



Grants Officers

Coordinators: [Dia Foley](#) (OH)
[Cathy DeMeo](#) (CT)

DRAFT PEER GROUP AGENDA

Optional Preconference Workshops:

Wednesday, December 5

9:00 a.m.—5:00 p.m. (*additional registration fee*)

What Do the Numbers Tell You? Learning to Look at Financial Statements

In this workshop designed specifically for state arts agency staff, participants will gain hands-on practice in examining grantee financial statements, including income statements, balance sheets and statements of cash flow. Participants will also have the opportunity to discuss and reflect on why they collect financial information, who utilizes it and what purposes it can serve. For more information, visit the [Preconference Workshop](#) page on our website.

Thursday, December 6

8:00 a.m.—11:15 a.m. (*no registration fee, continental breakfast included*)

National Standard Training

This session will provide a brief orientation to the National Standard. Included will be a review of key National Standard codes and definitions, as well as an introduction to the Final Descriptive Report (FDR) requirements of the National Endowment for the Arts. This session will be helpful for new grants and fiscal officers, as well as for other staffers that collect National Standard information from grantees. It also will be a useful "refresher course" for veterans who oversee grant programs or who need to train new colleagues. ***Space is limited, please RSVP to [Angela Han](#) after registering for the conference.***

SESSION 1:

Thursday, December 6

3:00 p.m.—5:00 p.m.

A. Welcomes and Introductions

B. E-Granting and Online Data Collection

We'll hear from SAA representatives offering several perspectives on electronic grant making and online data collection. They will include an array of models and reflect various stages of implementation. Among topics addressed will be:

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Thursday, December 6 (continued)

- Benefits and positive outcomes of e-granting
- Keys to success in developing a system
- Implementation barriers and solutions
- Impact on the SAA staff and the field

Presenters:

Bryan K. Holtzapple, grants & fiscal officer, Pennsylvania Council on the Arts (PCA)
PCA was one of the first states to adopt the e-grant system developed by Carnegie-Mellon.

Dia Foley, assistant director, Office of Grants Administration and Constituent Services, Ohio Arts Council (OAC)
OAC launched OLGA, adapted from WESTAF's CultureGrants OnlineSM system in 2005.

Elaine Buescher, grants manager, Nebraska Arts Council (NAC)
Nebraska launched Community Tech Knowledge (CTK) one and half years ago. They were the first arts-based organization to use this system.

Presentations will be followed by Q & A and open discussion on the topic.

C. NEA Grants Office Update

Nicki Jacobs, grants and contracts officer, National Endowment for the Arts

SESSION II:

Saturday, December 8

8:30 a.m.—10:30 a.m.

D. I Have All This Grants Data, Now What Do I Do With It?

Is your grants data underutilized? Come learn how other state and regional agencies are using data they've collected in advantageous and creative ways. We'll also address:

- How data can help make our case for support
- Obstacles preventing us from using data more effectively

Presenters:

Angela Han, director of research, National Assembly of State Arts Agencies (NASAA)
An overview of how state arts agency budget and grant making data can be packaged and presented to assist states with evaluating their programs and illustrating what a state arts

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Angela Han (continued)

agency accomplishes. Included will be examples of how Final Descriptive Report data can be analyzed and used for benchmarking purposes.

Jane Preston, director of programs, New England Foundation for the Arts (NEFA)
NEFA has developed the New England Cultural Database (NECD), an online data warehouse containing financial, demographic, geographic and other information about New England cultural organizations and artists. It provides SAA's, researchers, funders and others with information for analysis, advocacy and policy development.

Other Presenters TBD

Presentations will be followed by Q & A and, if time allows, an open discussion on other topics of interest to the group.