

Guidance for Reporting Virtual Legacy Programming

Arts and Cultural Heritage Fund grants can be used for virtual programming. The purpose and scope of the programming remains the same. However, here are some things to keep in mind as you plan and report on virtual programming with Legacy funds:

- Use your standard program introduction and state that these programs are funded by the Arts and Cultural Heritage Fund of Minnesota.
- Count live virtual programs and recordings at the administrative entity level.
 - For a federated regional public library system, independent member libraries are administrative entities.
 - For a consolidated regional public library system, the administrative entity level is also the library system headquarters.
- When a program is delivered by live streaming, please count the number of unique or peak live views as the program attendance. If a program is pre-recorded and promoted on the library website and/or social media, **count the total views of the recorded program within 7 days**. If the program was live and then the recording was shared, report both of those numbers combined.
- Outcomes and evaluation are determined locally. Options for evaluating virtual programs can include follow-up emails or posting links to Google Forms or Survey Monkey questionnaires. Explore evaluation techniques that best fit your community and library.