



# City of Austin Cultural Arts Funding Program

## Guidelines for the Community Initiatives Program

Fiscal Year 2014

Economic Development Department  
Cultural Arts Division



# **Cultural Arts Funding Program**

## *COMMUNITY INITIATIVES PROGRAM*

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# Cultural Arts Funding Program

## COMMUNITY INITIATIVES

### 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 Community Initiatives 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 2014 Community Initiatives Program Guidelines are adopted by the Austin 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 Austin Arts Commission will be distributed by Cultural Arts Division staff.

## PROGRAM AT A GLANCE

**Community Initiatives** funding is available to individuals and arts-producing/presenting organizations not already receiving funding through the Cultural Arts Division's Core Funding Programs. The program provides support for smaller community arts projects and activities that may develop throughout the year. The purpose of the Community Initiatives Program is to support public arts and cultural programming that celebrates Austin's culture of creativity and to encourage collaboration, innovation, accessibility, and cultural tourism.

### To Be Eligible

- Applicants must be an incorporated, tax exempt, 501(c) arts organization residing in Austin or its Extra Territorial Jurisdiction (ETJ), with a history of ongoing artistic/cultural programs for a minimum of one year prior to the application submittal date;

OR

- An individual artist residing in Austin or its Extra Territorial Jurisdiction (ETJ), with a history of ongoing artistic/cultural programs for a minimum of one year prior to the application submittal date and applying under the umbrella of a 501(c) Austin arts or non-arts organization;

OR

- An Unincorporated/Incorporated Group based in Austin or its Extra Territorial Jurisdiction for a minimum of one year prior to the application submittal deadline, with a history of ongoing artistic /cultural programming and applying under the umbrella of a 501(c) Austin arts or non-arts organization.

### Requirements for Eligible Applicants

- Propose project activities within the primary artistic discipline of the applicant/sponsored entity involving the production, presentation and funding of a public performance or exhibition which is open and advertised to Austin residents, visitors, and tourists, and are consistent with the promotion and enhancement of the City of Austin as a cultural destination, and,
- Be an applicant not currently receiving funding through the Cultural Arts Division Core Funding Program.

### Funding Cycles

The Community Initiatives Funding Program has an annual funding cycle corresponding to the City of Austin's Fiscal Year (10/1- 9/30). Applications are accepted on a month to month basis. Participation in this program is not guaranteed, nor is there a commitment to fund this program, or participating organizations, at previous or current levels. Only one application per organization/individual is allowed per year. Awards allocated from this program may not be used toward activities concurrently funded by other Economic Development Department/Cultural Arts Division or City of Austin funding programming in any given fiscal year.

### Funding Requests

- Maximum request of \$5,000 by 501(c) arts organizations for specific arts project activities
- Maximum request of \$3,000, by State of Texas incorporated nonprofit arts organizations for specific arts project activities
- Maximum request of \$2,000 by individual artists or unincorporated arts organizations for specific arts project activities

Funding is dependent upon organizational budgetary size. Application budgets must be specific to this application's proposed activities.

## Deadlines and Delivery

Community Initiatives applications will be accepted annually, on an ongoing basis during the Cultural Arts Funding Program fiscal year, while funds are available. **Applications are due in our office on the first Monday of each month and that first Monday must be at least 60 days prior to the project start date.** Applications will be accepted at any time, as long as funding is available, but may not be considered until the following month's Austin Arts Commission meeting. All application materials are public records. Keep a complete copy of your application and materials for your file.

Applications must be hand delivered or mailed to:  
City of Austin Cultural Arts Division  
201 East 2<sup>nd</sup> Street  
Austin, Texas 78701

### NEED ASSISTANCE?

For general inquires or assistance, please contact the Cultural Arts Funding Program staff at (512) 974-7700 or email us at [culturalarts@austintexas.gov](mailto:culturalarts@austintexas.gov).

Cultural Arts Division Office  
201 East 2<sup>nd</sup> Street  
Austin, TX 78701  
Main number: (512) 974-7700  
Fax number: (512) 974-6379  
[www.austincreates.com](http://www.austincreates.com)

### Cultural Arts Funding Program staff

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Phone: (512) 974-9315

## CITY OF AUSTIN VISION AND GOALS

### City of Austin Vision

To be the most livable city in the country. The City of Austin's vision of being the most livable city in the country means that Austin is a place where all residents participate in its opportunities, its vibrancy and its richness of culture and diversity.

### City of Austin Vision for the Cultural Arts

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

## SOURCE OF PROGRAM FUNDS

The City of Austin invests in the arts by allocating a portion of Hotel Occupancy Tax (HOT) to eligible applicants who meet established program criteria and are recommended for funding as a result of an application and peer panel review process. Per state law, revenue from the municipal Hotel Occupancy Tax may be used only to promote tourism and the convention and hotel industry [**Texas Tax Code, Chapter 351.101. Use of Tax Revenue**]

As per Austin City Code Chapter 11-2-7(B)(3), the City allocates one point zero five (1.05) of every seven (7) cents of the municipal allocation of Hotel Occupancy Tax revenue to the Cultural Arts Fund to support arts and cultural organizations, as permitted by the Texas Tax Code, and may be used for the following related to arts and cultural activity:

*The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms [Texas Tax Code, Chapter 351.101 (a)(4)].*

The complete details of the State of Texas Hotel Occupancy Tax Code may be found at <http://www.statutes.legis.state.tx.us> or at [www.austincreates.com](http://www.austincreates.com).

## ELIGIBILITY REQUIREMENTS

### Requirements for Organizations

Organizations must be 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) located in Austin or its Extra Territorial Jurisdiction (ETJ) for a minimum of one year prior to the application submittal date.

Organizations must be at least a year old and have an active volunteer board of directors that meets at least three times a year.

Event based programming/activities must be open and advertised to the general public and occur within and for the benefit of the residents, visitors and tourists of Austin and/or its Extra Territorial Jurisdiction (ETJ).

### Requirements for Sponsored Entities

Sponsored entities must have a 501(c) nonprofit arts or non-arts organization apply on their behalf.

Individual artists must have lived and worked actively as an artist in Austin or its Extra Territorial Jurisdiction (ETJ) for a minimum of one year prior to the application submittal date and be applying for a project within their primary artistic discipline.

Unincorporated/Incorporated Groups must be based in Austin or its Extra Territorial Jurisdiction (ETJ) , must have produced artistic work in Austin for a minimum of one year prior to the application submittal date, and must be applying for a project within their primary artistic discipline. Sponsored entities not providing proof of nonprofit incorporation within the State of Texas will be considered as individual artist applications.

Propose event based activities/programming open and advertised to the general public and for the benefit of residents, visitors and tourists.

## Requirements for Fiscal Sponsors

Sponsoring organizations must be a 501(c) arts or non-arts organization located in Austin or its Extra Territorial Jurisdiction (ETJ).

Sponsoring organizations must be at least a year old and have an active volunteer board of directors that meets at least three times a year.

Sponsoring organizations must have a paid Executive Director.

Sponsoring organizations must have at least a \$50,000 annual operating budget as evidenced by their most recent IRS Form 990.

Failure to comply with fiduciary responsibilities, contract compliance, and/or contract management requirements may result in loss of eligibility to serve as a sponsoring organization. Examples of failing to meet sponsorship requirements include but are not limited to turning in late and/or incomplete applications, pre-contract materials, contracts, and/or final reports as well as failure to review materials for completeness and accuracy prior to submitting to CAD staff.

## Additional Requirements for Sponsored Entities and Fiscal Sponsors

Nonprofit 501(c) organizations applying on behalf of State of Texas nonprofit organizations, unincorporated groups, or individual artists as the fiduciary agency assume the legal responsibilities of the sponsored entity to meet all contractual obligations. The City of Austin will enter into a Cultural Services Agreement with the fiscal sponsor who is then responsible for all administration, financial management and reporting associated with the completion of the project. The sponsoring organization may charge up to a 10% sponsorship fee for serving as an umbrella in all applicable programs. A sponsored entities activity must be an independent project, separate from the general activities of the sponsoring organization. Applications for a sponsored entity project may not be for an extension of an organization's regular programs and/or services; nor may a sponsored entity's project be utilized to fund activities, events, or services presented or provided by the sponsoring organization. Applicable professional services provided by service organizations may be considered as eligible expenses.

## Public Art Projects

Artists and organizations proposing to do public art projects, which are defined as permanent or temporary visual art installations in locations that are visible and accessible to the public, must obtain permission from the property owner *prior* to submitting a Community Initiatives application.

***Privately Owned property*** – If a private entity (or a public entity other than the City of Austin) owns the property, the applicant must obtain a formal letter of support from the owner allowing the applicant to install the proposed artwork. This letter must be included with the application. Without the property owner's written consent, the application cannot be reviewed.

***City of Austin Property*** – Applicants proposing to install public art on City of Austin property must submit an Artwork Donation/Loan Review Proposal for review by the AIPP panel prior to submitting the Community Initiatives application. Prior to the AIPP Panel review, the proposed artwork must be reviewed by appropriate city departments as well as neighborhood and community groups. Artwork Donation/Loan Review Proposal forms are available at [www.austintexas.gov/aipp/donation.htm](http://www.austintexas.gov/aipp/donation.htm).

## INELIGIBLE ORGANIZATIONS AND ACTIVITIES

### The City of Austin will NOT Fund (Restrictions of Awarded Funds):

- \* Programming that is not open and advertised to the general public
- \* Governmental agencies or public authorities
- \* Educational institutions, including public or private schools, colleges and/or universities
- \* Applicants that have a “delinquent” or “suspended” status with the Cultural Arts Funding Programs
- \* An operating deficit or budget shortfall projected for the funding period or incurred within previous fiscal periods
- \* Previously completed activities
- \* Religious and/or sectarian programming or any programming and or services that are solely for the promotion of or consumption by a specific religious order and/or a particular sect (NTEE Code X)
- \* Cash reserves or endowments of any kind, as awarded funds are to be expended within the designated funding period
- \* Capital expenditures, purchase, repair or renovation of equipment or real property, including construction, renovation or purchase of equipment and/or real property. (In the case of neighborhood art and design projects, funding may be requested for research, planning, design and/or conceptualization of projects, but not for construction, reconstruction, landscaping, or other activities that can be considered capital expenditures.)

### Ineligible Project Costs including but not limited to the following:

- \* Costs associated with the start-up of a new organization +
- \* Direct project costs incurred more than 60 days prior to the grant starting date +
- \* Fund-raising expenses +
- \* Consultants who are members of an applicant’s staff or board +
- \* Payments to students +
- \* Cultural Funding Service Agreements (contract) management costs, writing fees, sponsorship fees, or any other contract related management fees. They may be used as match, however, if incurred during the Agreement Fiscal Year.
- \* Operating costs not associated with the project +
- \* Purchase of awards, cash prizes, scholarships, contributions or donations +
- \* Food or beverages +
- \* Entertainment, reception or hospitality functions.
- \* Existing deficits, fines, contingencies, penalties, interest or litigation costs +
- \* Internal programs at colleges or universities+
- \* Curriculum development or curricular activities +
- \* Scholarly or academic research, tuition, and activities which generate academic credit or formal study toward an academic or professional degree +
- \* The purchase of computer software/hardware

**The City of Austin will NOT Fund (Restrictions of Awarded Funds) (continued):**

- \* Private events, fundraisers or any activities offered for the sole purpose of raising money in excess of the value of programs or services delivered
- \* Programs and/or services of Austin-based arts and cultural organizations that benefit other cities or regions
- \* Applications that do not support nonprofit, public art activities or projects that benefit a for-profit business or activity
- \* More than one application per eligible program per fiscal year
- \* Sponsored entity's projects that benefit the sponsoring organization or are an extension of the sponsoring organization's programs or services
- \* Fundraising groups and/or "friends of" or "members" organizations that exist primarily to support an artistic organization(s)/group(s)
- \* Activities concurrently receiving funding through the Economic Development Department and/or other City of Austin Department programs.
- \* Activities concurrently receiving funding through other City of Austin Cultural Funding Programs.

**Ineligible Project Costs including but not limited to the following (continued):**

- \* Out of state/Intra state travel – *Note: Out of state/ Intra-state travel may be allowed on a case by case basis, however travel activity must be essential to the project and you must have prior written approval from CAD staff. Research travel is not allowed.*
- \* Property Taxes or any other tax with the exception of retail sales or payroll tax +
- \* Audits unless required per cultural funding contract +
- \* Membership fees +
- \* Capital expenditures purchase, repair or renovation of equipment or real property, including construction, renovation or purchase of equipment and/or real property. (In the case of neighborhood art and design projects, funding may be requested for research, planning, design and/or conceptualization of projects, but not for construction, reconstruction, landscaping, or other activities that can be considered capital expenditures.)

***+ Ineligible activities may not be included in the project(s) budget as expenses or match.***

*Contact Cultural Arts Division Staff if further clarification is needed.*

**INSURANCE REQUIREMENTS FOR FUNDED APPLICANTS**  
***(not required at time of application, but must be in effect in order to initiate a funded Cultural Services Agreement)***

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 are included in the Cultural Services Agreement. Sponsored entities must also meet the insurance requirements or be insured through the sponsoring organization. The Contract Agency shall carry insurance in one or all of the following types and amounts as designated 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 2<sup>nd</sup> 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 974-6379 (fax) of cancellations or material changes

## IMPLEMENTATION

### Implementation Process

With approval by the Austin Arts Commission of the funding recommendation, pre-contract materials will be forwarded to the applicant outlining specific dates for their completion and submission. All requested pre-contract materials are due prior to the City entering into a contract with the organization. Failure to submit pre-contract materials prior to the outlined specific date may result in the nullification of the funding award. A Cultural Services Agreement (contract) must be initiated with required insurance in effect and all pre-contract materials completed prior to the event date. The contract will establish procedures and responsibilities for both the City and the contractor.

The organization will submit required revised budget information and 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.

### Matching Requirements

A 1:1 match is required for all awards. Up to one half of the match (50%) is allowable as well-documented in-kind support (at true market value with proper documentation). Only funds acquired and used to support activities specified in the application will be accepted as matching funds.

### Publicity Requirements

Publicity requirements, including the Cultural Arts Division logo, must be included on all project related promotional materials if the project is funded. CAD staff will provide specific information when an award is made. In addition, all funded projects are required to be uploaded to NowPlayingAustin.com.

### 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 your Contract Administrator.

### Payment Schedule

If the application is awarded funding, 75% of the payment will be awarded upon processing of the signed contract. The remaining 25% will be awarded upon processing of the final report.

### 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.

The report will require proof of award and match monies expended, a variety of demographics data and proof the funded programming was executed as well as the use of required publicity verbiage and logo(s). Failure to submit an acceptable final report will make the applicant and/or individual artist/organization/group ineligible to apply for future funding from the Cultural Arts Funding Programs. See the Final Report form at [www.austintexas.gov/culturalcontracts/forms.htm](http://www.austintexas.gov/culturalcontracts/forms.htm) to review the type of information required.

## EVALUATION CRITERIA

Cultural Arts Division Staff will review your application based on eligibility requirements and evaluation criteria listed below. Upon completion of the review, the application will be forwarded to the Austin Arts Commission for final approval and recommendation of award.

Evaluation Criteria must be typed and answered single spaced on 8 ½" x 11" sheets of white paper one-sided only. Use Times New Roman font no smaller than 12-point type and be sure to leave a minimum margin of 1" on all sides. Submit **no more than five pages** and answer the following questions, labeling each with its perspective category and question number:

### **Project**

1. What are the specifics of the project for which funding is sought? i.e. list specific date(s), time(s), activity(ies), participant(s), location(s).
2. How does the project contribute to and fill a need in Austin's artistic and cultural community?

### **Artistic/Cultural Merit**

3. How does the applicant (or sponsored entity if applicable) produce/present quality work that contributes to the unique artistic/cultural landscape in Austin?
4. To what degree does the project incorporate artists or artistic works from historically underserved communities in their programming or provide programs/services to historically underserved artists and/or communities?

### **Administrative Capability**

5. How does the applicant (or sponsored entity if applicable) demonstrate production and business skills needed to complete the proposed programming/project?
6. How will the project be evaluated to measure project effectiveness? Describe methods.
7. How will the applicant collect data regarding audience demographics, audience involvement, and tourists in attendance from in state, out of state, or outside the USA? Describe methods.
8. If applicable, is the fiscal sponsor capable of managing the administrative and financial aspects of the project?

### **Economic, Cultural, and Social Impact**

9. Does the proposed programming/project meet any identified community social or cultural needs?
10. How does the project market to a broad constituency (including residents, visitors and tourists)?
11. How is the proposed programming/project accessible to audiences with disabilities?
12. How is the proposed programming/project accessible to economically disadvantaged audiences?
13. Will the applicant attempt to partner or otherwise work with the convention or hotel/motel industries to attract audiences? If so, how?

## APPLICATION INSTRUCTIONS

Applications must be typed. 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. The codes requested in the application may be found on page 15.

### Section 1: Summary Information

#### Applicant Name

Enter the legal name of the applicant as recorded with the IRS. Use exact spellings. Do not use abbreviations unless part of the official name.

#### Sponsored Entity

Check this box if an individual/organization/group is being sponsored. The sponsored individual/organization/group's name goes in the "Sponsored Entity Name" box.

#### Project/Activity Title

Provide a brief title to which the proposed project will be referenced. Please provide a start date and end date of the proposed project. Contracted services supported through the Cultural Arts Funding Programs must take place within the fiscal year for which funding is awarded (October 1st - September 30th annually).

#### Start Date/End Date

Enter the dates of your project. Include implementation and project completion date. These dates must be within the period of October 1, 2013 through September 30, 2014. If the application is on behalf of a sponsored entity's project, the start/end date will correspond with that sponsored entity's project's activity.

#### Type of Sponsored Entity

Select the appropriate box as follows:

- State Incorporated Group – Sponsored Organization/Group has obtained Texas State Nonprofit Incorporation as evidenced by Texas State Letter of Exemption (Certificate of Filing)
- Organization/Individual – Individual Artist or Organization/Group that has not obtained Texas State Nonprofit Incorporation

#### Primary Artistic Discipline

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

#### Project Summary

Provide a clear and concise project summary listing your program/performance/event as the initial **bullet point**. In addition to the applicant's name, sponsored entity's name (if applicable), and the amount of the request, include a brief timeline and number and types of activities **in bullet point format. Use only the space provided**. The Project Summary will be the basis for the scope of services for which the applicant will be contracted. If the application is on behalf of a sponsored entity this summary should correspond to that sponsored entity's programming.

## Section 2: Applicants/Sponsored Entity Information

### Name, Address and Telephone Number

Enter the legal name and official mailing address of the applicant organization as recorded with the IRS, as well as the physical address, and telephone number of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to the official mailing address, including notification of receipt of your application.

### Federal Tax I.D. Number

Applicants must provide the applicant organization's 9 digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

### NTEE Code

Applicants must provide the applicant organization's National Taxonomy of Exempt Entities Code as is used by the Internal Revenue Service (IRS) and National Center for Charitable Statistics (NCCS) to classify nonprofit organizations. (The NTEE Code can be found on Guidestar.)

### Applicant Contact/Project Director

This is the person to whom questions concerning this application will be addressed. This name will be entered into our database and become the contact for all future contractual correspondence if funded.

Include title, telephone and fax number(s), as well as an email address. **NOTE:** This individual and the Authorizing Official should not be the same.

### Sponsored Entity Contact/Project Director

List sponsored entity contact information here, if applicable.

### Board Chair/Authorized Official

Enter the name and title of the individual with legal authority and responsibility on behalf of the **applicant organization** to certify the information and enter into contracts. **NOTE:** This individual and the Contact/Project Director should not be the same. Board Chair phone number, email address, and street address must be different from those of the applicant.

### Applicant/Sponsored Race Codes

Applicant organizations 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. Sponsored entities should use the same criteria and enter in the *Sponsored Race Code* box.

- |    |  |
|----|--|
| A  | 50% or more Asian  |
| 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. |

### Project Race Code

If the majority of the project activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the activity is not designated to represent or reach any one particular group, choose code "99".

A	Asian
B	Black / African American
H	Hispanic / Latino
N	American Indian / Alaska Native
P	Native Hawaiian / Pacific Islander
W	White
M	majority ethnic minority / multi ethnic
99	No single group

### Section 3: Operating Budget History

Enter annual operating budget information as submitted on your IRS form 990 for the fiscal years indicated. Enter cash only; do not include in-kind amounts. If the application is on behalf of a sponsored entity, enter budget information for the sponsored individual/organization/group. When given the option of "Projected/Actual", circle whether the amount entered is "Projected" or "Actual". This number is NOT your City of Austin funded amount, nor is it your project budget. Budget history will be reviewed when determining the eligibility requirement "...of ongoing artistic/cultural programs for a minimum of one year". In addition, budget history is used in evaluating potential award amounts.

### Section 4: City of Austin Funding History

Check whether or not you have received funding through the City of Austin Cultural Arts Funding Programs for the years indicated. If applicant/sponsored entity has received Cultural Arts Funding Programs funding under a different name or with a different sponsor, enter the fiscal year and the name used.

### Section 5: Proposed Budget Information

Complete the budget paying attention to the instructions on the application form as well as the budget definitions. **NOTE:** A detailed itemization must be provided as Attachment #2. See page 18 for a Sample Budget Itemization. The Budget Itemization must follow the same format as the proposed budget and break down revenues and expenses in detail. *The proposed budget is utilized in evaluating the applicant's budgetary capability of satisfying the 1:1 matching requirement (see page eleven, "Matching Requirements").*

#### Income

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed Budget Itemization.

#### Expenses

Include all expenses for this project. List cash expenses under cash column. All expenses must be fully explained in the Budget Itemization.

## Section 6: Application Checklist

The Attachments/Checklist must be submitted with your application.

### Attachment #1 Evaluation Criteria

The Evaluation Criteria is vitally important as it tells the story of your project and includes details such as the “who, what, when, where, why, and how much.” The Evaluation Criteria should be written and answered so that it can be easily understood by someone not familiar with the applicant organization. Please be concise and to the point.

#### Evaluation Criteria Formatting

Submit **no more than five pages** and label as Attachment #1 – Evaluation Criteria. Collate and number each page in the upper right corner, labeling each page with the applicant name (and name of the sponsored entity (if applicable)). The answer to each question with the evaluation criteria must be typed single spaced using Times New Roman font, on 8½” x 11” sheets of white paper one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum margin of 1” on both sides. **Failure to adhere to formatting criteria may result in a loss of points. (See Helpful Hints on page 18.)**

### Attachment #2 Budget Itemization

Each revenue and expense budget figure from Section 5, Projected Budget Information, must be itemized, including all payments to artists and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization of all artists’ payments should identify artists or groups who will be paid by name and the fee for each (the fee for a group of artists along with the type and number of artists to be paid may be substituted for the listings of the artists’ names). The itemization must be accurate and correspond with the projected budget in Section 5. You must indicate if amounts listed on lines 1 through 7 are pending or confirmed by placing a “p” or “c” next to the dollar amount. A Sample Budget Itemization is provided on page 18.

### Attachment # 3 Organizational History

In no more than one page white paper, one-sided only, Times New Roman font, 8½” x 11” provide a brief description of the applicant organization including history and activities. Be sure to include the organization’s mission statement and last annual operating budget. If application is on behalf of a sponsored individual artist, incorporated or unincorporated arts organization/group this information should reflect that individual, group or organization, leaving the final paragraph for description of the applicant.

### Attachment # 4 Proof of Tax Exempt Status

Provide proof of tax-exempt status. 501(c) and other tax-exempt organizations should 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.

### Attachment #5 Proof of Texas State Incorporation (Sponsored only)

Sponsored entities wishing to apply as a sponsored incorporated organization must provide proof of Texas State Nonprofit Incorporation by submitting a copy of their Texas State Letter of Exemption (Certificate of Filing).. The following items will not be accepted as proof of nonprofit status: articles of incorporation, bylaws, or proof of sales tax exemption. *Sponsored applicants not providing proof of incorporation with the State will be considered an individual artist or unincorporated organization/group.*

### Attachment #6 Board List

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. For sponsored entities, list the sponsored

organization's or individual's Advisory Board, if applicable.

**Attachment #7, Form 990 (sponsoring organizations and 501(c) applicants)**

Provide a copy of the first page of IRS Form 990, 990 PF, 990 EZ or 990 N evidencing Fiscal Year 2010 and Fiscal Year 2011 finances.

**Attachment #8 Documentation**

Provide a concise but representative sample of materials (résumés/bios, letters of support, promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, etc.). Each item should be labeled and numbered in the right, top corner. You may submit as much documentation as will fit in a 9"x12" envelope. No "oversized" (larger than 9"x12") items may be submitted. (Please Note: Letters of support from elected officials do not necessarily indicate general community support, and are discouraged to prevent violations of City Purchasing Procedure and Protocol.)

**Section 7: Assurances**

Please review carefully. Provide the signature of the authorized official, or board designee, including the date signed. Also provide the signature of the sponsored individual/organization/group if applicable. All signatures must be an original and not photocopied. If the application is scheduled to be approved after submission, it is the applicant's responsibility to notify Cultural Arts Division staff of the board approval date.

# Sample Budget Itemization

You are required to submit a full itemization of each figure in your budget. That itemization is to be submitted as **ATTACHMENT #2**.

**The following is a sample of such a budget itemization. NOTE:** The numbers used in the Itemization samples are presented solely as examples of budget itemization 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.

(p = projected) (c = confirmed)

PROJECTED INCOME	CASH	TOTAL
<b>Earned Income</b>		
Line 1. Admissions		
Ticket sales: 1 performance – 200 x \$5 ticket + 300 x \$10 ticket	\$ 4,000 p	
Line 2. Other Earned Income		
T-shirt sales: 150 x \$12 shirt	<u>\$ 1,800 p</u>	
<b>Line 3. Total Earned Income</b>		<b>\$ 5,800</b>
<b>Unearned Income</b>		
Line 4. Corporate Support:		
The Alexander Corporation	\$ 500 c	
2 Businesses @ \$250	\$ 500 p	
Line 6. Total Other Unearned Income	\$ 500 p	
Line 7. Applicant Cash	<u>\$ 500 c</u>	
<b>Line 8. Total Unearned Income</b>		<b>\$ 2,000</b>
Line 9. COA request	\$ 5,000 p	<u>\$ 5,000</u>
<b>Line 10. TOTAL CASH INCOME</b>		<b>\$12,800</b>

PROJECTED EXPENSES	IN-KIND	TOTAL
<b>Expense In-Kind</b>		
Line 15. Administrative Non-Employee Costs		
Project Director - \$15/hr. x 35 hrs.	\$ 525	
T-shirt vendor – 2 x \$10.00/hr. x 4 hrs.	<u>\$ 80</u>	
		<b>\$ 605</b>
Line 16. Artistic Non-Employee		
The Carrey Cooper Group - 7 musicians - 7 x \$100	\$ 700	\$ 700
Line 18. Hicks Theatre - rehearsal	\$ 800	<u>\$ 800</u>
<b>Total In-Kind Expenses</b>		<b>\$ 2,105</b>

<b>PROJECTED EXPENSES</b>	<b>CASH</b>	<b>TOTAL</b>
<b>Expenses / Cash</b>		
Line 15. Administrative Non-Employees		
Project Director - \$15/hr. x 40	\$ 600	\$ 600
Line 16. Artistic Fees / Non-Employee		
The Carrey Cooper Group:		
7 musicians X \$300	\$ 2,100	
Lighting engineer	\$ 300	
Sound engineer	\$ 300	
Stage manager	\$ 300	
5 stage hands – 5 x \$12.50/hr. x 8 hrs.	<u>\$ 500</u>	
		<b>\$ 3,500</b>
Line 17. Travel		
Tour bus expenses	\$ 2,000	
Hotel – 7 x \$150	\$ 1,050	
Musician meals – 7 x \$50	<u>\$ 350</u>	
		<b>\$ 3,400</b>
Line 18. Space rental		
Hicks Theatre performance	\$ 1,050	\$ 1,050
Line 19. Equipment rental		
Microphones	\$ 250	
Lighting	<u>\$ 750</u>	
		<b>\$ 1,000</b>
Line 21. Marketing and Promotion		
Newspaper Ads		
2 x \$180	\$ 360	
1 x \$780	\$ 780	
Posters		
50 x \$13	<u>\$ 650</u>	
		<b>\$ 1,790</b>
Line 23. Other		
Ticket Agent	\$ 500	
Corporate fund-raising solicitation	\$ 150	
Event Insurance	\$ 610	
Green Room expenses	<u>\$ 200</u>	
		<b>\$ 1,460</b>
<b>Total Cash Expenses</b>		<b>\$12,800</b>

## Helpful Tips

**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.

- 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?
- Does your project budget demonstrate the ability to meet the matching requirements? (If not, what would be the appropriate or adjusted request amount in order to meet matching requirements?)
- Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses, etc. appropriate?
- Funding awards may be less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
- Is your cash flow sufficient to ensure that your project can begin while you wait for your City funding to arrive?
- Are marketed programs or project activities accessible to the general public? Are programs or project activities accessible to persons with disabilities?
- Do you meet the eligibility requirement of “...residing in Austin or its Extra Territorial Jurisdiction with a history of ongoing artistic/cultural programs for a minimum of one year”?

### Application Preparation

- Have you completed the application (Sections 1 – 7) and assembled all the required attachments (Attachments 1 – 8)? Have you placed all in a single envelope for submittal? (Only the original is required. No copies are required.)
- Did you use 8.5" x 11" single sided white paper, Times New Roman 12 pt. Font, using 1" margins when applicable?
- Did you collate and label each page with the page number, section and/or attachment name and list the name of the organization and sponsored entity (if applicable) in the upper right hand corner of each page?
- Did you sign the application and submit only one original (no copies needed) in a 9" x 12" envelope?

# 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.

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

**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.

**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.

**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 -**

**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** – An Austin based 501(c) nonprofit organization that serves as the sponsoring organization for an individual artist or for an arts group that is not incorporated with the State of Texas as a nonprofit 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.

**GuideStar** – 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.

**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-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.

**NTEE Code** – The National Taxonomy of Exempt Entities is a system used by the Internal Revenue Service (IRS) and National Center for Charitable Statistics (NCCS) to classify nonprofit organizations.

**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 Entity** – 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.

**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** – A person who is traveling from beyond a 50 mile radius of Austin and associated with overnight trips away from home in paid **or** unpaid accommodations Also defined per Texas State Code as an individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture.

**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.



## City Council

Mayor Lee Leffingwell

Place 1: Council Member Chris Riley

Place 2: Council Member Mike Martinez

Place 3: Council Member Kathie Tovo

Place 4: Council Member Laura Morrison

Place 5: Council Member Bill Spelman

Place 6: Mayor Pro Tem Sheryl Cole

## Austin Arts Commission

Brett Barnes, Chair

Scott Daigle, Vice Chair

Ernest Auerbach

Maria Luisa "Lulu" Flores

Amy Wong Mok

Samuel Tinnon

Bruce Willenzik

## City Administration

Marc Ott, City Manager

Michael McDonald, Deputy City Manager

Robert Goode, Assistant City Manager

Sue Edwards, Assistant City Manager

Bert Lumbreras, Assistant City Manager

Anthony Snipes, Assistant City Manager

Ray Baray, Acting Chief of Staff

Kevin Johns, Director, Economic Development Department

Rodney Gonzales, Deputy Director, Economic Development Department

Rosy Jalifi, Assistant Director, Economic Development Department

**FY 2014 Community Initiatives**

**APPLICATION & AGREEMENT**

**Section 1: Summary Information**

<b>Applicant Name</b>	<input type="checkbox"/> <b>Sponsored Entity</b>	<b>Sponsored Project Name</b>
<b>Project/Activity Title</b>	<b>Start Date</b>	<b>End Date</b>

**Type of Sponsored Entity – Select one only**

- Texas State Incorporated Organization/Group  
 Individual/Unincorporated Organization/Group

**Primary Artistic Discipline – Select one only**

- |                                |  |  |   |
|--------------------------------|--|--|---|
| <input type="checkbox"/> Dance | <input type="checkbox"/> Literature            | <input type="checkbox"/> Film/Media Arts         | <input type="checkbox"/> Multidisciplinary      |
| <input type="checkbox"/> Music | <input type="checkbox"/> Opera/Musical Theatre | <input type="checkbox"/> Theatre/Performance Art | <input type="checkbox"/> Visual Arts/Public Art |

**Project Summary:** Please describe the project for which you are requesting funds in the space provided.

Applicant(s) is/are requesting \$\_\_\_\_\_ in Community Initiatives program funding to/for...

**For CAD staff use only**

Arts Commission Review \_\_\_\_\_

Award Amount \_\_\_\_\_

\$ \_\_\_\_\_

Control Number - \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> App Forms           | <input type="checkbox"/> Org History   | ADA Required? <input type="checkbox"/> Y <input type="checkbox"/> N       |
| <input type="checkbox"/> Evaluation Criteria | <input type="checkbox"/> Tax Exempt    | Insurance Required? <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> Itemization         | <input type="checkbox"/> Board List    | <input type="checkbox"/> General Liability                                |
| <input type="checkbox"/> 990                 | <input type="checkbox"/> Documentation | <input type="checkbox"/> Liquor <input type="checkbox"/> Auto             |
| <input type="checkbox"/> State Exempt        |  |   |

**Section 2: Applicant/Sponsored Entity Information**

**Applicant**

Applicant's Legal Name	Federal Tax I.D.	NTEE Code	Other Common Name
Official Mailing Address			City State Zip
Physical Mailing Address			City State Zip
Telephone	Fax		

Applicant Contact/Project Director		Title
Address		City State Zip
Telephone	Fax	Email

Sponsored Contact/Project Director		Website (URL)
Address		City State Zip
Telephone	Fax	Email

Board Chair		Title
Address		City State Zip
Telephone	Fax	Email

**Project**

Applicant Race Code	Sponsored Race Code	Project Race Code
Total Number of Artists Participating	Total Amount Paid to Artists \$	
Total Number of Austin/ETJ Artists Participating	Total Amount Paid to Austin/ETJ Artists \$	
Total Number of Individuals Benefiting	Total Number of Youth Benefiting	

**Section 3: Operating Budget History – (Arts organization or sponsored entity)**

	FY 10 – 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected/Actual	FY 13 – 14 Proposed
Revenue				
Expenses				

**Section 4: COA Funding History - (Arts organization or sponsored entity information)**

	2010-2011	2011-2012	2012-2013
<b>COA Funding</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was this project funded previously under a different organization name or sponsor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes,	<b>Year:</b>	<b>Name:</b>	

## Section 5: Proposed Budget

The budget must balance. Total income (line 12) must equal total expenses (line 24). Round all budget figures to the nearest whole dollar.

PROJECT INCOME	CASH	IN-KIND	TOTAL
<b>EARNED INCOME</b>			
1. Total Admissions			
2. Total Other Earned Income			
<b>3. TOTAL EARNED INCOME</b> (Add Lines 1 and 2)			
<b>UNEARNED INCOME</b>			
4. Total Private Support (Corp, Foundation, Individual)			
5. Total Public Support (Government Grants)			
6. Total Other Unearned Income			
7. Applicant Cash			
<b>8. TOTAL UNEARNED INCOME</b> (Add Lines 4 – 7)			
9. COA Request Amount			
<b>10. TOTAL CASH INCOME</b> (Add Lines 3, 8, and 9)			
11. Total In-Kind Support (must equal In-Kind line 24)			
<b>12. TOTAL INCOME</b> (Add Lines 10 and 11)			

PROJECT EXPENSES	CASH	IN-KIND	TOTAL
13. Administrative Employee Costs			
14. Artistic Employee Costs			
15. Administrative Non-Employee Costs			
16. Artistic Non-Employee Costs			
17. Travel			
18. Space Rental			
19. Equipment Rental			
20. Supplies and Materials			
21. Marketing and Promotion			
22. Production/Exhibit Costs			
23. Other			
<b>24. TOTAL EXPENSES</b> (Add Lines 13-23, must equal Line 12)			

## Section 6: Application Checklist

All sections of the application form must be completed and signed by the appropriate representatives. Check the boxes below to ensure all sections have been completed.

### **Application Form**

- Section 1 Summary Information
- Section 2 Applicant Information
- Section 3 Organizational Budget History
- Section 4 COA Funding History
- Section 5 Proposed Budget Information
- Section 6 Application Checklist
- Section 7 Assurances (signed by Authorized Official)

### **Attachments:**

Please indicate which attachments are enclosed with the application by checking the corresponding box. Each page of attachments must be labeled with the attachment number and name of the organization.

### **Required Attachments**

- Attachment 1 Evaluation Criteria
- Attachment 2 Budget Itemization
- Attachment 3 Organizational History
- Attachment 4 Proof of Tax Exempt Status
- Attachment 5 Proof of State of Texas Exempt Status
- Attachment 6 Board List
- Attachment 7 IRS 990 (first page only)
- Attachment 8 DOCUMENTATION

**PACKAGING** - Submit one envelope with the application and all required attachments.

### **Mailing and Delivery Instructions**

Applications whether hand delivered or mailed are due in our office on the first Monday of each month and that first Monday must be at least sixty days prior to the project start date.

**Hand delivered applications must be in the CAD office by 4:00 P.M., the day of the deadline.**

The Cultural Arts Division is not responsible for loss or damage of application materials. The City of Austin Cultural Arts Division reserves the right to retain a copy of application materials for archival purposes and its permanent record. All application materials are public records. Keep a complete copy of your application for your file.

**Applications should be sent or delivered to the following address:**

City of Austin Cultural Arts Division  
201 E. 2<sup>nd</sup> Street  
Austin, TX 78701

## Section 7: Assurances

By submitting this application, the applicant hereby gives assurance to the City of Austin that:

1. The activities and services for which financial assistance is sought will be administered by the applicant organization;
2. Any funds received as a result of this application will be used solely for the project described;
3. The applicant has read, understands, and will conform to the intent outlined in the Community Initiatives Funding Program Guidelines;
4. The applicant will comply with Title VI of the Civil Rights Act of 1964, with labor standards under Section 5(j) of the National Foundation of the Arts and Humanities Act of 1965, with Section 504 of the Rehabilitation Act Amendments of 1974, with Title IX of the Education Amendments of 1972, with the Americans with Disabilities Act of 1990, with the Age Discrimination Act of 1975, and with the Drug Free Workplace Act of 1988;
5. The applicant will comply with Section 10(7)(b) of the Texas Commission on the Arts' Enabling Legislation, which prohibits the TCA and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program which includes obscene material as defined in Section 43.21 Penal Code of Texas;
6. The applicant is a nonprofit entity as defined by the I.R.S.;
7. The application has been duly authorized by an authorized official for the applying organization, a principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization; he/she must read and guarantee the compliance of the organization with the requirements listed. Sponsored applications must be signed by the principal of the nonprofit umbrella organization with legal authority to certify the information contained in the application and a representative of the sponsored group/individual;
8. The applicant understands that the City of Austin actively reviews and evaluates all aspects of the programs and processes and incorporates changes which may occur at any time throughout the funding calendar. Cultural Arts Division staff will provide updates on changes as they are adopted;
9. The City of Austin reserves the right to make special stipulations on how specific cultural contract funds may be spent;
10. None of my agents, representatives, subconsultants, nor I have undertaken or will undertake any activities or actions to promote or advertise any cultural arts funding proposal to any peer review panel members, any member of any City Commission reviewing the proposals, member of the Austin City Council or City staff except in the course of City-sponsored inquiries, interviews or presentations;
11. The filing of this application by the undersigned, officially authorized to represent the applicant organization, has been duly approved by the governing board of the applicant organization.
  - This application was approved by the applicant's board on \_\_\_\_\_
  - This application is scheduled to be approved by the applicant's board on \_\_\_\_\_

*Note: If the application has not been approved by the governing board, you must notify the City as soon as action is taken.*

**Applicant Authorized Official**

**Sponsored  
Organization/Group/Individual  
(if applicable)**

**City of Austin**

\_\_\_\_\_  
name (typed)

\_\_\_\_\_  
title

\_\_\_\_\_  
name (typed)

\_\_\_\_\_  
title

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