

MEMORANDUM

TO: Kentucky Arts Council Board

FROM: Chris Cathers

DATE: March 2025

SUBJECT: Monitoring Report for Policy 2.7

I hereby present my monitoring report on Executive Limitations Policy 2.7 *Grants/Panels Process* in accordance with the monitoring schedule as set forth in board policy. I certify that the data in this report is true.



Chris Cathers, Executive Director

Date: March 12, 2025

Monitoring Report 2.7

With respect to grants and grant panels, the executive director may not fail to ensure that the grant application and grant panels process are effectively administered and managed, incorporating volunteer leadership of members of the Kentucky Arts Council Board of Directors.

Accordingly, the executive director shall not fail to ensure that:

1. He/she objectively presents information to the panel/board regarding an applicant's capability to produce appropriately targeted, efficient results (Ends).
2. A panel-candidate master list is maintained as a resource of panel selection.
 - A. Evaluation of past panel participants, provided by the board member chairing such panel, is included.
3. Each panel is chaired by a Kentucky Arts Council (KAC) board member, if there is a board member who has volunteered to act as chair.
4. To provide effective orientation to the panel process, new KAC board members are encouraged to co-chair at least one panel before chairing a panel.
5. Appropriate staff support and history/background is provided for the panel process.
6. Panel recommendations on applications are presented to the KAC board for approval.

INTERPRETATION:

The executive director makes every effort to guarantee effective management of the application and panel process for grant and adjudicated programs. Applications and program materials are reviewed by panels made up of professionals in the field and assessed per the stated performance expectations for each program. The panel makes recommendations based on final application scores. These recommendations are presented to the board for approval (for grant and monetary award programs) or for informational purposes (for adjudicated

programs). The involvement of board members is ensured through service as panel chairperson with new board members first co-chairing a panel.

REPORT:

Though this monitoring report specifically refers to grant panels, the KAC utilizes the same process for both grant and adjudicated programs. Panels are consistently conducted in an effective, efficient manner. Program applications and guidelines clearly address the performance expectations for each program. All programs have gone through a standards-based process to ensure they relate directly to the board-determined Ends. Revisions are made to all application materials annually to clarify language and expectations. Materials are easily accessed on the KAC website. Potential applicants are encouraged to contact staff with questions.

Applications are processed by experienced staff members who conduct a technical review of all applications to determine eligibility and completeness. Applicants with outstanding final reports or other indications of non-compliance with grant or program requirements are not eligible to apply until the situation has been remedied. Staff members manage the panel review process and are available to respond with factual information should questions arise during the panel process. Neither staff members nor board member panel chairs provide input for the review or recommendations. Applications are scored based on the applicants' direct responses to required program performance expectations. Panelist recommendations are based on an average of all panelists' scores. Panelist recommendations for grant funding are forwarded to the board for final approval; adjudicated program recommendations are forwarded to the board for informational purposes only.

Panelists are selected on the basis of expertise and experience. A panel candidate master list is maintained by the staff. Panelists are evaluated by the panel chairperson following each panel.

Board members chair the panels, having served as a panel co-chair at least once. In the event that a board member is unable to chair a panel, the executive director serves as chairperson.

The application and panel processes for grant and adjudicated programs are effectively administered and managed, incorporating volunteer leadership of members of the KAC Board of Directors. I am therefore reporting compliance.

MEMORANDUM

TO: Kentucky Arts Council Board

FROM: Chris Cathers

DATE: March 2025

SUBJECT: Monitoring Report for Policy 2.8

I hereby present my monitoring report on Executive Limitations Policy 2.8 *Opportunity/Interim Grants* in accordance with the monitoring schedule as set forth in board policy. I certify that the data in this report is true.



Chris Cathers, Executive Director

Date: March 12, 2025

Monitoring Report for Policy 2.8

With respect to the need to meet constituents' requests for support on an opportunity/interim basis, the Executive Director may not provide support which fails to meet budget parameters and Ends priorities.

Accordingly:

1. The executive director may not provide interim grants in excess of \$5,000 per fiscal year per organization.
2. Interim grants provided by the executive director may not exceed a total of \$50,000 per fiscal year.

INTERPRETATION:

There are times when an organization or community has an opportunity to participate in or present a significant arts program which falls outside regular Kentucky Arts Council (KAC) funding. Executive director limitations for providing one-time support for an organization are specified as \$5,000 per organization per fiscal year with a fiscal year total of \$50,000. The funds are budgeted annually and requests for support must comply with Ends priorities. Any requests for support on an opportunity/interim basis must follow agency and state policies and regulations for administering those funds.

REPORT:

Interim grants approved by the executive director are not intended for annual operating support or to remedy deficit situations. Requests for funding through Opportunity/Interim Grants come to the agency throughout the year and decisions for granting funding are based upon:

- available arts council funds.
- connection to the mission and ends of the arts council.
- reason for applying through the Opportunity/Interim Grant process.
- viability of project.

Examples of Opportunity/Interim Grants awarded include:

- \$3,000 to the Kentucky Center for the Arts to help support the 25th Annual Southern Fried Poetry Slam Festival.
- \$5,000 to the Kentucky Documentary Photographic Project to hire a Kentucky photographer of diverse background to assist in documenting culturally diverse situations.

Though relatively small amounts of money, the funds provided by the arts council allowed the opportunity for individuals, organizations and communities to participate in or implement activities of significant value.

All approved support for constituents' opportunities/interim requests met agency budget parameters and ends priorities and provided assistance for organizations to present arts programming. I am therefore reporting compliance.