

Douglas County: 2.0% Hispanic or Latino;

Grant County: 2.4% Hispanic or Latino;

Otter Tail County: 3.8% Hispanic or Latino; 1.6% Black or African American alone;

Pope County: 2.0% Hispanic or Latino;

Stevens County: 8.5% Hispanic or Latino; 2.1% American Indian and Alaska Native alone; 2.0% Asian alone; 1.4% Black or African American alone;

Traverse County: 6.7% American Indian and Alaska Native alone; 5.1% Hispanic or Latino;

Wilkin County: 3.9% Hispanic or Latino; 2.0% American Indian and Alaska Native alone;

Current state of the arts and cultural community in your region, from 2019 Creative MN Report.

Although seventh in population size among the state's eleven regions, Region 4 is 6th in total attendance, youth attendance, and economic impact from organizations, economic impact from artists and creative workers, and 4th in average hourly wage for creative workers. It also ranks 7th in the number of artists and creative workers, economic impact from organizations and audiences, and economic impact per capita.

Participating Organizations by Discipline, 74 TOTAL

15 Performing arts,

21 Arts multipurpose,

5 Visual arts and architecture,

3 Media and communications,

1 Literary arts,

15 History and historical preservation,

14 Other.

Artists & Creative Workers: 2,946 Total

Full-time artists and creative workers 892

Part-time artists and creative Workers 2,054

Attendees, 316,450 Total, growth of +70,598 since last report

Number of students served, 89,118

**Attachment
(optional)**

Needs assessment

(10,000 characters max)*

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

In this section, describe:

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

When the needs assessment was completed: The required, every 4 years. LRAC Needs Assessment was conducted in December, 2022. This survey was available to involved public, current and past LRAC grant applicants, regional arts organizations, and artists. Additional surveys with Area Agency on Aging conducted in December, 2022 and city governments in February 2023.

The process used to generate input from the arts community and the arts involved public. In FY23 the Lake Region Arts Council conducted a Needs Assessment of the arts involved public, current and past LRAC grant applicants, regional arts organizations, and artists. The FY23 Needs Assessment had 136 respondents. The FY23 Needs Assessment findings are the basis of many of this Biennial Plan's priorities. Future LRAC Needs Survey methods will be based on the MSAB Needs Assessment Tool Kit and training provided to the Regional Arts Councils, it is our intention to further extend our surveying of the arts involved public. In FY23 we did focused surveys about needs for access to the arts with organizations

working with those 65+ and local city governments. In FY24 LRAC will expand the populations surveyed by focusing on surveying at risk youth and the organizations that support them about their need for access to the arts.

Methods of collecting feedback included:

1. A formal 17 question survey, was conducted in December, 2022. This survey was conducted online through Survey Monkey with print surveys available upon request. Participation in the survey was encouraged through Facebook ads/posts, newspaper announcements, LRAC website, mass email, LRAC Newsletter and word of mouth. There were 136 survey respondents. A Zoom meeting was scheduled December, 2022 with 5 Area Agency on Aging staff who answer a series of questions designed to identify access to the arts and value placed on arts activities for those 65+. Meetings were held Feb. 2023 with staff of West Central Initiative to do a partnership survey of 75 local municipalities on their needs including questions about the value of and need for access to public art.
2. LRAC collects feedback from our grantees in their final grant reports throughout the year.
3. LRAC collects feedback from our workshop, networking and service participants in post event surveys throughout the year.
4. LRAC meets with area arts organizations to collect feedback, throughout the year and conducts one on one interviews.

Key findings identified through the needs assessment process:

- All LRAC grant programs were ranked important or very important and will be continued, dependent on available funding from the State and the McKnight Foundation.
- All LRAC services were ranked important or very important and will be continued, dependent on available funding from the State and the McKnight Foundation.
- Simplification of the LRAC grant application process, ranked as agree or very strongly agree and will be addressed in the LRAC FY24-25 work plan
- All LRAC services to artists were ranked as helpful or very helpful, and all will be continued, dependent on available funding from the State and the McKnight Foundation. Reoccurring themes from artists identifying what they would value most are opportunities to network, receive individual help to connect to resources and improve their ability to promote and publicize their work.
- LRAC provided good stewardship of public funds, ranked as strongly agree or very strongly agree. To continue this perception by the public, LRAC will maintain a highly functioning Board and staff and work with the MN State Arts Board and Forum of Regional Arts Council to insure that LRAC is in compliance with state grant making policies and state law and is appropriate in its use of state grant funds.
- Highly valued needs to carry on and grow, identified by both artists and arts organizations, are networking opportunities, help with publicity and promotion, and the need for grants to financially support individual artists, career development, encouragement and networking. LRAC will continue to provide services to artists and arts organizations.
 - Respondents valued or highly valued all four possible new programs being considered for FY24 and FY25; LRAC support to city governments to increase access to public art, LRAC support to those facing barriers to accessing the arts due to a disability, LRAC support to those facing barriers to accessing the arts, who are over 65+ years old, LRAC support those facing barriers to accessing the arts, who are youth at risk. Highest valued was LRAC support for those facing barriers to accessing the arts, who are at risk youth. In FY24 and FY25 LRAC will begin building relationships with organizations that work with at risk youth, such and alternative learning schools and the Cornerstone Youth Program in Frazee, MN. The goal will be to encourage organizations that work with at risk youth, to apply for our grants and services.

**Attachment
(optional)**

Description of the planning process

(5,000 characters max)*

The biennial plan must include a description of the biennial planning process used by the council including a list of the steps included in the development of the biennial plan and the participants involved in the biennial planning process.

The Needs Assessment Survey was conducted in December, 2022. The LRAC Executive Director compiled feedback from the Needs Assessment Survey, grantee final reports, post workshop/networking surveys, one on one interviews with arts organizations and developed a draft set of Goals for the FY 24 and FY25 Biennial Plan in January, 2023. On January 17, 2023 the LRAC Board reviewed the Needs Assessment Survey. At the end of the January 17 discussion, the LRAC Executive Director was given permission to

complete a draft of the FY24 and FY25 Biennial Plan that will be submitted for public review at the February 21, 2023 LRAC Board meeting. Notice of the February 21 meeting was made public and a copy of the plan was available for review at the LRAC office and online at least 3 days prior to the February 21, 2023 meeting. The proposed plan was presented so that the public could offer input. A written record of the public meeting will be kept on file at the LRAC office for a period of one year. The Draft FY24 and FY25 Biennial Plan was approved at the February 21, 2023 meeting. The plan was submitted to the Arts Advisory Committee by April 1, 2023. The plan will be reviewed by the Arts Advisory Committee in May, 2023. Suggested revisions, if any, will be done and a final plan submitted to the MN State Arts Board no later than July 1.

Attachment
(optional)

Work plan for grants, programs, and services - Overview

(4,000 characters max)*

The biennial plan must include a work plan which contains a description of services, programs, and grants available from the council, and the goals and objectives of these activities as related to the needs assessment, and the 25-year arts legacy outcomes.

LRAC expects to work on 5 work plan priorities

To offer grants that provide financial support to artists and organizations providing arts activities.

To offer services that provide technical support to artists and organizations providing arts activities.

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

To act as responsible stewards of public funds.

To act as strong advocates for the arts.

Attachment
(optional)

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

Yes

Work Plan Priority 1 (2,000 characters max)*

1. Biennial Plan Priority: Provide financial and technical support to artists.

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

Measurable Outcome (150 characters max) Minnesota artists and arts organizations say they have access to the resources, information, markets, etc. they need

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

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota

Yes

Plan for measuring results (1,000 characters max) In FY24 and FY25 of those receiving grants and services from the LRAC, 75% will indicate that their project was artistically successful, reached the target constituency and had community impact. This will be measured by the final reports and Needs Assessment Survey.

Is there a second work plan priority? Yes

Work Plan Priority 2 (2,000 characters max)

2. Biennial Plan Priority: Provide financial and technical support to organizations.

State one measurable outcome the council expects to produce through Priority 2 activities.

Measurable Outcome (150 characters max) Minnesota artists and arts organizations say they have access to the resources, information, markets, etc. they need.

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

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota

Plan for measuring results (1,000 characters max) In FY24 and FY25 of those receiving grants and services from the LRAC, 75% will indicate that their project was artistically successful, reached the target constituency and had a community impact. This will be measured by the final reports and Needs Assessment Survey.

Is there a third work plan priority? Yes

Work Plan Priority 3 (2,000 characters max)

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

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

Measurable Outcome (150 characters max) Applicants, grantees and panelists believe that the LRAC grant-making process is equitable.

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

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities

participate in the arts

People trust Minnesota's stewardship of public arts funding

The arts thrive in Minnesota

Plan for measuring results (1,000 characters max)

In FY24 and FY25, 75% of those responding will agree that LRAC awards grants and provides services with fairness to all applicants. This will be measured by a constituent survey.

Is there a fourth work plan priority?

Yes

Work Plan Priority 4 (2,000 characters max)

4. Biennial Plan Priority: Act as responsible stewards of public funds.

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

Measurable Outcome (150 characters max)

Applicants and grantees understand the grant-making process, feel that they have been treated fairly, and were provided with good service by LRAC

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

The arts are interwoven into every facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

People trust Minnesota's stewardship of public arts funding

Yes

The arts thrive in Minnesota

Plan for measuring results (1,000 characters max)

In FY24 and FY25, 75% of those responding will agree that; LRAC acts as a responsible steward of public funds, and respondents understand the grant making process. This will be measured by the Needs Assessment Survey. A yearly procedural audit conducted by the Minnesota State Arts Board and financial audit by Clifton, Larson, Allen, will result in a positive review of LRAC's compliance with state grant making policies and state law and that LRAC is appropriate in its use of state grant funds. This will be measured by a successfully completed Audits in FY24 and FY25.

Is there a fifth work plan priority?

Yes

Work Plan Priority 5 (2,000 characters max)

5. Biennial Plan Priority : To act as strong advocates for the arts.

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

Measurable Outcome (150 characters max)

Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources produce.

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

The arts are interwoven into every

facet of community life

Minnesotans believe the arts are vital to who we are

People of all ages, ethnicities, and abilities participate in the arts

People trust Minnesota's stewardship of public arts funding Yes

The arts thrive in Minnesota

Plan for measuring results (1,000 characters max) In FY24 and FY25 LRAC will communicate a minimum of 5 times per year informing regional legislators of arts activities and issues. In FY24 and FY25 LRAC will support Arts Advocacy Day. In FY24 and FY25 LRAC will maintain memberships in MN Citizens for the Arts and Americans for the Arts.

Program Information

(7,000 characters max)*

Describe the grants and other forms of assistance the council will provide, the review criteria for evaluating grant requests, and eligibility requirements.

LRAC Grant Programs

Grant Outcomes are:

Project Grants: Outcome: Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

Operating Support Grants: Outcome: Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

Arts Mentorship Grants: Outcome: Minnesota artists say they have access to the resources, information, markets, etc. they need.

Organizational Legacy Access, Education and Cultural Heritage grants: Outcome: Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

Individual Artist Legacy Access, Education and Cultural Heritage grants: Outcome: Minnesota artists say they have access to the resources, information, markets, etc. they need.

Artists on Main Street program: Outcome: Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources produce.

Artist Cohort program: Outcome: Minnesota artists say they have access to resources, information, personnel, audiences, etc. they need.

In the FY 24 and FY 25 of those receiving grants from the LRAC, 75% will indicate that their project was artistically successful, reached the target constituency and had a community impact. This will be measured by the final reports.

Please see attachment for details:

Program Information, Attachments

By Individual grant program:

- Outcome, (on first page of each grant guidelines)
- Description of grant program
- Eligibility requirements for applicant and project
- Review Criteria

LRAC Services

Services provided to the nine county region:

Outcome: Minnesota artists say they have access to the resources, information, markets, etc. they need.

Outcome: Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

Measurement for all services:

In the FY 24 and FY 25 of those receiving services from the LRAC, 75% will indicate that the services provided by LRAC are important or very important to them and have provided access to a variety of resources they need. This will be measured by the FY24 Needs Assessment survey.

Artist Registry, a computerized registry of all artists in the region who wish to be listed. It is used to put artists in touch with grant, exhibit and job opportunities <https://lrac4artists.org/browse>

Arts Headline News Letter, published electronically 12 times a year <https://lrac4.org/artsnews>

Arts Calendar, a free online listing of regional arts events. Accessible for the visually impaired. <https://www.lrac4calendar.org/>

Workshops, offering a minimum of three workshops for artist per year

Networking, offering a minimum of two opportunities for artists and arts organizations to network.

LRAC Website, LRAC website can be found at www.lrac4.org. The website provides online grant forms, expanded information about LRAC services, an arts calendar and access to the Art Headline newsletter. Accessible for the visually impaired. <https://lrac4.org/>

Publicity/Public Awareness, LRAC will contract with a media specialist to promote regional arts on social media and LRAC website. LRAC will choose the subject matter for and produce videos related to regional artists and arts activities. These videos will be available free of charge to the featured artists and arts organizations to promote their activities.

Videos <https://www.youtube.com/@LakeRegionArts/videos>,

Facebook, <https://www.facebook.com/LakeRegionArtsCouncil>

Exhibit Gallery & Meeting Room, LRAC provides a 1,200 sq. foot exhibition space for rotating art exhibits, performances, meetings and workshops. <https://lrac4.org/about-the-gallery>

Artist Cohort, A cohort of 6 artists will be selected to participate in a yearlong program. Artist of Color Cohort will have 3 participants and additional services to address specific barriers experienced by artists of color such as mentoring by professional artists of color, Talking Circles for open discussion on challenges between Artist of Color Cohort members and professional artists of color and a liaison advisory person to help identify and recruit emerging artists of color and build relationships with communities of color. Cohort programs will be offered alternating years, FY24 will be the Artist of Color Cohort funded by the McKnight Foundation and FY25 the Artist Cohort, funded with Legacy Arts and Cultural funds.

Building Equitable Access to Grants and Services,

LRAC will engage in the following Equitable Access activities:

Build direct relationships with Native American artists/communities, at risk youth/organizations who support them, people over 65/organizations that support them and regional multi-cultural groups.

McKnight Grants:

Artist Quick Start grants

Career Development Grants

Fellowship Grants

Artist of Color Cohort

Attachment (optional) LRAC Program info FY24-25 Biennial Planx.pdf

Grant making and monitoring process

(5,000 characters max)*

Provide a detailed description of the council's grant making process including the review process, the terms of the grant contract with grant recipients, the time needed and process followed in paying grant recipients, the responsibilities of grantees, and the grant monitoring process.

All LRAC grant applications are reviewed by the LRAC Board where open meeting laws and conflict of interest policies are observed. The new conflict of interest policy for LRAC Staff can be found in the Staff information attachment along with the current conflict of interest policy for Board members and grant reviewers. Each grant awarded requires a contract that outlines the responsibilities of the grantee and of LRAC during the execution of the grant. Grant payment is made of 80% on receipt of the request for

Is council part of a regional development commission? No

Is council using a 501(c)(3) fiscal agent?

If yes, attach a letter of agreement between the council and its fiscal agent stating that the fiscal agent has no jurisdiction over the council's review and awarding of arts grants.

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

Projected budget

Click here to download a blank: [Biennial Plan Budget Template](#).

Biennial budget* FY 24 25 Biennial Plan budget template LRAC.pdf

payment and 20% after acceptance of the final report. Grants are monitored at the start and end of the grant with the requirement that if the grant is significantly modified, prior approval must be received from the LRAC Board.

The LRAC has adopted the Misuse of Funds policy, mutually agreed upon by the MSAB and Forum of Regional Arts Councils.

Grant review procedures, review criteria, grant recipient responsibilities, grant termination, revocation of funds, and appeals policy, are included in each grant's guidelines, see attached Program Information PDF

see attached Program Information PDF for details on:

Grant making and monitoring process, Attachments

Common for all LRAC Grantees:

- LRAC Conflict of interest policy for reviewing grant applications
- LRAC Misuse of funds policy for grantees
- Sample grantee contract, terms, process of paying grantees, responsibility of grantees and grant monitoring.
- Grant termination, revocation of funds, appeals policy

By Individual grant program:

- Review procedure
- Grantee responsibilities

Attachment (optional) Grant making and monitoring process attachments LRAC.pdf

Public meeting

(1,000 characters max)*

Each council must hold at least one public meeting to solicit reaction to its preliminary biennial plan before it is approved and submitted to the Arts Board.
Provide the date(s) and location(s) of the public meeting(s). How was the public informed? Who participated in the meeting (types and numbers of attendees)?

Notice of the February 21, 2023 meeting was made public through; posting on the LRAC Facebook page, LRAC ArtsNews Letter, posted at the LRAC office and LRAC website. A copy of the plan was available for review at the LRAC office and online at least 3 days prior to the February 21, 2023 meeting. The proposed plan was presented so that the public could offer input. A written record of the public meeting will be kept on file at the LRAC office for a period of one year. The Draft FY24 and FY25 Biennial Plan was approved at the February 21, 2023 meeting. The final plan was submitted to the MN State Arts Board online application system before April 1, 2023.

Attachment (optional)

Attach Files Here

Required attachments

Council's bylaws* LRAC By Laws.pdf

Board Information

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

Board information* Board info LRAC.pdf

Staff information

- Names and titles
- Job descriptions

Staff information* staff information LRACX.pdf

Is council part of a regional development commission?

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