



# Plum Creek Library System

## Arts & Cultural Heritage Funds Procedures

### **Introduction and funds available:**

- In cooperation with other regional library systems, up to 10% may be allocated to statewide efforts each year and a portion will be used to fund Plum Creek Library System administrative costs.
- Plum Creek may use Arts & Cultural Heritage Funds (ACHF) for regional programming involving a majority of libraries. These expenditures will not be considered a part of each library's allotted budget and will be arranged by the Program Coordinator.
- The remaining allocation will be distributed to support local programming in equal amounts up to \$3,000 per library building. The yearly allotment for individual libraries will be adjusted depending on the annual State appropriation of ACHF funding.
- While planning programs for PCLS sponsorship, please continue to use the procedures outlined in this document.

### **Eligible Expenses Include (but are not limited to):**

- May be spent only for arts, arts education & arts access and to preserve Minnesota's history and cultural heritage.
- All money from the ACHF must be for projects located in Minnesota. Presenters may reside out of the state of Minnesota if they are deemed unique and unlike any who can be found in the state.
- Must be spent on activities that are directly related to and necessary for a specific appropriation.

### **Ineligible Expenses include (but are not limited to):**

- Indirect costs or other institutional overhead charges that are not directly related to and necessary for a specific appropriation.
- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges or contingency funds
- Parking or traffic violations
- Out of state transportation and travel expenses without prior approval from the Department of Administration.

The Legacy Logo must be incorporated, where possible, into printed or electronic promotion and be displayed *prominently* at the site of the program. All publicity and promotional material for your project must include a credit line that is clearly visible on all of your publicity materials and printed in an easy-to-read font size. Failure to do so may result in non-funding of the program.

State guidelines specifying use of the Legacy logo may be found here:  
[https://www.legacy.mn.gov/sites/default/files/resources/Legacy\\_Logo\\_Guidelines.pdf](https://www.legacy.mn.gov/sites/default/files/resources/Legacy_Logo_Guidelines.pdf)

All necessary Legacy forms and logos can be found:  
<http://www.plumcreeklibrary.org/legacy.htm>

One of the following statements should be used on any materials associated with your ACHF funded program:

*"This activity is made possible by the voters of Minnesota through Arts and Cultural Heritage Fund."*

*"This project is funded with money from Minnesota's Arts and Cultural Heritage fund."*



## ACHF Program REQUEST Form Instructions

Submit a request to the Legacy Coordinator for the program at least 30 days prior to the date of the program and all requests will be reviewed by the Legacy Committee. Upon unanimous approval, PCLS will send out an awards notification via e-mail along with a copy of your funding request form. It is advisable that you save a copy of your original request for use in filling out and submitting your final request. Please note: the unique ID# is located at the very top of your request application form.

- **Library name:** Library submitting request.
- **Submitter's name:** Person filling out the request.
- **Email address:** Of person filling out the request.
- **Program name:** If more than one library is applying for the same program as a joint effort, the program name should be used on all requests. The program name should carry through on all publicity as well as in the final report.

Each library sharing a program must submit an application for funds to ensure a "Unique ID" number is assigned. This is important because:

**Example:**

- 1) Expected outcomes vary from community to community.
- 2) A library may have additional program expenses such as site rental, advertising costs unique to their location.

- **Presenter's name:** Example: Chad Lewis or Climb Theatre
- **Presenter's address:** Self-explanatory
- **Presenter's phone:** Self-explanatory
- **Number of programs:** Number of programs by the same presenter at the same library.
- **Location of the program:** Include the physical address where the program is to be held or artwork will be installed.
- **Program date and time:** Record date and time of program.
- **Additional dates and times:** If a library plans to host the same program at the same location on more than one date and time, report the additional dates, times and locations.
- **Program Description:** Brief description of the program emphasis. The description should demonstrate the program link to Minnesota arts, history and/or cultural heritage.
- **Partners:** List program partners including libraries associated with a program contract.

**Example:**

- 1) Community center
- 2) Library X
- 3) Radio Station

- **Partner's contribution:** List how the partners plan to contribute to the program either in service or funding.

**Example:**

- 1) Community center provided space
- 2) Library X included in program contract – will share cost of travel
- 3) Free air time promoting program

- **Stakeholders:** Who will benefit from this program (target audience).
- **Expected Outcomes:** Describe or list the project's proposed outcomes. For purposes of this section, "measurable outcomes" means outcomes, indicators or other performance measures that may be quantified or otherwise measured in order to gauge the effectiveness of a project or program in meeting its intended goal or purpose. How will you know if the project has been successful in changing the behavior, attitude, skills, knowledge, condition and/or status of the project participants? Measurable Outcomes may be collected by survey, anecdotal responses, pre-test/post-test, and observations.
- **Speaker Honorarium/Travel.**  
Speaker's contracted honorarium should be, whenever possible, negotiated to include mileage, meals and lodging. Speaker vouchers must be signed by the presenter and submitted to PCLS.
- **Space Rental** if applicable.
- **Advertising:** Paid newspaper ads, printing of flyers, etc. Copy costs for posters and other publicity printing by the library will be reimbursed only if the costs are submitted on the appropriate Legacy Voucher form and samples of materials copied are attached to the voucher.
- **Materials:** Consumable supplies, e.g., materials for craft/art projects, etc.
- **Technology/Equipment:** Equipment rental/purchase.
- **Program subtotal:** The online form will not total costs automatically.
- **Library Collection:** Not to exceed 10% of final program subtotal costs.
- **Total Amount of Program request.** Subtotal plus collection costs.

**Note:** A group of libraries may work together to bring the same program to their libraries, however each library must submit a Legacy funding request. Each library is also responsible for submitting a Legacy final report. An exception to this is when Regional programs are planned with libraries and in that case, libraries must report program attendance, evaluations, partner contributions and other aspects of their program to the coordinator. Contract costs (honorarium, travel) should be divided equally among the libraries hosting the same program.

# ACHF Program REPORT Form Instructions

Submit a report to the Legacy Coordinator within 30 days after the date of the program.

Once your program has been completed, the online Legacy report, participant program evaluations and all payment vouchers with attached receipts should be submitted to PCLS within 30 days from the date of the program or installation of the art work.

- **Library name:** Library submitting report.
- **Submitter's name:** Person filling out the report.
- **Email address:** Of person filling out the report.
- **Program name:** Example - Most Haunted Locations of Minnesota  
If more than one library has held the same program as a joint programming effort, the program name should be used on all reports. The program name should carry through on all programming publicity as well as the final report. Each library sharing a program must submit a report. This is also important because:
  - 1) Program outcomes vary from community to community
  - 2) One library may have additional program expenses such as site rental, advertising costs unique to their location, etc.
- **Presenter's name:** Example: Chad Lewis or Climb Theatre
- **Presenter's address:** Self explanatory
- **Presenter's phone:** Self explanatory
- **Number of programs:** Number of programs by the same presenter at the same library.
- **Program date & time:** Record date and time of program.
- **Additional dates & times:** If a library held the same program at the same location on more than one date and time, report the additional dates and times here.
- **Program descriptions:** Brief description of the program emphasis. The description should briefly demonstrate the program and presenter's link to Minnesota arts, history and/or cultural heritage. This description should be the same as the program description on the Request form unless the program changed dramatically in content.
- **Number of adults in attendance:** Report how many adults attended.
- **Number of children in attendance:** Report how many children (under 18) attended.
- **Partners:** List program partners including libraries associated with a program contract.  
**Example:**
  - 1) Community center
  - 2) Library X
  - 3) Library Y
  - 4) Radio Station

- **Partner's contribution:** List how the partners contributed to the program either in service or dollars. (There is an in-kind worksheet found on the Legacy forms page to assist in tracking in-kind contributions).

**Example:**

- 1) Community center provided space - \$100.00
- 2) Library X – shared cost of travel
- 3) Library Y – shared cost of travel
- 4) Radio Station - \$50.00

- **Stakeholders:** Who benefited from this program? List the audience the program targeted).
- **Measurable outcomes:** Describe or list the actual outcomes of the project. Measurable outcomes should relate back to the “expected outcomes” on the request form.
- **How outcomes were measured:** If you collected data through written surveys, please provide your summary results. If collected, provide anecdotal responses and observations that demonstrate the project's impact. □
- **Program cost:** Libraries are responsible for submitting Speaker and Expense vouchers and receipts for reimbursement. Submit one voucher for each vendor.

**Example:**

- 1) Advertising
- 2) Rental space
- 3) Materials purchased
- 4) Printing costs for posters and fliers

Each library in the group of libraries that work together to bring the same program to their communities must submit a Legacy funding online report. Contract costs (honorarium and travel) should be divided equally amount the libraries hosting the same program. All other costs should be reported individually by the participating libraries.

**Note:** if there are more than half of PCLS libraries hosting the same program it will be considered a Regional program and all of the expense vouchers will be handled by the Legacy coordinator however you will be required to turn in a signed speaker voucher for your program.

- 1) **Speaker Honorarium:** Contractual amount submitted for payment on the Speaker voucher.
- 2) **Space rental:** Amount for payment with attached receipts.
- 3) **Advertising:** Amount submitted for payment with attached receipts. Copy costs for posters, and other publicity by the library will be reimbursed only if the costs are submitted on the appropriate Expense voucher form and samples of materials copied are attached to the voucher.
- 4) **Materials:** Amount submitted for payment on the Expense voucher with attached receipts. Provide an explanation for these expenditures.
- 5) **Technology/equipment:** Amount submitted for payment on the Expense voucher with attached receipts. Provide an explanation for these expenditures.
- 6) **Program subtotal**
- 7) **Collection:** Amount submitted for library materials purchased in conjunction with the program. Not to exceed 10% of final program subtotal costs.
- 8) **Total cost of the program**

- **Subject/ACHF category:** All projects must be reported in one or more of the following categories (check all that apply):
  - 1) **Arts:** Projects pertaining to visual, performing, media, literary or interdisciplinary art forms.
  - 2) **Arts Access:** Projects that broaden arts opportunities by reducing or eliminating barriers to participation.
  - 3) **Cultural Heritage Preservation:** Projects pertaining to preserving the values and traditions that identify Minnesotans collectively, and the distinctive values and traditions of the many groups and institutions that make up Minnesota.
  - 4) **Education/Outreach:** Projects pertaining to educating, engaging, or disseminating information to some audience.
  - 5) **Historic Preservation:** Projects pertaining to the management and preservation of buildings, sites, structures, objects and landscapes that have historical or cultural significance.
  - 6) **History:** Projects pertaining to preserving the evidence and telling the stories of human habitation and culture in the geographic area now known as Minnesota, from the earliest peoples to the present day.
- **Status:** Indicate in Progress or Complete
- **Activity type:**
  - 1) **Digitization/Online Information Access:** Activities involving the transformation or creation of new or existing data or information into an electronic format or that publish or make such data or information accessible over the Internet.
  - 2) **Education/Outreach/Engagement:** Activities involving sharing of information or inclusion of outside entities for the purposes of educating, engaging, or disseminating information to some audience.
  - 3) **Fund Administration:** Activities involving the selection, administration, or oversight of projects funded through the Arts and Cultural Heritage Fund, Clean Water Fund, Environment and Natural Resources Trust Fund, Outdoor Heritage Fund, or Parks and Trails Fund.
  - 4) **Grants/Contracts:** Activities involving competitive grant programs or other monetary support to other entities to be used for some specified purpose or to accomplish some specified goal.
  - 5) **Preservation:** Activities that support the proper management, maintenance and conservation of buildings, sites, structures, objects and landscapes that have historical or cultural significance in Minnesota to ensure their availability for future generations.
  - 6) **Research:** Activities involving systematic, scientific inquiry into some concept to discover or refine understanding of a concept.
- **Counties:** √ all that are applicable
- **Unique ID#:** This number can be found on the top of the original Legacy request application form.

## **ACHF REQUESTS AND REPORTING TIPS**

1. Remember to fill out every field in the request and report forms: expected & actual outcomes, monetary value of partnerships, verification of signage, site accessibility, non-discriminatory, etc.
2. Provide thorough and thoughtful responses to the questions of expected and actual outcomes. Elaborate on the impact that the program may have for your patrons and report fully the results accomplished.
3. Report actual expenditures, not the figures from your preliminary budget in your report. Be as accurate in reporting the final costs of the program as possible by submitting it after all you have received all of your bills.
4. Remember to always have the presenter sign a Speaker voucher and turn that in to the Program Coordinator, even if the program is a Regional event.
5. If collecting anecdotal responses be sure to include them in your report because these are in turn used in the final ACHF report made to the Department of Education.
6. Because Plum Creek is required to pay ACHF invoices within 30 days of the program, bills should be submitted for payment within that time period unless other arrangements have been made.
7. All publicity, before and after the program must have the notation that the program was funded by the Arts and Cultural Heritage Fund. Make sure that all of your news sources are aware of this and include it in any of their news articles or broadcasts.
8. Post prominently the ACHF poster at your event and announce prior to the start of the program the following statement:

***"This activity is made possible by the voters of Minnesota through  
Arts and Cultural Heritage Fund."***

***"This project is funded with money from Minnesota's Arts and Cultural  
Heritage fund."***

*Updated January 22, 2020*