



City of Austin

Cultural Arts Funding Program

Capacity Building Program Guidelines

October 1, 2017- September 30, 2018
Fiscal Year 2018



Cultural Arts
CITY OF AUSTIN
ECONOMIC
DEVELOPMENT

Economic Development Department / Cultural Arts Division
201 East Second Street; Austin, TX 78701



City Council

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District 2: Council Member Delia Garza

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Cultural Arts Funding Program

CAPACITY BUILDING

INTRODUCTION

The City of Austin Economic Development Department (ED) Cultural Arts Division serves to encourage, develop and facilitate an enriched environment of artistic, creative, and cultural activity in the City of Austin and its Extra Territorial Jurisdiction (ETJ). As a component of many services and activities, the Cultural Arts Division manages funding programs to provide financial support to organizations and individuals for specific contracted services through a competitive application and review process.

This booklet contains requisite information and forms to help qualified organizations and individuals interested in applying for funding in the Capacity Building program, an auxiliary component of the City's Cultural Arts Funding Programs. Contracted services supported through the Cultural Arts Funding Programs take place within the City of Austin's fiscal year, October 1st – September 30th annually.

The Cultural Arts Funding Programs support projects and activities in all disciplines that provide quality arts and cultural programming to the Austin community and the Extra Territorial Jurisdiction (ETJ). The purpose is to reinforce the artistic and cultural industry representing an important component of the economy of Austin and to celebrate and promote Austin as an exciting, vibrant, and diverse cultural destination for visitors and tourists throughout the world.

All applicants are required to read the guidelines and application instructions for details of program eligibility, requirements and evaluation criteria prior to beginning the application process. The FY 2018 Capacity Building Program Guidelines are adopted by the Arts Commission in an effort to streamline the application/review process and to maintain accountability and integrity of the allocation of public funds. Cultural Funding staff actively review and evaluate all aspects of this program and its processes incorporating revisions in this publication annually. Program guidelines are reviewed periodically throughout the year; any changes adopted by the Arts Commission will be distributed by Cultural Arts Division staff.

GUIDELINES AT A GLANCE

Capacity Building funding is available to 501 (c) arts organizations with an annual budget less than \$200,000, State of Texas nonprofits, unincorporated groups, and individual artists to support conferences, workshops, classes, professional organization memberships, consulting and software. The purpose of the Capacity Building program is to provide professional development opportunities to enhance and strengthen the infrastructure and workforce of Austin's creative sector.

To Be Eligible

- Applicants must be one of the following
 - An incorporated, tax exempt, 501(c) arts organization, OR
 - A State of Texas non-profit arts group (which is registered as a Non-Profit with the Texas Secretary of State Office as evidenced by the Certificate of Formation), OR
 - An individual artist or unincorporated arts group
- Organizations must be based or individual artists must reside in Austin or its Extra Territorial Jurisdiction (ETJ) for a minimum of one year prior to the application submittal date (must have a physical address located in Austin or the ETJ);
- Applicants must not have received Capacity Building Funding in the previous fiscal year

Proposed Activity Requirements for Eligible Applicants

- Proposed project activities for 501 (c) organizations must support a conference, workshop, class, professional organization membership, consulting, and/or software
- Proposed project activities for individuals, unincorporated groups, or State of Texas Non-Profits must support participation in a conference, workshop, class, and/or professional organization membership
- Applicant may be currently receiving funding from the Cultural Arts Division Core Funding Program, Community Initiatives, or Cultural Heritage Festivals Program

Conferences	Workshops/Classes/Memberships	Consulting/Software	Max Request
Organizations	Organizations	Organizations	\$2,500
Individual	Individual		\$1,000

Funding Requests

- **501(c) Organizations– Maximum request of \$2, 500**
- **Individuals, unincorporated groups, State of Texas Non-Profits – Maximum request of \$1,000**

Funding priority will be given first to applicants who have never received Cultural Arts Funding Program awards and next to ALAANA (African, Latino/a, Asian, Arab, and Native American) applicants. At least one (1) ALAANA individual applicant and one (1) ALAANA organization will be funded each month.

A maximum of \$12,500 in awards will be available each month.

Funding Cycles

The Capacity Building Funding Program has an annual funding cycle corresponding to the City of Austin's Fiscal Year (October 1- September 30). Applications are accepted on a month to month basis. Only one application per organization/individual will be funded per fiscal year. Participation in this program is not guaranteed, nor is there a commitment to fund this program, or participating organizations, at previous or current levels. Funding awards allocated from this program may not be

used toward activities funded by any other City of Austin contract or funding program in any given fiscal year.

Applicants may not receive Capacity Building Funding two years in a row.

Matching Requirements

There is no matching requirement for Capacity Building awards.

Deadlines and Delivery

Capacity Building applications will be accepted on an ongoing monthly basis during the Cultural Arts Funding Program fiscal year, while funds are available.

APPLICATIONS ARE DUE ON THE FIRST MONDAY OF EACH MONTH, 11:59 PM.*

Applications must be submitted at least two weeks prior to the project start date.

Applications will be accepted as long as funding is available. All application materials are public records. Keep a complete copy of your application and materials for your own files.

Please note: Cultural Arts Division staff leave the office at 5:00 PM. You will not be able to receive application assistance on the deadline date after that time.

****Due dates are rolled to the next business day if the due date falls on a City holiday.***

APPLICATIONS MUST BE SUBMITTED ONLINE:

<http://www.austintexas.gov/departments/capacity-building-program>

NEED ASSISTANCE?

Capacity Building Workshops

We will hold CB Workshops at the Cultural Arts Division Training Room located at 201 E 2nd Street throughout the year. Dates to be announced.

All applicants are encouraged to attend an application workshop. Please find links to RSVP for the workshops on the Cultural Arts Division website at <http://www.austincreates.com>.

For general inquiries or assistance, please contact the Cultural Arts Funding Program staff:

Jesús Pantel

Contract Compliance Specialist, Sr.
jesus.pantel@austintexas.gov
Phone: (512) 974-9315

Anne-Marie McKaskle-Davis

Contract Compliance Specialist
annemarie.mckaskle@austintexas.gov
Phone: (512) 974-7854

Laura Odegaard

Cultural Funding Program Associate
laura.odegaard@austintexas.gov
512.974.6345

Peggy Ellithorpe

Cultural Funding Program Associate
peggy.ellithorpe@austintexas.gov

Visit us for Open Office Hours:

Every 2nd and 4th Tuesday each month
9am-12pm
No appointment necessary

Cultural Arts Division Office
201 East 2nd Street
Austin, TX 78701
www.austincreates.com

512.974.7978

CITY OF AUSTIN VISION AND GOALS

City of Austin Mission

The mission of the City of Austin is to be the most livable city in the country where all residents participate in its opportunities, its vibrancy and its richness of culture and diversity.

City of Austin Vision

The City of Austin envisions a culturally vibrant city where:

- Arts, culture and creativity are an integral component of a vibrant community and a thriving economy,
- Artists, cultural and creative organizations across all disciplines have the opportunity to engage in meaningful work and provide a robust selection of activities to a wide audience including residents, visitors and tourists, and
- A creative environment cultivates and attracts a diverse workforce and businesses that value the arts, culture and creativity.

The City of Austin, as a matter of policy, is committed to providing financial support to organizations and individuals who represent, strengthen, and contribute to the arts, cultural, and creative industries in Austin. Arts, culture and creativity are recognized as a vital contributor to the City's economic infrastructure and a crucial component in the development of Austin's unique identity. Our rich and diverse cultural resources create not only enhanced quality of life for our citizens, but are also key factors in promoting Austin as a destination city to tourists and visitors worldwide. To that end, direct support of events and activities related to the improvement, application and broad accessibility and marketing of the arts are the guiding principles for the investment of these funds.

Goals for Allocation of Funds

1. Support arts, culture and creativity as an integral component of a vibrant community and a thriving economy:
 - Contribute to cultural tourism development
 - Foster sustainable growth and development of the creative community
 - Build and diversify audiences through research and marketing strategies
 - Attract the workforce and businesses that value a creative community
2. Preserve the unique character of Austin while encouraging artistic and cultural excellence and innovation:
 - Provide opportunities for active participation in Austin's cultural life
 - Increase and diversify the production of arts and cultural activities
 - Enhance the presentation of emerging and established culturally-diverse arts organizations
 - Encourage partnerships and creative collaborations within the community
3. Support artists and arts organizations of all disciplines as they engage in meaningful work:
 - Encourage excellence, innovation, and collaboration in the creation and presentation of artistic and cultural work
 - Support artists and organizations in developing new programs and activities
 - Promote the value of arts, culture and creativity

ELIGIBILITY REQUIREMENTS

Minimum Requirements for Applicants

- A. **501(c) arts organization** *(as evidenced by a current IRS determination letter or copy of the most recent Form 990 filed with the IRS)* with an annual operating budget that is less than \$200,000.
OR
- B. **Groups without 501(c) designation but have State of Texas Non-Profit Status**, or also known as Incorporated Groups *(Not required to apply under the umbrella of a fiscal sponsor)*

OR
- C. **Unincorporated Groups without 501(c) designation** *(Not required to apply under the umbrella of a fiscal sponsor)*
OR
- D. **Individual Artists**

And meet each of the following requirements:

1. **MUST** be a resident, or be based in Austin or its ETJ for at least a one (1) year prior to the date the application is submitted.
2. **MUST** have produced artistic work in Austin, within your artistic expertise for a minimum of one (1) year prior to the application deadline
3. **MUST** not have received Capacity Building funding in the prior fiscal year

FUNDING REQUESTS

Capacity Building funding may be used to support conferences, workshops/classes/professional memberships, consulting, and software. Funding priority will be given first to applicants who have never received Cultural Arts Funding Program awards and next to ALAANA applicants. At least one (1) ALAANA individual applicant and one (1) ALAANA organization will be funded each month. Please remember, Organizations must have a budget under \$200,000 to be eligible to apply.

Conferences	Workshops/Classes/Memberships	Consulting/Software	Max Request
Organizations	Organizations	Organizations	\$2,500
Individual	Individual		\$1,000

Ineligible Project Costs include, but may not be limited to, the following:

- Artistic projects or programs
- Normal operating costs such as salaries, office supplies, or overhead
- Food (including Per diem for travel) and hospitality
- Fundraising events
- Bricks and mortar, website creation, capital improvements, renovations, real estate development, or other such building or physical space improvements
- Any activity funded through the Cultural Funding Programs such as Core Funding, Community Initiatives, Culturally Specific Marketing Supplement, and Cultural Heritage Festivals Program

- Technology upgrades

Contact Cultural Arts Division Staff for questions or clarifications of eligible project expenditures.

Eligible Project Costs include but may not be limited to:

- Strategic or business planning
- Organizational/Individual assessments
- Board and/or staff leadership or administrative development
- Consultant fees directly related to management, governance, financial resources, administrative systems (Organizations only)
- Earned income development, including development of strategies to increase admissions, tuition, merchandise sales, or facility rentals
- Fund development training and research
- Marketing development training and research
- Development of collaborative strategies
- Instructional classes, workshops, conferences, certifications
- Classes on website building, maintenance, and management
- Travel expenses – transportation and lodging only

EVALUATION CRITERIA

Cultural Arts Division Staff will review applications based on eligibility requirements and the satisfactory completion of all sections of the online application including the Narrative Questions listed below.

Narrative Questions

Activity

- What are the specifics of the activity for which funding is sought? I.e. list specific date(s), time(s), activity (ies), participant(s), and location(s).

Impact

- How does the applicant contribute to the arts in Austin?

Results

- How will the proposed activity enhance the applicant's organizational capacity or professional development?

Preparing Your Application

Before preparing your application, **read the guidelines**. The guidelines provide important information about types of projects the City will fund and will not fund, and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.

Section I Summary

Project Title

Provide a brief title of proposed activity.

Amount Requested

Enter the amount of funding you wish to request. Please note the following maximum award:

- **ORGANIZATION'S MAXIMUM REQUEST AMOUNT** **\$2,500**
- **INDIVIDUAL'S MAXIMUM REQUEST AMOUNT** **\$1,000**

Applicant Information

Enter the first name, last name, telephone number and email address of the primary contact for this Capacity Building application. This does not necessarily need to be the Executive Director. It should be the person who we should contact if Cultural Arts Division Staff has questions regarding the application.

Organization Information

Enter the legal name, and address of the applicant as recorded with the City of Austin Vendor Registration. Use exact spellings and punctuation.

This information **MUST MATCH EXACTLY** to what is listed on your City of Austin Vendor Registration (https://www.austintexas.gov/financeonline/vendor_connection/index.cfm). Do not use abbreviations unless part of the official name as listed in your vendor registration account.

Organization Executive Director or Individual Artist

Enter the first name, last name, title and email address of the Executive Director of the Applicant Organization.

If your organization does not have an Executive Director, please enter the requested information of the primary leader of the applicant organization, or the name of the individual artist.

Collaborators

If you have multiple people working with you on your application, you may invite them to be a Collaborator. This feature allows you to invite additional collaborators to log in and work on an application with you but will provide them with their own log-in. Collaborators can only edit application questions.

Collaborators cannot submit, archive, or delete applications.

NOTE: Collaborators do not have automatic access to the Invoice Tab, the Final Report Tab or to the Contract Tab. If you would like for your Collaborators to have access to those areas of the application you will need to select the buttons for each section you would like for them to access.

Additional Contacts

Additional Contacts will be copied on all emails sent to the application owner regarding this application. Additional Contacts do not have access to the application to make edits.

***Enter ONLY email addresses separated by a comma.
No names. No titles. No phone numbers.***

Once you have completed Section I Summary, click NEXT to move on to Section II Eligibility.

Section II Eligibility

1. Applicant Type

Select the statement that best describes the applicant.

If none of the statements apply to you or your organization, then you are not eligible to apply for funding.

2. Residency Verification

Please let us know when your organization or if you are an individual artist when you located to Austin or its Extra Territorial Jurisdiction (ETJ). This can be your incorporation date if you were founded in Austin. Please provide the month and year.

3. Artistic Expertise Verification

Please verify that you have produced artistic work within your artistic expertise with a budget history for a minimum of 1 year prior to the application deadline by selecting yes.

If you have not produced artistic work in your area of artistic expertise at least one year prior, you are not eligible to apply for funding.

4. Organization Budget Verification

Please verify that your organization has a budget under \$200,000 to be eligible to apply.

5. Start Date

Enter the start date of your activity. These dates must be within the period of October 1, 2017 through September 30, 2018.

6. End Date

Enter the end date of your activity. These dates must be within the period of October 1, 2017 through September 30, 2018. Funded activities cannot begin before October 1, 2017 and must be completed no later than September 30, 2018.

7. Previous Capacity Building Funding

Please check the box indicating the total number of times you have received Capacity Building Funding. Beginning in the FY18 Fiscal year applicants cannot receive Capacity Building funding two years in a row.

8. Vendor Code

To receive funding from the City of Austin you must be registered as a vendor.

If you have never received funding from the City of Austin or have never received funding without a fiscal sponsor, you will need to register as a vendor here:

https://www.austintexas.gov/financeonline/vendor_connection/index.cfm.

Once you are registered you will need to enter your vendor registration number.

Please enter your Vendor Code. If you don't know your Vendor Code you can search for it here under "Business Name":

https://www.austintexas.gov/financeonline/vendor_connection/search/svname.cfm

Upload Eligibility Documents

You will be required to upload the following documents to your Eligibility form:

SII.e.1 - PROOF OF TAX EXEMPT STATUS (REQUIRED for all 501(c) Applicants)

501(c) Organizations must provide proof of tax-exempt status. 501(c) and other tax-exempt organizations must submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax-exempt status: articles of incorporation, bylaws, or proof of sales tax exemption.

SII.e.2 - BOARD LIST (REQUIRED for all 501(c) Applicants)

Provide a roster of your governing board, including names, e-mail and mailing addresses, telephone numbers, professions or areas of expertise, and ethnic make-up.

SII.e.3 - FORM 990 (REQUIRED for all 501(c) Applicants)

Provide the first page of IRS Form 990, 990 PF, 990-EZ or 990-N evidencing Fiscal Year 2014 and Fiscal Year 2015 finances.

If your organization does not operate on a calendar fiscal year you can determine the fiscal year of your 990 by looking at the tax year ending date instead of the year listed on the top right corner of the form.

DLN: 93493195015194
OMB No 1545-0047
2012
Open to Public Inspection
return to satisfy state reporting requirements
2012, and ending 08-31-2013
D Employer identification number

SII.e.4 - PROOF OF STATE OF TEXAS NON-PROFIT INCORPORATION (REQUIRED if you are incorporated as a non-profit with the State of Texas)

Provide a copy of your State of Texas Non-Profit Status - Certificate of Filing if you are not a 501 (c) but you have registered as a non-profit with the state of Texas.

Submit Eligibility Form

Once you have completed all the questions in Section II. Eligibility and uploaded any required documents, scroll down to the bottom of the page and hit the "Submit Section II. Eligibility" Button.

You will NOT be able to complete the remainder of the application until CAD staff has approved your eligibility. Please allow 48 hours for approval.

You are HIGHLY ENCOURAGED to submit your eligibility for approval more than 48 hours before the monthly application deadline (the first Monday of each month at 11:59 PM).

Section III Application Questions

Embed a Video (Optional)

You may provide online video documentation by embedding your video directly into the application. You may only embed one video, but you may include links to other videos in Section V. Attachments

If you wish to embed a YouTube video simply go to the video that you wish to embed, click the SHARE button and select the tab labeled "EMBED". Then simply copy and paste the highlighted HTML code into the box below.

Please note that copying and pasting a link to a website where a video is posted will not EMBED the video into your application. You must copy and paste the EMBED CODE (HTML Code provided by the service hosting your video online like YouTube or Vimeo) as directed above.

The screenshot shows a YouTube video player and its interface. The video title is "City of Austin Cultural Arts Division 30secPromo EDIT2" by "austintexasgov". The video has 31 views. The interface includes a search bar at the top, a video player with a progress bar at 0:02 / 0:30, and a share menu below the video. The share menu has options for "Share", "Embed", and "Email". The "Embed" option is circled in orange and labeled with a large orange number "2". A large orange arrow points from the "Embed" option to the embed code box, which is labeled with a large orange number "3". The embed code box contains the following HTML code: `<iframe width="560" height="315" src="https://www.youtube.com/embed/S241XwQaFqQ" frameborder="0" allowfullscreen></iframe>`. A yellow warning banner above the embed code box states: "This video is unlisted. Be considerate and think twice before sharing." A list of instructions is overlaid on the video player: 1. Click SHARE, 2. Click EMBED, 3. Copy Highlighted text into the ZoomGrants text box. The video is labeled with a large orange number "1" next to the "Share" button. The video was uploaded on Feb 27, 2017.

1. Click SHARE
2. Click EMBED
3. Copy Highlighted text into the ZoomGrants text box

City of Austin Cultural Arts Division 30secPromo EDIT2

austintexasgov

31 views

Share Embed Email

This video is unlisted. Be considerate and think twice before sharing.

`<iframe width="560" height="315" src="https://www.youtube.com/embed/S241XwQaFqQ" frameborder="0" allowfullscreen></iframe>`

SHOW MORE

Uploaded on Feb 27, 2017

Authorizing Official (Questions 1-6)

This person should be a member of your board's Executive Committee, generally the Board Chair unless the Board Chair is the person already listed in the Applicant Information in Section I. Summary. Alternative Authorizing Officials may be the Board Vice Chair, Treasurer or Secretary. If this application is for an incorporated group, unincorporated group, or an individual artist, please provide the name and contact information of a second individual who is familiar with your project. This person will be considered your secondary contact if we are unable to reach you.

NOTE:

- This Authorized Official and the person listed in the Applicant Information area in Section I Summary **CANNOT** be the same. If the person listed in the Applicant Information is also the board chair please list another executive level board member in the Authorized Official section.
- The only exception is for individual artists, incorporated/unincorporated. In this case please provide the name and contact information of a secondary contact who is familiar with the application.
- The Authorizing Official and their email address **MUST** be different from those listed in Applicant Information.

Applicant District Number (Question 7)

Select the applicant's City of Austin voting district number (1 through 10, or ETJ) where the applicant's offices are located.

If the application is for an Unincorporated or Incorporated Group, or an Individual Artist, you may select the District Number of your residence if you do not have a separate office for your artistic work.

The district number should be based on the physical address of the applicant. You can access district location via the interactive redistricting map at <http://www.austintexas.gov/GIS/CouncilDistrictMap/>.

Applicant Race Code (Question 8)

The Applicant should code themselves based on the predominant group of which their staff, board, or membership (not audience) is composed. Use the list below. Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership.

- | | |
|----|--|
| A | 50% or more Asian or Arab |
| B | 50% or more Black / African American |
| H | 50% or more Hispanic / Latino |
| N | 50% or more American Indian / Alaska Native |
| P | 50% or more Native Hawaiian / Pacific Islander |
| W | 50% or more White |
| M | majority ethnic minority / multi ethnic |
| 99 | no single group listed above represents 50 percent or more of staff, board, or membership. |

Primary Artistic Discipline (Question 9,10)

Select ONE artistic discipline that best describes the artistic discipline of your project/organization. If the application is on behalf of a sponsored project, check the box that corresponds to the artistic discipline of the sponsored project.

Additionally, indicate if your organization/group/applicant is Arts Education Organization, Arts Service Organization, an LGBTQ Arts Organization, and/or a Disability Arts Organization.

Questions 11-14. Proposed Activity Narrative Questions

The Activity Narrative will be reviewed based on the Evaluation Criteria. The narrative is vitally important as it tells the story of your activity, and should include details such as the “who, what, when, where, why, and how much.” The narrative should be written in direct response to the Activity Narrative Questions. You are limited to 1500 characters per question, approximately two paragraphs.

Question 15. Cultural Funding History

Check whether or not you have received funding through the City of Austin Cultural Arts Funding Programs for the years indicated.

Once you have completed Section III. Application Questions, click NEXT to move on to Section IV Budget and Activity Summary.

Section IV Budget and Activity Summary

Proposed Budget: EXPENSES

Expenses

Include all expenses for this proposed activity. Allocate expenses that will be paid for with Capacity Building funds in the CB Request Amt Column. Allocate the expenses that will be paid for with other income sources in the Additional Funds Expenses Column. Allocate any In-Kind Expenses in the In-Kind expenses column. Please note, since there is no match for Capacity Building you are not required to list any expenses in the Additional Funds Expenses or In-Kind Expenses Columns.

All expenses MUST be fully explained in the “Description” box.

NOTE: The total calculations will only appear once you have clicked the “REFRESH” button at the top of the page in the green bar.

For a SAMPLE BUDGET, please See Appendix 2

Project Summary

PROJECT SUMMARY - Provide a clear and concise project summary listing the activity or activities you wish the Capacity Building funds to support. Include the date or dates the event or events will occur, and the locations. The Project Summary will be the basis for the scope of services for which the applicant will be contracted.

CONTRACTUAL REQUIREMENTS

Implementation

With approval by the Cultural Arts Division staff, pre-contract materials will be forwarded to the applicant outlining specific dates for their completion and submission.

Pre-contract materials include:

- Submission of Insurance certificate if required that meets the City of Austin Requirements (based on Insurance Assessment submitted with application)
- Completion of Online Mandatory Orientation found at the link below
<http://www.austintexas.gov/department/capacity-building-program>

All requested pre-contract materials are due prior to the City entering into a contract with the organization or individual. Failure to submit pre-contract materials prior to the outlined specific date may result in the nullification of the funding award. The Capacity Building Application & Agreement must be signed by the City, with insurance in effect, if required, and all pre-contract Mandatory Orientation, prior to the event date.

The organization will submit required reports as outlined below and will follow contract procedures throughout the contract period.

The City will conduct additional monitoring activities as required. These activities may include site visit by staff to verify compliance with contract requirements.

Americans with Disabilities Act Requirements

All funded applicants must take Americans with Disabilities Act (ADA) training. You may fulfill this requirement by completing a short open book quiz which will be provided to you by CAD staff. Additionally, all contracted events must be ADA compliant.

Insurance Requirements

Please Note: Most Capacity Building activities will not require insurance, but the Insurance Information Form is still required.

Depending on the funded activities, cultural contractors are required to carry insurance as outlined below and must **provide the Cultural Arts Division Office with a current Certificate of Insurance, the cost of which may be included in your budget.** More specific insurance requirements will be included in the pre-contract materials if you are awarded funding. Sponsored projects must also meet the insurance requirements or be insured through the sponsoring organization. The contractor shall carry insurance in one or all of the following types and amounts if designated as a requirement by the Risk Management Department of the City of Austin for the duration of the contract and furnish certificates of insurance along with copies of all policy endorsements as evidence thereof: The cost of insurance should be researched prior to the submission of the application and included in the budgetary monetary figures.

Commercial General Liability Insurance with a minimum combined single limit of \$500,000 per occurrence for Coverage's A (bodily injury and property damage) & B (personal and advertising injury). The policy shall also provide blanket contractual and coverage for independent contractors. Three endorsements shall be added in favor of the City of Austin: 1) additional insured, 2) waiver of subrogation and 3) 30 day notice of cancellation.

Automobile Liability Insurance for all owned, non-owned, and hired vehicles with a minimum combined single limit of \$500,000 per occurrence. Three endorsements shall be added in favor of the City of Austin: 1) additional insured, 2) waiver of subrogation and 3) 30 day notice of cancellation.

In the event the contractor will serve liquor to individuals for entertainment purposes, the Contractor shall carry **Host Liquor Liability Coverage** of \$500,000 per claim. In the event the Contractor will

sell liquor, the Contractor shall carry **Liquor Liability or Dram Shop Act Liability Coverage** of \$500,000 per claim.

Workers Compensation and Employers Liability Insurance for all activities being held on City of Austin premises with minimum policy limits for Employer's Liability of \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee. Two endorsements shall be added in favor of the City of Austin: 1) waiver of subrogation and 2) 30 day notice of cancellation.

CERTIFICATES OF INSURANCE SHALL CONTAIN THE FOLLOWING:

- Proper office of the insurer, the locations and operations to which the insurance applies, and the expiration date of coverage
- Written by a company licensed to do business in the State of Texas at the time the policy is issued and shall be acceptable by the City. Naming the City of Austin, Economic Development Department, Cultural Arts Division, 201 East 2nd Street, Austin, TX 78701, as an additional insured
- Waiver of Subrogation in favor of the City of Austin; **30 day** cancellation clause that obligates the insurance company to notify the Cultural Arts Division Office at 512-974-6379 (fax) of cancellations or material changes

PAYMENT SCHEDULE

If the application is awarded funding, 90% of the payment will be awarded upon processing of the signed contract. The remaining 10% will be awarded upon processing of the final report.

NOTE for SEPTEMBER Applicants with activities planned for October and November:

The earliest a check will be issued is Mid-November of any given fiscal year. Please keep this in mind as you plan your funded activities.

If you submit your application in September please be aware that if you are awarded funds the funding is contingent on the Austin City Council approving the City budget for the upcoming new fiscal year (October 1 is the beginning of the City's fiscal year). The City Budget will not be approved until mid-to-late September. CAD staff will notify you once the funding has been approved by the City Council.

Reports

If awarded funding, a final report will be required within thirty days of the programming cessation, which shall be no later than October 30 of any given fiscal year. Please note that if you are awarded funds you are required to attend a final report workshop. Final report workshops will be held monthly. Workshop dates and locations will be posted on the Cultural Arts Division website – www.AustinCreates.com

The report will require:

- Proof of award monies expended,
- Proof that the funded activity was executed,
- Short narrative addressing the following: "Did the activity meet your expectations of enhancing your organizational capacity or professional development? Why or why not? Be specific."

Failure to submit an acceptable final report will make the applicant and/or sponsored project ineligible to apply for future funding from the Cultural Arts Funding Programs. See the Final Report form tab in your Capacity Building ZoomGrants® Application to review the type of information required.

Helpful Tips: Application Preparation & Submission

Before submitting your application, test yourself with these questions. If you can answer each question “Yes”, you have prepared your application to be submitted. If any of your answers are “No”, you may want to revisit your application.

- Do you meet the eligibility requirement of “...residing in Austin or its Extra Territorial Jurisdiction with a budget history of ongoing artistic/cultural programs for a minimum of one year”?
- Is the proposed project compatible with the mission and goals of your organization?
- Does your proposed project fall within the intended purposes of this funding source?
- Are your project budget projections realistic?
- Is your cash flow sufficient to ensure that your project can begin while you wait for your City funding to arrive?

Appendix 1: Definitions

Activity – Refers to the specific project or range of operations proposed for Cultural Funding.

Admissions – Revenue derived from fees earned through sales of services. Include ticket sales of proposed events, sales of workshops, etc., to other community organizations, government contracts for specific services, performances or residence fees, tuition, etc.

ALAANA – An acronym for African, Latino/a, Asian, Arab, and Native American

Applicant Cash – Funds from the applicant's resources allocated to this project.

Audience Development – An activity which is undertaken specifically to meet the needs of existing and potential audiences and to help arts (and cultural) organizations to develop on-going relationships with audiences. It can include aspects of marketing, commissioning, programming, education, customer care and distribution.

Arts and Cultural Organization - An organization that either has Federal 501 (c) status or is incorporated within the State of Texas, and has a primary mission to produce, present or promote arts and culture.

Authorized Official – A principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization. Generally, the Executive Director, CEO, or Board President/Chair/Co-Chair are considered authorized official

Capital Expenditures – Expenses for purchases of building or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., and expenses for additions to a collection; or, 2) Funds used to acquire a long term asset. A capital expenditure results in depreciation deductions over the life of the acquired asset.

City of Austin Cultural Funding Mileage Report Form – A report required to be turned in after project completion in order to utilize expenses incurred operating a private vehicle as part of the project budget or match.

Commercial – An arts project/activity prepared, done, or acting with sole or chief emphasis on salability, profit, or success of a product or service.

Community Outreach – A demonstrated commitment to extending services or benefits to communities traditionally under represented by the arts, defined by: 1) participation drawn from the underserved community, 2) providing resources and 3) collaborating with existing community artists.

Core Programs – The main funding programs within the Cultural Arts Funding Programs. These funding programs are for specific arts/cultural projects that benefit the citizens of Austin and its Extra Territorial Jurisdiction (ETJ). The Core Programs have an annual application deadline of May 1 each year. Core Programs include Organizational Support, Project Support, and Project Support II.

Corporate Support – Cash support derived from contributions given for the proposed activities by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Cultural Arts - The conscious use of skill and creative imagination, especially in the production of aesthetic objects (music, dance, theater, folk art, literature, performance art, visual art, media, etc.).



Cultural Tourism – The use of the performing and visual arts, as well as food, festivals, architecture, and other phenomena that contribute to the cultural vitality of a city, in order to attract tourists to a specific city/geographic region.

Culturally Based Organization – An arts organization run by and for members of a specific culture, as understood by the commonly used elements of that term. An arts organization whose artistic efforts reflect a stewardship of a deeply rooted cultural heritage as reflected in the customs, traditions, language, history, art, and institutions of the represented group.

Cultural Equity – Cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources. This definition was created by Americans for the Arts.

<http://www.americansforthearts.org/about-americans-for-the-arts/statement-on-cultural-equity>

Dance - Including, but not limited to, ballet, jazz, avant-garde and modern, experimental, ballet folklorico, folk, ethnic, traditional, or historic dance forms and collectives of individual choreographers.

Earned Income – Revenue raised by selling items or services, such as admission, concessions, and space or equipment rental. Donations and grants are considered unearned income.

Educational Institutions - Public or private schools, colleges and/or universities.

Employee Costs – *(also see Non-Employee Costs)*

Administrative – Payments for employee salaries, wages, and benefits specifically identified with this activity for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund-raisers, clerical staff such as secretaries, typists, bookkeepers, and supportive personnel such as maintenance and security staff, ushers, and other front-of-the-house and box office personnel.

Artistic - Payments for employee salaries, wages, and benefits specifically identified with this activity for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, actors, dancers, singers, musicians, instructors, puppeteers, etc.

Technical/Production - Payments for employee salaries, wages, and benefits specifically identified with this activity for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparers and installers, etc.

Event Based – Artistic activity that has a physical component allowing the public to attend or witness the artwork.

Extra Territorial Jurisdiction (ETJ) - The unincorporated area that is contiguous to the corporate boundaries of Austin and is located within five miles of those boundaries.

Federal Support – Cash support derived from grants or appropriations given for the proposed activities by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to this activity.

Fiscal Sponsor – A nonprofit corporation with 501(c) status who applies for financial support on behalf of another organization or individual in order to enable the latter to receive the benefits of tax exempt status. There are several forms which fiscal sponsorship can take, but in every case, the fiscal sponsor takes responsibility for external parties that the funding will be utilized for tax exempt, charitable purposes as defined in the internal revenue code.

(Also See Sponsoring Organization)



Foundation Support – Cash support derived from grants given for the proposed activities by private foundations or a proportionate share of such grants allocated to this activity.

Guide Star – An informational website that gathers and publicizes information about nonprofit organizations.

Incorporated Group – Artistic work, activities, or services created/performed by a collection of artists formally organized as a group that has acquired the State of Texas Letter of Exemption (Certificate of Filing).

Individual Artist Project – Artistic work, activities, or services created/performed by an individual artist or a collection of artists not formally organized as a group. A group of artists collaborating on a project is not necessarily considered a formally organized group. A group that is not incorporated as a nonprofit with the State of Texas will be considered an individual artist project.

In-Kind Contributions – Services or goods contributed to an individual artist or organization for which one would otherwise have to pay. **Services or goods provided by sponsored individual artists, contract agency employees, or board members are not considered in-kind services.**

Literature - Readings, workshops, and the publication of works of local writers including poetry, scripts, fiction, non-fiction, and sound or performance works. Projects of literary nonfiction such as essays, creative writing depicting actual events, biography, autobiography, or other prose must be deemed worthy of support as an art form.

Marketing – All costs for marketing, publicity, and/or promotion specifically identified with the activity. Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters directly connected to promotion, publicity, or advertising.

Marketing Capacity – An organization's core marketing skills and capabilities, programs, and evaluation, used to build the organization's effectiveness and sustainability.

Media Arts - Creating, producing, recording, presenting, promoting, or supporting film, video, audio, media programming, and multi-media installation. Areas of concentration include, but are not limited to, animation, live action, electronic image manipulation, documentary, drama, and multimedia productions.

Multidisciplinary - Fusing two or more art forms in a single event or programming. Only those projects that are not appropriate for funding in other artistic disciplines should apply for funding under Multidisciplinary. It is important that you refer to the appropriate discipline components when applying in this category.

Music - Classical, traditional, and new music including but not limited to symphonic, orchestral, opera, chamber, choral, contemporary, early, vocal, popular, concert band, jazz, ethnic, gospel, electronic, and computer music.

New Applicant – An organization or artist that has not received funding through the Core Cultural Arts Funding Programs for two cycles within the last five fiscal years.

Non-Arts Organization – A nonprofit 501(c) organization whose primary mission is not related to the arts but has a documented history of providing arts programming and/or services within the City of Austin and/or its Extra Territorial Jurisdiction (ETJ).

Non-Commercial - An activity that is not commercial as defined under Commercial under this Section.

Non-Employee Costs - (*also see Employee Costs*)

Administrative – Payments to firms or persons for administrative services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations whose services are specifically identified with the activity.

Artistic – Payments to firms or persons for the artistic services of individuals who are not normally considered employees of the applicant but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Technical/Other – Payments to firms or persons for other services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations whose services are specifically identified with the activity.

Nonprofit Organization – An organization with tax-exempt status under Section 170c of the Internal Revenue Code of 1954 as amended (501(c) status) which ensures no part of net earnings benefits a private individual. Status may be in process at time of application but must be confirmed prior to contracting.

Opera/Musical Theatre - Including but not limited to traditional opera and musical theater, operetta, Broadway musical comedy, nontraditional music theater such as documentary music theater, blues and jazz musicals, new music theater pieces, and still evolving forms of musical theater.

Other Expenses – All expenses not entered in other categories and specifically identified with the activity, such as: scripts and scores, lumber and nails, electricity, telephone, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, etc.

Other Private Support – Cash support derived from cash donations given for this activity or a proportionate share of general donations allocated to this activity. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fund-raising events.

Other Unearned – Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Professional Development – Opportunities, workshops, or training that help staff members and/or individual artists enhance their artistic or administrative skills.

Public Art - A permanent or temporary installation of art in a publicly visible and/or accessible location. Note: Applicants proposing public art projects must obtain permission from the property owner prior to the application deadline.

Resident – A citizen of Austin or its Extra Territorial Jurisdiction (ETJ).

Restricted Revenues - All funds, temporary or permanent (including institutional funds), for which a donor or other external agency has placed a stipulation for the purpose of which those funds are to be expended.

Service Organization - An organization that provides services related to the presentation, execution, management and exhibition of the arts.

Sponsored Project – An individual artist or Texas State incorporated or unincorporated arts group applying under the umbrella of a 501(c) nonprofit organization.

Sponsoring Organization – A 501(c) nonprofit organization that assumes all fiduciary and contractual responsibilities so an individual artist or unincorporated group may receive funding from the City. (*Also see Fiscal Sponsor*)

Space Rental – Payments specifically identified with the activity for rental of office, rehearsal, theatre, hall, gallery, and other such spaces.

State Resources - Funds distributed by the Texas Commission on the Arts for this project.

Theatre/Performance Art - Producing, presenting, promoting, exhibiting, recording, or supporting theatre and performance including, but not limited to: performance art, folkloric, cultural, drama, comedy, ensemble and solo work, and avant-garde performance.

Tourist –An individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture (Texas State Tax Code Chapter 351(p.1)).

Travel – All costs directly related to travel of an individual or individuals and specifically identified with the activity. Includes fares, hotel and other lodging expenses, taxis, per diem payments, toll charges, mileage, etc. For trucking, shipping, or hauling expenses, see Other Expenses.

Unearned Income – Revenue that is donated, such as grants and donor contributions.

Underserved Audiences – Those who lack access to arts programs, services, or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age, or other demonstrable factors; or those who do not generally have the opportunity to see their lives, culture or experiences reflected through the arts. This includes, but is not limited to, diverse racial, ethnic, cultural, age, and gender groups, and persons with disabilities.

Unincorporated Group – A group not incorporated within the State of Texas as a nonprofit organization. Applications on behalf of unincorporated groups are treated as individual artist applicants.

Visitor – A person who visits, as for reasons of friendship, business, duty, travel, or the like.

Visual Arts - Producing, presenting, promoting, exhibiting, recording, or supporting visual arts, both historic and contemporary, including, but not limited to, painting, sculpture, drawing, printmaking, ceramics, fiberglass, glassmaking, photography, jewelry, textiles, and new technology such as computer art, holography, interactive video, and laser works.

Appendix 2: Sample Budget

You are required to submit a full description of each figure in your budget. That description is to be submitted on the budget form.

The following is a sample budget. NOTE: The numbers used in the budget samples are presented solely as examples of format. These numbers are examples and are not to be used as recommendations of proper pay scales/expenses, etc. Larger, more comprehensive projects may opt for a budget narrative more appropriate to the project. Applicants should provide sufficient details for staff to clearly understand all components of the proposed budget.

Example Project Budget: PROJECT EXPENSES

EXPENSES	CB Request Amt	Additional Funds (optional)	IN-KIND (optional)	TOTAL	Description
1. Conference Fees	\$ 350	\$	\$	\$350	Association of Performing Arts Professionals Conference, 1/12-16/2018
2. Travel Expenses	\$ 650	\$	\$	\$650	Flight to NYC, Airbnb
3. Classes/Workshop Fees	\$	\$	\$	\$ 0	
4. Membership Fees	\$	\$	\$	\$ 0	
5. Certification Fees	\$	\$	\$	\$ 0	
6. Consultant Fees (Orgs only)	\$	\$	\$	\$ 0	
7. Software Fees (Orgs only)	\$	\$	\$	\$ 0	
8. Other Expenses	\$	\$	\$	\$ 0	
Total	\$1000	\$ 0	\$ 0	\$1000	

NOTE:

- The CB Request Amt column Total should equal the amount that you are requesting