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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



December 2, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

State House
Concord, New Hampshire 03301

REQUESTED ACTION

The Department of Cultural Resources, Division of the Arts, requests permission to award Public Value Partnership Grant in the amount of \$8,000.00 to Andy's Inc., Wilton, (vendor code 154701) to strengthen their capacity for affordable diverse arts programs to New Hampshire residents and visitors, effective upon Governor and Council approval through June 30, 2014.
100% Federal Funds.

Funds are available in the account titled Federal Arts Partnership Grant as follows:

01-34-34-341010-1255000-072-500575 Grants Federal **FY14**
\$8,000

EXPLANATION

Public Value Partnerships are awarded to nonprofit arts organizations, with a minimum of 5 years of continuous arts programming and professional staffing, to strengthen their capacity for offering affordable, diverse arts program to New Hampshire's residents and visitors. Grant categories and deadlines are advertised through the divisions' website, social media and electronic newsletters.

At a recent meeting, the Arts Council Board unanimously voted to accept the Arts Division's Public Value Partnership Review Panel's recommendations for the partnerships based on its funding priority ranking within a competitive review. The six-member peer panel, facilitated by an Arts Councilor, considered 17 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 administrative capacity of the organization, artistic quality, strategic planning, to community impact and accessibility.

Should Federal Funds become no longer available General Funds will not be requested to support this program.

Respectfully submitted,

Van McLeod
Commissioner



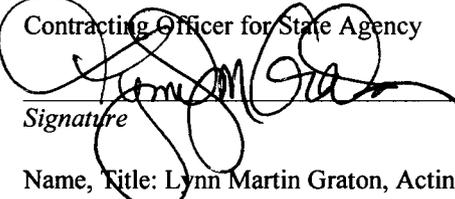
NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and Andy's Inc. (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

- GRANT PERIOD: FY2014/2015**
- OBLIGATIONS OF THE GRANTEE:**
 - The Grantee agrees to accept \$8,000.00 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:

Andy's Inc. 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.
- PAYMENT** will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council
- 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.**
- 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

 Signature _____ Date 9/17/13
 Name, Title: Lynn Martin Gratton, Acting Director

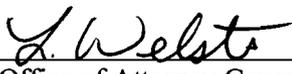
GRANTEE SIGNATURE

Org/ Name: Andy's Inc.
 Address: PO Box 1170, NH 03086
Alexandra Urbanowski
 Printed Name of Authorized Official for Grantee
Exec. Director 8-19-13
 Authorized Official's Signature & Title Date

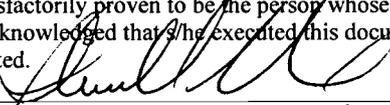
NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF Merrimack

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

 Office of Attorney General Date 9/25/13

On the 19th day of August 2013 before the undersigned officer, personally appeared
Alexandra Urbanowski
 (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.


 Notary Public/ Justice of the Peace
 Printed Name: Sherrill S. Nixon
 My Commission expires: _____
 SHERRILL S. NIXON
 NOTARY PUBLIC
 State of New Hampshire
 My Commission Expires
 February 2, 2016

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

Andy's Summer Playhouse on Aug. 18, 2013
(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 Alexandra Urbanowksi 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: Majorie Margols
(Signature of Clerk/Secretary to the board)
Printed Name Majorie Margols

2. **Certificate

STATE OF NEW HAMPSHIRE
COUNTY OF Merrimaack

On the 19th day of August, 2013 before the undersigned officer, personally appeared Alexandra Urbanowksi, 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.

Sherrill S. Nixon
(Notary Public/ Justice of the Peace
Printed Name: Sherrill S. Nixon
My Commission Expires _____

SHERRILL S. NIXON
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
February 2, 2016



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 Andy's Summer Playhouse

1. Statement of Purpose:
(Give your organization's mission statement or list your organization's objectives in the space below)

see attached

2. Salary of Administrator:
(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.
Please do not include any personal information such as home addresses, phone numbers or emails.
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.

Andy's Summer Playhouse

NHCSA Grantee Information Form for Organizations

Name of Organization: Andy's Summer Playhouse

1. Statement of Purpose: Andy's believes a young person's mind is ever creating and embracing new ideas. It is our goal to not only nurture but also meet and challenge our participants' ongoing creative energy. Our original productions strive to encompass a range of artistic mediums including multimedia, dance, puppetry and music. By utilizing these art forms and creating new, original plays, we offer productions that can live outside the box and thus are in step with a young person's way of looking at the world, while at the same time encouraging them to push forward with new and exciting ideas. We work to build confidence, teamwork and community while instilling in local youth an understanding of the importance that creativity and the arts can play in their lives. We build these qualities by providing a positive atmosphere for youth to explore the performing arts in a supportive environment while they engage in the production of top-quality, totally original and innovative theater.

2. Salary of Administrator: \$12,000 annual salary

6. Geographic Areas Served: Andy's is based in Wilton, NH, and serves communities stretching across Southern New Hampshire, from Amherst and Manchester to Brookline and Keene. Towns represented in our recent past have included: Amherst, Antrim, Bedford, Bennington, Brookline, Canterbury, Dublin, Greenfield, Greenville, Hancock, Harrisville, Henniker, Hillsborough, Hollis, Jaffrey, Keene, Manchester, Merrimack, Mason, Milford, Mont Vernon, Nashua, New Boston, New Ipswich, Peterborough, Rindge, Sharon, Temple and Wilton.

Andy's Summer Playhouse
Biographies of Administrators
July 2013

DJ Potter (Artistic Director) is in his 5th as Artistic Director. DJ Potter has been a working theater artist in New York City and New Hampshire for over a decade. DJ got his start at Andy's in 1991 as a performer and backstage apprentice. Since then he has also worked at Andy's as assistant light designer, production manager, sound designer, light designer, writer and director. Apart from Andy's Summer Playhouse, DJ has worked as a technician, stage manager and designer for La Mama Experimental Theater Club in NYC. Other New York theaters DJ has worked for include Target Margin Theater, The Clark Studio Theater at Lincoln Center, Classic Stage Company, Sarah Lawrence College and Theater for a New Audience. DJ has also toured Poland and Italy as technical director for Loco 7. Along with his theater work DJ is a composer. Currently he is composing/recording new musical pieces for prepared guitar. He is a graduate of Keene State College and a Wilton, NH native.

→ ADMINISTRATOR: Alexandra Urbanowski (Executive Director) returned to Andy's in May 2012 as Executive Director. She was an Andy's kid in the early years, performing in *The Hobbit*, and working at Andy's one summer while in college when Dan Hurlin was Artistic Director. She moved back to New Hampshire in 2007 after twenty years in California, twelve of which she spent as managing director of San Jose Repertory Theatre where she managed an annual budget of \$5 million, increased fundraising and ticket sales, and successfully completed a \$2.5 million capital campaign for a new performing arts facility. She has consulted with arts organizations in California and New Hampshire and currently co-produces occasional professional theater productions with her husband through their production company, Buck Hill Productions, based in Manchester, NH. Alexandra is a graduate of Pine Hill Waldorf School and a Smith College alumna. She is currently on the board of CONFR, the Council for Fundraising in New Hampshire.

Mark Haley (Technical Director) has been an involved member of the Andy's Summer Playhouse community since 1998. He began his work at Andy's as a lighting apprentice, and gradually added props and set construction to his apprenticeship resume. In 2002 Mark was hired to be the stage manager for the touring play at Andy's. In January of 2009 Mark, along with fellow Andy's alum Jaimie Harrow, was named managing director of Andy's. Following several summers at the helm, Mark has stepped back and settled into his role as Technical Director for the playhouse. In addition to his work at Andy's, Mark attended the University of New Hampshire, where he received his Bachelor's Degree in Theatre, with an emphasis in Design, and Franklin Pierce University, where he received his Master's Degree in Elementary Education.

ANDY'S SUMMER PLAYHOUSE, INC

Profit & Loss

November 2011 - October 2012

	Total
Income	
310 BOX OFFICE	19,120.00
320 TUITIONS & FEES	40,070.75
360 FUNDRAISING / SPECIAL EVENTS	4,530.04
390 SALES AND MERCHANDISE	9,599.88
410 CONTRIBUTIONS	12,933.15
420 GRANTS	7,864.00
430 INTEREST INCOME	3.28
431 Dividend income	3.28
440 MISC INCOME	10.00
Total Income	\$94,134.38
Expenses	
500 SALARIES	69,034.00
600 SUMMER PROGRAM COSTS	3,339.93
700 COST OF SPECIAL EVENTS	550.00
730 COST OF SALES AND MERCHANDISE	2,464.20
749 MISC Expense	569.00
750 MARKETING / PUBLICITY	4,108.70
800 PROPERTY EXPENSE	14,046.03
820 SUMMER MAINTENANCE	1,434.15
850 ADMINISTRATIVE	4,704.84
870 Line of Credit Interest Payment	2,111.46
Total Expenses	\$102,362.31
Net Operating Income	\$ -8,227.93
Net Income	\$ -8,227.93

Sunday, Aug 18, 2013 05:29:47 PM PDT GMT-4 - Cash Basis

**Andy's Summer Playhouse
Board of Directors
August 2013**

Linda Tanner, President
Rindge, NH 03461

Kelly Myers, Vice President
Milford, NH 03055

Tom Bascom, Treasurer
Greenfield, NH 03047

Marjorie Margolis, Secretary
Sharon, NH 03458

Will Birch
New Ipswich, NH 03071

Kate Fitzpatrick
New Boston, NH 03070

Claudine Hesmer-Hussainy
Amherst, NH

Rose Lowry
Temple, NH 03084

Wagner Quintanilha
Bennington, NH 03442

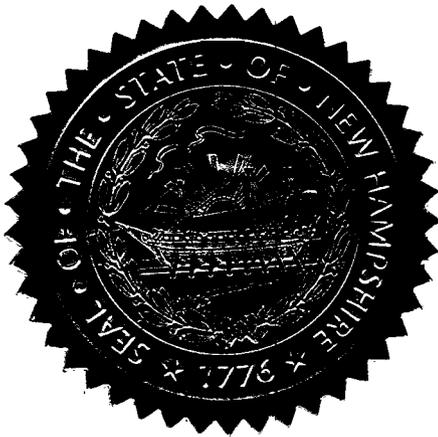
Mark Tanner
Rindge, NH 03461

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 ANDY'S SUMMER PLAYHOUSE, INC. is a New Hampshire nonprofit corporation formed February 29, 1972. 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 15th day of August A.D. 2013

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/12/2013

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 The Holt Agency 633 Elm Street Milford NH 03055-0009	CONTACT NAME: Cathy Casale PHONE (A/C No. Ext): (603) 673-1201 E-MAIL ADDRESS: Cathyc@HPMInsurance.com	FAX (A/C No): (603) 673-4825
	INSURER(S) AFFORDING COVERAGE	
INSURED Andy's Summer Playhouse Inc PO Box 601 Wilton NH 03086	INSURER A: Technology Ins Co	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL13111207076

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE	\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	TWC3343515	2/25/2013	2/25/2014	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER	E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Proof of insurance in place for grant purposes

CERTIFICATE HOLDER**CANCELLATION**

New Hampshire State Council on the Arts 19 Pillsbury Street 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 Cathy Casale/CASALE <i>Cathy Casale</i>
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