

Which is worse?
Having none of your board members
show up for a meeting?
or ALL of them?
How many times have you heard this phrase?
"We should run this museum
like a business!"
Do you find yourself doing the board's work
and the board doing yours?



mid•america
arts alliance

If so, don't despair—

HELP is on the way!

Overview

HELP, the Hands-on Experiential Learning Project, is a training project developed to address the specific needs of small nonprofit visual arts organizations' and museums' staff, volunteers, and trustees. HELP provides these organizations with on-site learning opportunities that further skills in areas critical to successful nonprofits today.

Mid-America Arts Alliance presents the HELP training model, with support from the Institute of Museum and Library Services and the Kansas Arts Commission. We are now able to offer governance training to 15 museums and visual arts organizations across Kansas for their participation in a 10 month training project beginning in February 2010.

We invite nonprofit visual arts organizations and museums from across Kansas to apply for this groundbreaking program that provides workshops, on-site professional consultations, and peer networking opportunities.

Training focus

Participating organizations will concentrate on improvements related to nonprofit governance. Training will be directed to trustees as well as staff (paid or unpaid) and will focus on six essential components of good governance:

- Board roles/responsibilities: mission, strategic planning, code of ethics
- Board renewal/development: assessments, recruitment, training
- Organization/board meetings: effective meetings, policy formation, recommended structures
- Legal issues: founding documents, requirements for nonprofits
- Public accountancy/fiduciary responsibilities: financial reporting, fundraising plan, public trust
- Personnel/working relationships: leadership, board/staff relationships, personnel policies and job descriptions

In total, HELP will supply your institution with a concrete means of updating governance practices and renew your ability to orient and motivate your organization's trustees.

A field expert will assist you in setting goals, implementing new practices, and evaluating your results. The field expert will work in partnership with your staff, volunteers, and trustees to ensure that lessons learned are incorporated into your ongoing operations.

How are organizations selected to participate in HELP?

We encourage all Kansas nonprofit visual arts organizations and museums to submit applications, recognizing that HELP is targeted expressly for small to midsize institutions with annual operating budgets under \$300,000. A genuine interest in stretching your organization's current abilities is a must.

A committee comprised of representatives from Mid-America Arts Alliance, the Kansas Arts Commission, and other statewide museum service providers will review applications. Selections will be based on diversity of institution type, geographic location, board engagement, and overall institutional readiness.

We want to work with organizations that want to improve. If your organization could benefit from improved governance and nonprofit compliance, this project is for you.

Applicants must:

- have independent nonprofit status, 501(c)(3) or be affiliated with a county/municipal/tribal government, or be part of an educational institution.
- be a visual arts organization or museum.

Applications are available through Mid-America Arts Alliance. Faxed applications are accepted. **The program will begin in February 2010.**

The deadline for applications to be received is February 5, 2010.

What will your organization receive from HELP?

Participating organizations will receive:

- One-day Introductory Training Workshop (held on a weekday between March 15-31, 2010)
- One on-site visit from a project field expert (March to July 2010)
- Half-day facilitated meeting with peers (June or July 2010)
- One-day Project Evaluation/Training Workshop (August/September 2010)
All meetings listed above will be located in the state of Kansas. Location will be determined once participants have been selected.
- Partial travel subsidies for one staff and one board member per participating organization to attend all project meetings.
(Participants who travel more than 50 miles to attend project workshops and meetings are eligible for travel subsidy.)
- Participation in a project message board

What do HELP organizations contribute to participate?

- Participant organizations will be asked to provide a one-time fee of \$100 (nonrefundable).
- Participants will contribute 10 hours to 30 hours per month per organization towards goal-setting, participating in workshops, evaluation, and enacting lasting, positive changes.

What is expected of HELP participants?

Each organization selected to take part in HELP is expected to be a full participant in the project. This includes the commitment of one key staff member and one trustee to participate in all program-related training. This includes attendance at two HELP training workshops, one facilitated meeting, and hosting one on-site consultation with the field expert.

Your organization may also be asked to share your experiences with peers at annual conferences of state and regional museum associations.

Participating museums are required to credit all project funders in all related publicity.

Questions?

Please call Rachel Saalweachter, project assistant, at 816-421-1388, ext. 225, if you have any questions regarding HELP. You can also reach Rachel by e-mail at rachel@maaa.org.

Mid-America Arts Alliance ensures arts access, education, and training to communities throughout Arkansas, Kansas, Missouri, Nebraska, Oklahoma, and Texas. We create and manage regional, multi-regional, national and international programs, including those centering on traveling exhibitions, performing arts touring, and professional and community development. Founded in 1972, Mid-America was the first regional arts organization in the nation.

HELP for small and midsize museums in Kansas is made possible through the generosity and vision of the Kansas Arts Commission and the Institute of Museum and Library Services, a federal agency.



Mid-America Arts Alliance

2018 Baltimore Ave.
Kansas City, Missouri 64108

Tel. 816-421-1388

Fax 816-421-3918

www.maaa.org