



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CULTURAL RESOURCES

Division of Arts, Division of Historical Resources,
Division of Libraries, Film and Television Office
Office of Curatorial Services
*American Canadian French Cultural Exchange Commission,
Administratively Attached*

Van McLeod, Commissioner



693
24

December 21, 2012

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

100% Federal Funds

REQUESTED ACTION

The Department of Cultural Resources, Division of the Arts, requests permission to award a General Project Grant in the amount of \$3,000.00 to Arts in Reach, Portsmouth (Vendor code 158691) effective upon Governor and Council approval through June 30, 2013. Federal funds are available in accounting unit 01-34-341010-1255000-500575

EXPLANATION

At a recent meeting, the Arts Council Board unanimously voted to accept the Arts Division's Arts in General Project review panel's recommendations for the General Project grants based on its funding priority ranking within a competitive review. The five-member peer panel, facilitated by an Arts Councilor, considered fourteen criteria to arrive at a consensus ranking for each application. Each panelist is advised, both individually and collectively, of their obligation to disclose any conflict of interest and themselves from assessment if a conflict is present. The evaluative criteria range from the quality of the programming and administrative capacity to the public value/community support of the project.

The General Project Grants category provides grants and services that are designed to help Main Street Programs, municipalities, not-for-profit organizations and schools bring arts presentations and activities into communities to enhance the quality of life for citizens, attract visitors and help stimulate local economies through the arts.

Arts in Reach requests support for an afterschool poetry and visual art program for adolescent women of Rockingham and Strafford Counties.

Arts in Reach has received \$4,000.00 during fiscal year 2013.

Respectfully submitted,

Van McLeod
Commissioner



NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and Arts In Reach: Encouraging Growth through the Arts (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. **GRANT PERIOD: FY2013**

2. **OBLIGATIONS OF THE GRANTEE:**

- The Grantee agrees to accept \$3,000.00 and apply it to the program(s) described in the grant application and approved budget referenced above. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
- Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:



Arts In Reach: Encouraging Growth through the Arts is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for the Arts.

- The Grantee agrees to provide up to two (2) complimentary tickets/admissions as requested for site visits by appropriate Council staff/evaluators.
 - The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.
3. **PAYMENT** will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council
4. **FINAL REPORT:** The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. **Failure to submit the final report will render the Grantee ineligible for Council funding for two years.**
5. **SOVEREIGN IMMUNITY:** No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

COUNCIL APPROVAL

Contracting Officer for State Agency

Cassandra Mason 11/27/12
Signature Date

Name, Title: Lynn Martin Gratton, Acting Director

GRANTEE SIGNATURE

Org/ Name: Arts In Reach: Encouraging Growth through the Arts

Address: PO Box 236, Portsmouth, NH 03802

Virginia Skene
Printed Name of Authorized Official for Grantee
Virginia Skene 10/26/12
Authorized Official's Signature & Title Date

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF Roxbury

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

Lindsay Blakey 12-26-12
Office of Attorney General Date

On the 24 day of October 2012 before the undersigned officer, personally appeared

Virginia Skene
(Print name of person whose signature is being notarized)

or satisfactorily proven to be the person whose name appears above, and acknowledged that s/he executed this document in the capacity indicated.

Lindsay Blakey
Notary Public/ Justice of the Peace
Printed Name: Lindsay Blakey

New Hampshire
State Council on the
Arts

CERTIFICATION OF BOARD RESOLUTION

Authorization to Enter into Contracts with
New Hampshire State Council on the Arts

Important: To expedite your payment these steps must be followed in this order:

*** Resolution date must occur on or before the Grant Agreement is signed.**

**** Certificate on bottom of page must be signed and notarized on the same date or after the grant agreement is signed.**

1. *Resolution:

THIS IT TO CERTIFY that the following is a true and correct copy of excerpts from resolutions adopted at a meeting of the Board of Directors

Arts in Reach on October 26, 2012
(name of organization)

at which time a quorum was present and voted, and further that said resolution has not been rescinded, altered or amended and is still in full force and effect.

"Be it resolved that Virginia Skennett is hereby authorized
(Printed name of authorizing official)

on behalf of this Corporation to enter into contracts with the State of New Hampshire and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate."

Signed: [Signature]

(Signature of Clerk/Secretary to the board)

Printed Name John Fitzpatrick

2. **Certificate

STATE OF NEW HAMPSHIRE

COUNTY OF Rockingham

On the 12 day of December, 2012 before the undersigned officer, personally appeared John Fitzpatrick, or satisfactorily proven to be the person whose name appears
(print name of person whose signature is being notarized)
above, and acknowledged s/he executed this document in the capacity indicated.

Gwendolyn C Lascelles-Fernald
Notary Public, State of New Hampshire
My Commission Expires July 13, 2016

Gwendolyn C Lascelles-Fernald
Notary Public/ Justice of the Peace
Printed Name: Gwendolyn C. Lascelles-Fernald
My Commission Expires July 13, 2016

New Hampshire
State Council on the

Arts

GRANTEE INFORMATION FORM for ORGANIZATIONS

Please complete the following for fulfillment of grant requirements by the Governor and Executive Council and the State of New Hampshire's Department of Administrative Services.

Name of

Organization Arts In Reach

1. Statement of Purpose:

(Give your organization's mission statement or list your organization's objectives in the space below)

The mission of Arts In Reach (AIR) is to empower teenage girls through mentoring and the arts.

2. Salary of Administrator:

Program Administrator: \$36,500 annual
(List annual salary of administrator, not artist's fees, who will be involved in this grant.)

Attach the Following:

3. Resume of Administrator

4. Financial Statement:

A one-page financial statement of your organization's most recently completed fiscal year.

5. Board of Directors:

A list of the current directors and officers of your organization

6. List Geographic Areas Served by Organization

7. Certificate of Liability Insurance

8. Please include a copy of a current year Certificate of Good Standing.

If you do not have a Certificate of Good Standing with the state of NH please call Secretary of State Corporate Division at 271-3244 and request an application.

Shannon Elizabeth Marshall

Portsmouth, NH

HIGHLIGHTS OF QUALIFICATIONS

- High versatility in collaborative and team management environments
- Excellent organizational and interpersonal/relationship building skills
- Extensive background working with children, adults and young adults from various cultural backgrounds, advantages and disadvantages
- Dedicated, resourceful and reliable independently and cooperatively
- Trained response in high stress, emergency situations
- Excellent in mentor/leadership positions
- Equipped to assist/teach mentally, physically and emotionally disabled population.
- Appeared as guest artist at several North East institutes including the NY Film Academy (NJ), Inside Broadway (NY), The University of New Hampshire, St. Mary's Academy (NH) and North Country Youth Festival (VT)
- Performed off-Broadway for NYC's The Drilling Company and Shakespeare in the Parking-lot

WORK HISTORY

2009-2010

Worked per-diem of Boston Ballet's "City Dance" program

- Presented workshops in ballet history, choreography and technique to inner city schools in and around Boston, MA

2008-Present

Program/Artistic Director for Arts In Reach (AIR)

- Outline and create after school and vacation curriculums for AIR's after school and vacation programs
- Recruit and maintain relationships with AIR teen participants, social workers and families
- Hire and train artists, mentors and volunteers
- Facilitate group mentoring discussions and creative mentoring activities in all AIR programs
- Co-taught all arts programs with hired artists
- Plan public showcases in art and performances for over 250 patrons and guests

2007-2008

NYC Inside Broadway Theatre Instructor (NYC)

- Wrote and directed original scripts for senior citizens and elementary school students, incorporating musical numbers and dance choreography based on ability
- Structured curriculums and syllabuses to meet Inside Broadway's education standards and production needs for seniors and elementary students
- Facilitated theatre classes in schools and community centers, facilitating vocal and physical warm-up, theatre history, as well as performance rehearsals
- Designed sets, constructed costumes and collected needed props and materials
- Collaborated with teaching professionals and administrators of Inside Broadway
- Assisted students and faculty on field trips to see Broadway shows in NYC

- Feb-May 2007 **The Actor's Movement Studio Administrative Assistant (NYC)**
- Distributed advertising materials at various New York locations
 - Prepared administrator's schedules and set up meetings
 - Instituted, systemized and organized studio space and administrators office
 - Spearheaded studio organization, development and implementation
 - Attended workshops held by professional theatre artists
- 2005-2006 **Easter Seals Direct Support Associate (NH)**
- Qualified mentally/physically disabled clients for employment
 - Assisted clients on job-sites
 - Maintained medical records, weekly progress reports and clientele documentation
 - Collaborated with regional directors to construct daily activities around specific needs and capabilities of consumers
 - Transported consumers and or materials to employment, home and respite sites
- HJDC Dance Instructor and Marketing Assistant (NH)**
- Taught beginner dance levels for pre-school through 12th grade
 - Monitored student attendance, development, ability and social skills
 - Supported and encouraged special need students
 - Wrote studio brochures and advertisements
 - Assisted director during outside workshops and performances

EDUCATION AND TRAINING

- 2000-2005 B.A. Theatre and English, University of New Hampshire (Honors)
- Spring 2003 Regents College, Regents Park in London, UK
- 2006 Bova Actor's Studio, NYC
- 2006-2007 Broadway Dance Center, NYC
- 2006-2008 The Drilling Company, NYC
- 2007 The Actors Movement Studio, NYC
- 2010-2011 Vocal/Movement workshops at theatre, Unmasked Company, NH
- 2000-2004 **Assistant Director of Marketing and Communications (UNH Theatre and Dance Department)**
- Composed/edited newsletter articles for Theatre and Dance Department at UNH
 - Designed/created ads and bulletins for upcoming events and performances
 - Entered data and data research
 - Fostered and maintained local vendor relationships
 - Facilitated bulk mailing and filing
 - Directed department tours
- Drama Camp Instructor (NH)**
- Ran drama day camp for grade levels 2-5 and 6-8
 - Adapted published children's stories for the stage
 - Coached/directed young actors in original productions
 - Facilitated mask and puppet making
 - Selected musical pieces to align with stories and choreographed dance numbers

7.24.2012

FY 2012 Financial Statement**Revenue****7/1/11-6/30/12****Events****Major Events**

Gassner Event	\$	1,000.00
Tablescapes	\$	15,794.68
Spring Fundrasier	\$	13,962.32

Community Events

Katie Wheeler	\$	1,238.00
AIR Walk	\$	2,662.71
Other Events/Showcases	\$	6,936.78

Events Total: \$ 40,594.49**Individual Giving**

Individual Board Giving	\$	6,529.60
Community Giving	\$	8,057.84

Individual Giving Total: \$ 14,587.44**Corporate Partners \$ 14,613.40****Grants \$ 46,877.00****Total Revenue: \$ 116,672.33****Expenses****Capital 0****Fundraising \$ 11,853.54****Operating \$ 19,970.64****Salaries, Wages & Fringe Benefi \$ 48,533.90****Programs \$ 67,892.32****Total Expense: \$ 148,250.40****Net Ordinary Income -\$31,578.07**

Board of Directors

Sarah Gnerre, President [REDACTED]
Vice President of Development, Anna Jacques Hospital, Newburyport, MA.
[REDACTED], Portsmouth, NH 03801

Glicka Kaplan, Vice President, [REDACTED]
Philanthropist
[REDACTED], Portsmouth, NH 03801

John Fitzpatrick, Secretary & Treasurer, [REDACTED]
Managing Director, Transatlantic Innovation Management, LLC
[REDACTED], New Castle, NH, 03854

Kristin Forselius, AIR Founder, [REDACTED]
Owner, Loopsie
[REDACTED], Lee, NH 03861

Elise Weeks, Director, [REDACTED]
Co-Owner and Graphic Designer at Pixels & Pulp Design Studio,
[REDACTED], Berwick, ME 03901

Dr. Kimberly Higney, Director, [REDACTED]
Owner and Chiropractor, cardēa center for well-being
[REDACTED], Greenland, NH 03840

Judith Rubenstein, Director, [REDACTED]
Measurerd Progress
[REDACTED], Portsmouth, NH 03801

Rosjke Hasseldine, Director, [REDACTED]
Women's Power Circles
[REDACTED], Durham, NH 03824

Arts In Reach Service Population

Counties and Cities Served:

Strafford:

Barrington – 3
Dover – 22
Durham – 2
Lee – 8
Madbury – 5
Rollinsford – 5
Somersworth – 17
Rochester —1

Rockingham:

Brentwood – 2
East Kingston – 1
Exeter – 3
Greenland – 3
Hampton – 3
Newmarket – 5
Portsmouth – 2
Seabrook – 2
Hampton Falls —2
Nottingham—1
Newfields—2



ARTSI-1

OP ID: GD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/26/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown (Dover) P.O. Box 979 Dover, NH 03820 House	603-742-1452	CONTACT NAME:	
	603-749-3576	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Arts In Reach Po Box 236 Portsmouth, NH 03802		INSURER A : *Hanover Insurance Company	22292
		INSURER B : Markel Insurance Company	
		INSURER C : United Financial Casualty Co	11770
		INSURER D : Mount Vernon Fire Ins	
		INSURER E :	
		INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		OHV0997106	09/26/12	09/26/13	EACH OCCURRENCE
	☒ COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence)
	☐ CLAIMS-MADE ☒ OCCUR					MED EXP (Any one person)
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY
	☐ POLICY ☐ PRO-JECT ☐ LOC					GENERAL AGGREGATE
C	AUTOMOBILE LIABILITY		07670843-2	10/13/12	10/13/13	COMBINED SINGLE LIMIT (Ea accident)
	☐ ANY AUTO					BODILY INJURY (Per person)
	☐ ALL OWNED AUTOS	☒ SCHEDULED AUTOS				BODILY INJURY (Per accident)
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB	☐ OCCUR				EACH OCCURRENCE
	EXCESS LIAB	☐ CLAIMS-MADE				AGGREGATE
	☐ DED	☐ RETENTION \$				
	B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	☐ Y ☒ N	MWC0007099-02	07/12/12	07/12/13
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		☐ Y ☒ N	E.L. EACH ACCIDENT			
If yes, describe under DESCRIPTION OF OPERATIONS below			E.L. DISEASE - EA EMPLOYEE			
			E.L. DISEASE - POLICY LIMIT			
D	Directors&Officers		NDO2008121F	02/23/12	02/23/13	Liability

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The volunteer board members are excluded from the Workers Compensation coverage.

CERTIFICATE HOLDER**CANCELLATION**

New Hampshire State Council
on the Arts
19 Pillsbury St, 1st Floor
Concord, NH 03301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Gari S. Durkin

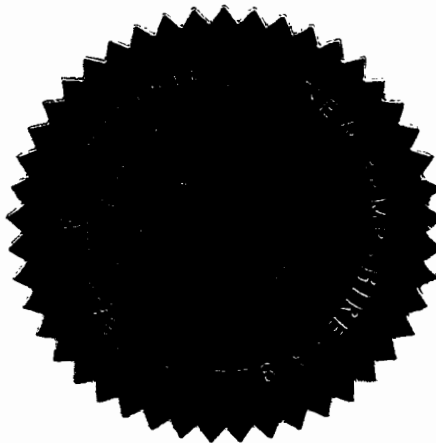
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State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Arts in Reach: Encouraging Growth through the Arts is a New Hampshire nonprofit corporation formed April 9, 1999. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 14th day of November A.D. 2012

A handwritten signature in dark ink, appearing to read "Wm Gardner", written in a cursive style.

William M. Gardner
Secretary of State