



State of Michigan
John Engler, Governor

Department of Consumer & Industry Services
Kathleen M. Wilbur, Director

G. Mennen Williams Building
P.O. Box 30004
Lansing, Michigan 48909-7504
517-373-1820

September 28, 2001

The Honorable Marc Shulman, Chair
House Consumer and Industry Services Subcommittee
Michigan House of Representatives
P.O. Box 30014
Lansing, Michigan 48909

Dear Representative Shulman:

In compliance with Section 306 (19) of P.A. 293 of 2000, attached is a summary of FY 2001 Michigan Council for Arts and Cultural Affairs Regional Regranting Program Assessment.

This notification may also be viewed on our web site at the following address:
http://www.cis.state.mi.us/leg_rep.htm. If you have any questions regarding this information, please feel free to contact me at 373-3892.

Sincerely,

A handwritten signature in black ink, appearing to read "John R. Suckow".

John R. Suckow, C.P.A.
Director, Finance and Administrative Services

JRS:rct

c: House Consumer & Industry Services Subcommittee
Kathleen M. Wilbur
Donald Gilmer
Betty Boone
Bob Schneider
Don Reichle



State of Michigan
John Engler, Governor

Department of Consumer & Industry Services
Kathleen M. Wilbur, Director

G. Mennen Williams Building
P.O. Box 30004
Lansing, Michigan 48909-7504
517-373-1820

September 28, 2001

The Honorable Loren Bennett, Chair
Senate Consumer and Industry Services Subcommittee
Michigan State Senate
P.O. Box 30036
Lansing, Michigan 48909

Dear Senator Bennett:

In compliance with Section 306 (19) of P.A. 293 of 2000, attached is a summary of FY 2001 Michigan Council for Arts and Cultural Affairs Regional Regranting Program Assessment.

This notification may also be viewed on our web site at the following address:
http://www.cis.state.mi.us/leg_rep.htm. If you have any questions regarding this information, please feel free to contact me at 373-3892.

Sincerely,

A handwritten signature in black ink, appearing to read "John R. Suckow".

John R. Suckow, C.P.A.
Director, Finance and Administrative Services

JRS:rct

c: Senate Consumer & Industry Services Subcommittee
Kathleen M. Wilbur
Donald Gilmer
Betty Boone
Maria Tyszkiewicz
Don Reichle

Michigan Council for Arts and Cultural Affairs Regional Regranting Program Review

The following is a review of the Michigan Council for Arts and Cultural Affairs' Regional Regranting Program, conducted by the program coordinator, Jane Linn.

It represents a year-long examination of the program which funds arts and cultural projects through Minigrants. Findings and recommendations included in this report were based on a review of the Regional Regranting *Program*, not on evaluating the 16 Regional Regranting agencies. The Regional Regranting agencies were evaluated by a panel which based its findings on established and published criteria for implementing the program in their regions. As a result, common findings (both positive and negative) drove some of the recommendations coming out of this review.

As a reminder to readers of this report, the Regional Regranting Program utilizes a network of statewide nonprofit agencies to re-grant MCACA funding to local arts and cultural organizations through Minigrants.

- Minigrants provide funding for locally developed, high quality arts projects, which address community needs and increase public access to the arts.
- Minigrants support a broad range of artistic expression from all cultures, through projects which preserve, produce, or present the traditional or contemporary arts.
- Minigrant applicants may apply for up to \$4,000 per funding-round and may be awarded in up to 2 of 3 funding-rounds per year, on a dollar-for-dollar matching basis (of cash **and/or** in-kind services).
- The Regional Regranting or Minigrant Program is beneficial to the Council, the Regranting Agencies, the local organizations whose projects are funded, and communities served by the projects, because the program:
 - helps to develop local interest in and support for meaningful arts involvement
 - provides access by broad, diverse, and new audiences to quality arts and cultural activities
 - increases involvement of under-served populations in arts and cultural activities
 - provides simplified, and often initial, access to Council funding
 - decentralizes grants administration and maximizes administrative efficiency through partnerships

- provides local involvement in the grants-making process and facilitates equitable geographic distribution of grant funds in the regions
- develops leadership at the local level and creates a network of knowledgeable grants administrators

Minigrants are awarded by Regional Regranting agencies based on the recommendations of peer panel reviews. Regional Regranting agencies assemble panelists from different communities and areas of expertise to review Minigrant applications from organizations based in the regions' counties. The regional panels score applications based on the program's criteria and make recommendations based on overall scores, as well as geographic and demographic considerations. Currently the state is divided into 16 regions with one regranting agency per region (Attachment One, *Regional Regranting FY01 Map*).

Minigrants are reviewed three times per fiscal year. Non-profit organizations may apply and be funded up to two times per fiscal year, for different projects. Funding increased in fiscal year 2001 to a cap of \$4,000 per application (up from \$2,000). There is a one-to-one matching requirement of cash and/or inkind, allowing projects without cash resources to be funded by the Council, as long as the value of services and goods donated to the project equaled or exceeded their Minigrant award.

Executive Summary of the Program Review

During the course of fiscal year 2001, the following activities have been conducted by MCACA staff, in order to examine and evaluate the Regional Regranting/ Minigrant Program:

1. convening a meeting of Regional Regranting Agency representatives to begin the process;
2. on-site visits to each of the Regional Regranting Agencies administering the program in their regions;
3. examination of each funding plan, for each of the program's three annual funding rounds, for each of the Regional Regranting Agencies;
4. random spot-checking of subgrantee applications, as well as careful examination of potentially problematic applications, based on Regional Regranting Agencies' funding plans;
5. updating and creating materials, for use by program participants and MCACA staff, for clearer and more consistent communication;
6. ongoing frequent contact with Regional Regranting Agencies, for exchange of information and for input by those agencies on the Regional Regranting Program;
7. development of program guidelines for application by current and/or new agencies, interested in servicing/administering the Regional Regranting Program in their respective regions;
8. development of new Minigrant program guidelines and Application forms for subgrantees, based on input from Regional Regranting Agencies, MCACA staff, and others in the field of arts and culture in Michigan, in order to ensure program quality and accessibility;
9. preliminary analysis of the impact of the newly instituted, increased funding for Minigrants during the course of this fiscal year;
10. reconfiguration of the Regional Regranting Program, through the creation of three new regions and reconfiguring five of the current 16 regions, in order to improve service, quality, efficiency and access to the program.
11. conclusions

Each of the above items will be expanded on, in the following pages. Please note that this document represents a review of the Regional Regranting *Program*, and not a review of the 16 Regranting agencies (which is done through the panel review process and by on-site reviewers in years two and three of the program).

REVIEW

1. convening meetings of Regional Regranting Agency representatives (to begin the review process)

On August 17, 2000, representatives of the 16 Regional Regranting Agencies met with MCACA staff. This meeting was attended by 14 of the 16 agencies (88%) and set the tone for staff to review the Regional Regranting Program during the current fiscal year. The review will help build on strengths and identify areas for improvement of one of MCACA's oldest grant programs, which is often the first step to Council funding for many organizations.

The agenda for this meeting included: Regional Regranting Program assessment; anticipated 2001 Minigrant requests; Minigrant reporting changes; and activity or changes anticipated for fiscal year 2002 including application and review/scoring by panel, administrative and workshop expectations, and proactive Minigrant application cultivation for greater geographic reach within the program. In addition, funding guideline restrictions were reiterated as reminders to the Regional Regranters.

Not only was discussion encouraged at this meeting, a feedback sheet (Attachment Two, *Feedback Sheet*) was given to each participant, requesting information on their current contact information, electronic communications resources, program suggestions, and other information that would be useful when determining how information is communicated and distributed.

Another meeting of the Regranters convened on April 4, 2001 to discuss changes to fiscal year 2002 Minigrant guidelines, applications and rounds. Item number eight will fully describe the activities and results of this meeting.

2. on-site visits to each of the 16 Regional Regranting Agencies

Visits to each of the 16 regions have been conducted during the course of the year. The purpose of each visit varied, often involving more than one activity. For instance, attending a panel review meeting followed by an administrative meeting; or a meeting followed by a Minigrant workshop.

These on-sites were very useful in getting a sense of the differences in the Regional Regranting Agencies and their respective regions and provided a basis for follow-up discussions regarding improvements or progress in certain performance areas. The on-site visits were also helpful in providing an opportunity to see and hear about Regranters' strengths or areas of expertise, which could be shared with other Regranters interested in knowing about different ways to carry out the program in their regions.

Most of the visits to the Regranters were scheduled early enough in the year to allow time to consider and apply ideas and suggestions to the program for fiscal year 2002. The on-site visits that took place after FY02-Round 1 deadline (7/1/01), allowed for feedback on the new guidelines and applications.

A log of the Regional Regranters' on-site visits follows.

<u>Date</u>	<u>Regranter</u>	<u>Reg.</u>	<u>City</u>	<u>Venue*</u>
09/06/00	Greater Flint Arts Council	5	Flint	PM
09/12/00	Non Profit Enterprise at Work	4	Ann Arbor	WS
10/17/00	The Art Center	3	Mt.Clemens	AMT
10/20/00	Northeast Michigan Arts Cncl.	7	Standish	AM
10/23/00	Central U.P. Planning	12	Escanaba	PM
10/25/00	Copper Cntry. Comm. Arts Cncl.	13	Hancock	AMT
10/26/00	Eastern U.P. Planning	11	Slr.Ste.Marie	PM
10/26/00	Cheboygan Area Arts Council	9	Cheboygan	WS
10/27/00	Cheboygan Area Arts Council	9	Cheboygan	PM
11/06/00	Greater Flint Arts Council	5	Flint	AM
11/06/00	Northeast Michigan Arts Cncl.	7	Standish	PM
11/08/00	Oakland Cnty.Ofc.Arts,Cult.,Film	2	Pontiac	AMT
11/15/00	United Arts Cncl.of Calhoun Cnty.	16	Battle Creek	AM
11/15/00	Arts Cncl. Of Greater Kalamazoo	15	Kalamazoo	AMT/PM
11/22/00	Arts Council of Greater Lansing	6	Lansing	PM
01/10/01	Non Profit Enterprise at Work	4	Ann Arbor	WS
01/25/01	Holland Area Arts Council	14	Holland	AMT
01/26/01	Traverse Area Arts Council	10	Trav.City	AMT
01/29/01	Oakland Cnty.Ofc.Arts,Cult.,Film	2	Pontiac	WS
07/25/01	Arts Cncl. Of Grtr. Grand Rapids	8	Ionia	PM
08/01/01	City of Detroit, Cult. Affairs Dept.	1	Detroit	AMT

* WS=Workshop AMT=Admin. Meeting/Tour PM=Panel Meeting

3. examination of each funding plan, for each of the program's three annual funding rounds, for each of the Regional Regranting Agencies

Within a few weeks of regional panel review meetings (where subgrantee applications are scored), Regional Regranting Agencies submit a funding plan for the round, a list of panel reviewers, and all applications (both funded and unfunded). The funding plan lists the application's control number, applicant organization's name, project title, amount of request, project cost, match, and amount awarded (Attachment Three, *Sample Funding Plan*).

The Regional Regranters' funding plans may also show the applicant organization's county and panel score. Although these are not currently required, they are items that will be incorporated into a future standardized funding plan used by all Regional Regranting Agencies.

The funding plans are very valuable in identifying which applications call for closer examination. For instance, projects that were not recommended for funding; the percentage of projects that were recommended for full funding; or applicant organizations which receive funding through other MCACA programs, are all indicators that further study of the applications themselves should be done.

4. random spot-checking of subgrantee applications, as well as careful examination of potentially problematic applications, based on Regional Regranting Agencies' funding plans

Examination of each Minigrant application, on a rigorous and in-depth manner, by MCACA staff, would be nearly impossible. The Council relies on the Regional Regranting Agencies and their panels do that type of in-depth work on each application, to be certain that the Minigrant guidelines are followed and that the projects recommended for funding, meet financial matches, have accurate budgets, and follow contractual reporting and other administrative procedures.

Random checking of applications other than those reviewed for funding plan concerns, is done to ensure that applicants, projects and the Regranting Agencies themselves are adhering to Minigrant guidelines and procedures.

5. updating and creating materials for internal use by program participants and MCACA staff, for clearer and more consistent communication

Over the course of the year, materials used by Council staff and Regional Regranting Agencies have been updated, corrected, and distributed for accuracy and increased efficiency. In addition, materials necessary for more efficient operation of the program have been developed and distributed.

Among these materials, included as addendums to this report, are: **announcement pieces** (letter and postcard) for the new, higher level funding for Minigrant requests during fiscal year 2001 (Attachment Four, *Sample Announcement Pieces*); **map** of Michigan showing the 16 Regional Regranting regions (Attachment One, *MCACA Regional Regranting Program's FY 2001 Map of Regions*); **contact sheet** with each Regranter's agency name, contact name, phone/fax numbers, email address, website address (if applicable), and counties included in their region (Attachment Five, *Regional Regranting Agency Contact List*); new fiscal year 2002 **Minigrant Guidelines** (Attachment Six, *FY02 Minigrant Guidelines*) and **application forms** (Attachment Seven, *FY02 Minigrant Application form*) on disk and hard copy; **supporting documents** for these materials (new scoresheets, revised budget form, final report form, subgrantee activity designator and reporting data forms) on disk and hard copy (Attachment Eight, *Regional Regranting Agency Supporting Documents*); and **PDF versions** of the new Minigrant application form, customized for each region, to be put on Regional Regranters' websites for the benefit of subgrantees who cannot or don't wish to use typewriters to complete their applications.

6. ongoing, frequent contact with Regional Regranting Agencies, for input on the program

Frequent contact with Regional Regranting Agencies has established a forum of open access to the Council, for information and program clarification. It is essential for gathering input necessary to review the program and for making program development recommendations, such as new Minigrant guidelines, applications, and funding rounds.

It is a rare week that several Regranters do not contact staff, by phone or email, with a question, comment or suggestion. Though less frequent than telephone, email has been tracked for the months of November through July. During this nine-month period, 14 of the 16 Regional

Regranters contacted Council staff a total of 163 times. This open line of communication is strongly encouraged as a very important factor in the future success of the program.

7. development of Program Guidelines for application by current and/or new agencies, interested in servicing/administering the Regional Regranting program in their respective regions

The Regional Regranting program is a three-year cycle, with the first year requiring application and panel review before entrance into the program. For fiscal year 2002, which is year one in the cycle, a Regional Regranting Program Guidelines book was developed for Regranters to use in applying to the program (*Attachment Nine, Fiscal Year 2002 Regional Regranting Program Guidelines*).

The guidelines could also be used by any organization wishing to learn about the program and apply to service/administer the Regional Regranting Minigrant program in the region in which they are established. The guidelines book includes "universal" elements contained in all MCACA program guidelines books, as well as information specific to the Regional Regranting program. In order to accommodate organizations which are not currently in the Regional Regranting program, allowances were made in the guidelines and review criteria to include phrases such as, "Is there clear evidence that the applicant organization has, *or is prepared to have...*" in that language. Notations were also made throughout the guidelines, directing applicants who are not currently one of MCACA's Regional Regranting agencies to contact Council staff for information on how to apply to the program. These guidelines and descriptions of the program were made during the Spring 2001 MCACA Grant Workshops so that organizations were aware of the opportunity to apply to this program. Thus, the development and distribution of the Regional Regranting Program Guidelines book makes the program more open and accessible to applicant organizations, statewide.

A new scoresheet for panelists reviewing applicants to the Regional Regranting Program is included in this report (*Attachment Ten, Regional Regranting Services Program Scoresheet*). It was developed to include the questions applicants were directed to address, in each of the four criteria. This proved to be very helpful to the panelists, as they reviewed and scored each application.

8. development of new Minigrant Program Guidelines and Application forms for subgrantees, based on input from Regional Regranting agencies, MCACA staff, and others in the field of arts and culture in Michigan, in order to ensure program quality and accessibility

While the Minigrant program has long served as the initial access to Council funding through small grants to many organizations, the Minigrant guidelines and application process were in many ways as complex as those for applying directly to the Council in programs such as Arts Projects or arts education programs. It seemed very clear that access to the Minigrant program could be enhanced if the application process (guidelines explanations and application form itself) reflected both the level of funding requested and the level of organizational development of the applicant.

A review and overhaul of the Minigrant program guidelines, funding rounds, and application forms was undertaken. This was done through discussions with Regional Regranters (both seasoned veterans and program novices), appropriate Regranting agencies' staff, and Council staff.

Please note that the program itself was not altered in intent or in scope.

The goal of the Minigrant program revisions is to **increase accessibility** to the program through clarification of requirements; reduction of paperwork in some areas; combination/clarification of criteria; and adjustment of funding rounds to a more open system of application with shorter turn-around between application deadlines and panel review meetings.

The new Minigrant Guidelines and application form are provided as an addendum to this report (Attachment Six, *FY02 Minigrant Guidelines* and Attachment Seven, *FY02 Minigrant Application form*). The new Minigrant Guidelines booklet contains 18 pages; the previous version was 29 pages in length. Much of the content reduction involved eliminating redundancies, simplification of language, and combining review criteria (from ten review criteria to four).

The new Minigrant application form is four pages in length and involves eight required attachments plus one optional attachment. The previous application was five pages in length and had four required attachments plus one optional attachment.

In reviewing the number of required attachments, it became clear that the simplification process can sometimes result in *more* required paperwork, but that paperwork may be easy for the applicant to compile and submit (as in the case of a Board of Directors list). At the same time, these documents will provide essential information for the Regranter, the review panel, and the Council.

The new review criteria fold into four areas, what had been included in ten criteria. These criteria are: "Project Description, Management, and Feasibility" (30 possible points), "Artistic Merit" (35 possible points), "Community Impact" (20 possible points) and the remaining 15 points based on the Project Budget. By using these four umbrella criteria, redundancies have been reduced or eliminated and the point distribution system is more efficient and effective.

The new Minigrant scoresheets reflect these criteria and point distribution changes, and are nearly identical to those used in Council's core programs, such as Arts Projects. For the convenience of the regional panel reviewers, the criterias' key questions are included on the scoresheets.

While adjustments were being made to the Minigrant guidelines and application procedures, timing of the Minigrant funding rounds was also an important part of the discussion. Nearly all of the Regrangers felt that something needed to be done to make the program more accessible, especially for teachers and schools to apply for Minigrant funding for their projects. After much discussion of many possible timeframes, a new more open system of rounds was proposed and adopted.

Regardless of when projects begin, they are now eligible for the panel to review, score, and make funding recommendations the next time the panel is scheduled to meet, provided that applications are submitted by that round's deadline. This differs from the previous system of rounds where three separate four-month segments provided the timeframe in which projects must have started to be eligible for inclusion in that round. The new deadlines are now 3 months in advance of the next Round (instead of the previous four months leadtime), to give the Regranter and panels time to do prepare to review applications at that next meeting. The new schedule of Minigrant Rounds for FY2002 are:

	<u>DEADLINE*</u>	<u>PROJECTS MUST TAKE PLACE DURING THE PERIOD</u>
ROUND 1	JULY 1, 2001*	OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002
ROUND 2	NOV. 1, 2001*	FEBRUARY 1, 2002 THROUGH SEPTEMBER 30, 2002
ROUND 3	FEB. 1, 2002*	MAY 1, 2002 THROUGH SEPTEMBER 30, 2002

If the first of these months fall on weekends or holidays, deadline will be the next business day. **ALL PROJECTS MUST END BY SEPTEMBER 30, 2002.**

The new Fiscal Year 2002 Minigrant guidelines, application form and deadlines went into effect for Round One (July 1, 2001 deadline).

All adjustments to the Minigrant process will be monitored by the Regional Regranters to be sure that these changes produce the desired impact of greater accessibility to the program through clearer instructions, simplified application process, streamlined review criteria, and a more open application time-frame. The tools used to measure these results will be a combination of feedback and data. Feedback will be gathered through discussion and one-on-one assistance to applicants and potential applicants, as well as feedback from regional panelist reviewing the new applications. Data will be available in the form of the number of applications received by Regranting Agencies from those they have assisted, as well as feedback from repeat applicants who have used both the previous and the new guidelines and application forms. This information will be submitted and shared by Regranting Agencies at the Spring 2002 Annual Meeting of the Regional Regranting Agencies.

9. preliminary analysis of the impact of the newly instituted, increased funding for Minigrants during the course of this fiscal year

Request amounts for Minigrants increased from \$2,000 to \$4,000 beginning with the second funding round in fiscal year 2001 (for projects beginning February 1, 2001 or after). The impact that this increased funding is having on the program, along with other factors, is being tracked. Although it will be difficult to determine why an applicant seeks Minigrant funding, it bears some study to see if the level of funding makes any difference in the number of applications submitted or in the level of funding requested by organizations. Minigrant requests during this fiscal year may hinge on factors such as timing of the project itself; amount of work required to obtain funding; amount of funding possible (versus other funding sources); recent exposure to the Minigrant program; and other possibilities.

An analysis was done to track increases in requests versus amount available for awards, per Regranter (Attachment Eleven, *FY 2001 Analysis by Regranting Region by County*). The requests-to-available-funding varied from a low of \$1.01 to a high of \$1.86 (\$1.86 in requests from subgrantees for every dollar available in that region for Regranting), with the average being \$1.42. Put another way, regranters

were able to fund **70.3%** of the dollar requests they received. Of additional interest: on average, regranters funded 84.7% of the applications they received. These figures are for fiscal year 2001, when the amount of funding was doubled in the program (for rounds two and three).

An analysis of the previous fiscal year showed that regranters were able to fund **74%** of dollars requested, even though they had half of the amount of dollars to regrant than they have in the current fiscal year. This clearly speaks to the amount and number of requests increasing during fiscal year 2001.

The impact of funding in support of Minigrant projects will continue to be tracked, along with feedback from Regranters on use of the new Minigrant guidelines and application forms, availability of those forms on the Regranters' websites, and other ways of making the program more accessible.

10. reconfiguration of the Regional Regranting Program, through the creation of three new regions and reconfiguring five of the current 16 regions, in order to improve service, quality, efficiency and access to the program

As the Regional Regranting / Minigrant program has been undergoing review and evaluation, changes and improvements have been made in an ongoing manner, for the benefit of Regional Regranting Agencies, their panel reviewers, the subgrantee organizations, and the communities benefiting from projects funded through Minigrants.

A major change to the program was developed following the panel review of the 16 Regional Regranting Agencies. That review process revealed the need for improvement in the capacity of several Regional Regranting Agencies to serve *each county* in their regions. The new regional makeup will not only address the issue of capacity, but will provide the opportunity to adjust regions so that counties are grouped as a *region* and have a regional mindset and commonalities that draw them together geographically, demographically, socially, or in some other shared, measurable way.

In order to better serve all 83 of Michigan's counties through MCACA's Regional Regranting program, changes in the configuration of the program's regions are being made for fiscal year 2002.

A map, list of regranting agencies, and complete list of Michigan counties (with corresponding regranting agency number) is included in this report (Attachment Twelve, *Regional Reconfiguration Materials*).

The following summarizes changes to the program's regions in FY02:

- **Creation of three new regions** to better reflect the regional character of those areas and ensure improved servicing of the program for the counties included in those new regions.

The new regions are:

Counties served:

Region 17, Thumb Region:

Huron, Tuscola & Sanilac

Region 18, Central Michigan Region:

Clare, Gladwin, Gratiot, & Isabella

Region 19, Upper East Region:

Alcona, Crawford, Iosco, Ogemaw, Oscoda & Roscommon

- **Changing the number of counties served, in 5 regions** (of the previous 16 regions), in order to improve the servicing of the Minigrant program in the newly configured regions. Those regions are:

Region 3, The Art Center (Mt. Clemens)

Impacted by reducing the number of counties in the region from 4 to 2, through moving Huron and Sanilac Counties to be included in the new Region 17, Thumb Region. The remaining two counties, constituting Region 3, will be Macomb and St. Clair.

Region 5, Greater Flint Arts Council

Impacted by reducing the number of counties from 6 to 2, through moving the following counties: Gratiot County, to be included in the new Region 18, Central Michigan Region; Saginaw County, to Region 7, Northeast Michigan Arts Council; Shiawassee County, to Region 6, Arts Council of Greater Lansing; Tuscola County, to be included in the new Region 17, Thumb Region; the remaining two counties, constituting Region 5, will be Genesee and Lapeer.

Region 6, Arts Council of Greater Lansing

Impacted by the addition of Shiawassee County to the remaining counties (Clinton, Eaton and Ingham) bringing the total number of counties served by Region 6 to four.

Region 7, Northeast Michigan Arts Council

Impacted by moving the following counties: Iosco, Ogemaw and Roscommon Counties to be included in the new Region 19, Upper East Region; Clare, Gladwin and Isabella Counties to be included in the new Region 18, Central Mich. Region; the addition of Saginaw County to the remaining counties (Arenac, Bay and Midland) will bring to 4, the total number of counties served by Region 7.

Region 9, Cheboygan Area Arts Council

Impacted by reducing the number of counties in the region from 10 to 7, through moving Alcona, Crawford and Oscoda Counties to be included in the new Region 19, Upper East Region. The remaining seven counties, constituting Region 9, will be Alpena, Charlevoix, Cheboygan, Emmet, Montmorency, Otsego and Presque Isle.

11. Conclusions

The year-long assessment process described in the preceding pages helped to identify the Regional Regranting Program's strengths as well as areas for improvement.

Strengths of the program include:

- helping to develop local interest in and support for meaningful arts and cultural involvement; providing access by broad, diverse, and new audiences to quality arts activities;
- increasing involvement of under-served populations in arts and cultural activities;
- providing simplified, and often initial, access to Council funding;
- decentralizing grants administration and maximizing administrative efficiency through partnerships;
- providing local involvement in the grants-making process and facilitating equitable geographic distribution of grant funds in the regions; and
- developing leadership at the local level and creating a network of knowledgeable grants administrators.

Areas in need of improvement, which have been addressed as encountered (rather than wait for the review process to be completed) include:

- improved communication among and between Regional Regranting Agency staff and MCACA program staff, through print, email, telephone access, and face-to-face meetings;
- prompt review and response to any items of concern in funding plans and Minigrant applications;
- development of program guidelines for Regional Regranting Agencies (and/or other organizations) applying to serve as Regranters in their regions;
- comprehensive and coordinated overhaul of MCACA's Minigrant guidelines, application form, and rounds/deadlines for simpler, clearer, and improved access to Minigrants for applicants; and
- reconfiguration of the program's regions to improve access and regional alignment of counties with common geographic, demographic or other characteristics.

Program assessment for FY 2002 will include:

- assessment of the new Minigrant guidelines, application form and deadlines;
- evaluation of organizations within the three new regions to assess their capacity to service the Regional Regranting Program in those regions, including reviewing their applications to the program;
- orientation and training of new Regional Regranting Agency Minigrant coordinators in new and existing regions.

Attachments List available upon request

- Attachment One *Regional Regranting FY01 Map*
- Attachment Two *Feedback Sheet*
- Attachment Three *Sample Funding Plan*
- Attachment Four *Sample Announcement Pieces*
- Attachment Five *Regional Regranting Agency Contact List*
- Attachment Six *FY02 Minigrant Guidelines*
- Attachment Seven *FY02 Minigrant Application form*
- Attachment Eight *Regional Regranting Agency Supporting Documents:*
Minigrant Scoresheet
Minigrant Revised Project Budget
Minigrant Final Report
Minigrant FY02 Subgrantee / Activity Designators
FY02 Minigrant Subgrantee Reporting Data
Regional Regranting Agency Funding Plan form
- Attachment Nine *Fiscal Year 2002 Regional Regranting Program Guidelines*
- Attachment Ten *Regional Regranting Services Program Scoresheet*
- Attachment Eleven *FY 2001 Analysis by Regranting Region by County*
- Attachment Twelve *Regional Reconfiguration Materials*
Regional Regranting FY02 Map
FY02 Regional Regranting County List
FY02 Regional Regranting Contact Sheet