return any requested documentation within 15 days from the due date. A grantee awarded partial funding does not return a revised budget and/or project description within 15 days from the due date indicated in the letter of notification of partial funding. These revisions must be made before the process of contracting can begin.