



# **City of Austin** **Cultural Arts Funding Program**

Guidelines for the  
*CORE FUNDING PROGRAMS*

Interim Application  
Fiscal Year 2016

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





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# Cultural Arts Funding Program

## *CORE FUNDING PROGRAM*

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# Cultural Arts Funding Program

## INTRODUCTION

The Cultural Arts Division of the City of Austin Economic Development Department (ED) serves to encourage, develop and facilitate an enriched environment of artistic, creative, 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 the funding and application process for nonprofit arts and cultural organizations and creative individuals for artistic and cultural services in the City of Austin. **The City of Austin offers contracts for services identified through a competitive application and review process.**

This booklet contains requisite information and forms to assist qualified organizations and individuals interested in applying for interim year funding in the Core 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. The purpose of this program 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 and requirements prior to beginning the application process. The FY 2016 Interim 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. Program guidelines are reviewed periodically throughout the year; any changes adopted by the Austin Arts Commission will be distributed by Cultural Arts Division staff.

## **GUIDELINES AT A GLANCE**

### **To be Eligible**

- Interim Year Applicants must have previously been reviewed through the peer review panel process in Year One of the Two Year (Interim) Cycle, awarded funding and completed contract activities for FY 2014-2015 by September 30, 2015.
- Interim Year Applicants must meet the eligibility requirements as described in the FY 2014-2015 (Year One) Core Funding Programs Guidelines.

To re-cap the three specific Core Programs available:

### **ORGANIZATIONAL SUPPORT**

The Organizational Support funding category provides funding to large nonprofit arts and cultural institutions for general operating expenditures, including artistic and administrative expenses, directly related to a year-long program of events. The program is only available to large organizations that have a minimum of \$500,000 in unrestricted annual revenue. This program requires a 1:1 cash match.

### **PROJECT SUPPORT**

The Project Support funding category supports nonprofit arts and cultural organizations proposing seasonal support or for specific arts/cultural projects that deliver quality arts and cultural programming that do not meet Organizational Support eligibility requirements and/or choose not to apply in that program. The program requires a 1:1 match with 50% of the match allowable from documented in-kind.

### **PROJECT SUPPORT II**

The Project Support II funding category provides funding to smaller nonprofit arts and cultural organizations as well as individual artists and unincorporated/state incorporated groups, who apply under the sponsorship of a 501(c) organization for non-commercial arts/cultural projects.

This program is also available to other nonprofit non-arts organizations that meet the requirements for presenting quality arts programming for specific arts/cultural projects.

These projects are typically smaller, community-based activities with a limited scope and budget. The program requires a 1:1 match with 50% of the match allowable from documented in-kind.

## **GUIDELINES AT A GLANCE *continued...***

### **Funding Cycles**

The Core Cultural Funding Programs span a comprehensive two (2) year cycle (FY 2015-2016 is a year two of this cycle):

**YEAR 2 (Interim Year):** Interim application submission; program eligibility determination; and cultural funding award determination. Year 2 proposed program/project should be similar in project scope to program/project proposed in Year 1. Acceptance of interim year applications is contingent upon completion of the Year 1 contract.

A review to assess the appropriate support category for each applicant based on an average of the applicant's total expenses for the two most recently completed fiscal periods will occur annually.

Participation in the Core Cultural Funding Programs is not guaranteed, nor is there a commitment to fund this program, or participating organizations/individual artists, at previous or current levels. Only one application per organization/individual artist is allowed. Applicants/recipients may not apply for funding to any other Core cultural funding program.

### **Funding Requests**

#### **Recurring Applicants**

Recurring applicants are those that have previously completed a two year funding cycle. Funding requests must correspond to the Year 1 Program Category chosen by the applicant (Organizational Support, Project Support, or Project Support II) and can be no more than that which was requested in Year 1 of the two year cycle. Projects must be similar in size and scope to that of Year 1 and support activities related to programming and projects that are open to Austin residents, visitors and tourists, and are consistent with the promotion and enhancement of the City of Austin as a cultural destination. Funding categories will be determined by an average of an applicant's total expenses for FY 2012 and FY 2013 operating budgets. Applicants applying in Organizational Support or Project Support must be registered with 990s posted on Guidestar: [www.guidestar.org](http://www.guidestar.org).

#### **First Time Applicants in Their Second Year of the Two Year Funding Cycle**

First time applicants (new) are those that have applied as a new applicant in Year 1 and are returning to apply in Year 2 of the two year funding cycle. Funding may be requested in an amount up to \$10,000 or 25% of their unrestricted expenditures as evidenced by FY 2013 IRS form 990, whichever is less. All first time (new) applicants in Year 1 and Year 2 (interim year), regardless of budget size, are required to apply in the Project Support II program.

## **CITY OF AUSTIN MISSION, 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 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
  - Promote the value of arts, culture, and creativity
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
  - Encourage partnerships and creative collaborations within the community

## SOURCE OF CULTURAL FUNDING 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 15% 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>

## NEED ASSISTANCE?

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

In addition to these guidelines, for detailed information regarding the cultural funding process see Guidelines for the Core Funding Programs Fiscal Year 2013 (Year One of the Two Year Process) at [www.austincreates.com](http://www.austincreates.com).

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

Jesús Pantel  
Contract Compliance Specialist Senior  
[jesus.pantel@austintexas.gov](mailto:jesus.pantel@austintexas.gov)  
Phone: (512) 974-9315

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)

## TIMELINE

The following table provides an annual timeline for applications, review and final awards:

<b>March</b>	Notification of application deadline.
<b>March/April</b>	Pre-application workshop(s)
<b>April 3</b>	Deadline for submitting the "Artwork Donation/Loan Proposal" for public art projects on City property ONLY
<b>May 1; 4:00 PM</b>	<b>DEADLINE to submit Core Program application and attachments*</b>
	<i>* Hand delivered applications and attachments must be received no later than 4:00 PM, May 1. Applications will be received and processed by the City Purchasing Department. <b><u>Late applications will not be accepted or forwarded to the panels for review.</u></b></i>
<b>May/June/July</b>	Cultural Arts Staff reviews applications and requests clarifying information from applicants
<b>July/August</b>	Arts Commission makes recommendation of funding allocation matrix to City Manager and City Council for approval.
<b>September</b>	City Council approves Cultural Contracts. Applicants are notified of award status; awards are publicized.
<b>Late September/ Early October</b>	Pre-Contract workshops for contractors

## FUNDING CATEGORIZATION

The funding category is determined by the applicant's annual cash operating budget as evidenced by an average budget of FY 2012 and FY 2013 IRS Form 990.

### ORGANIZATIONAL SUPPORT

**Large** Expenses \$500,000 and above

### PROJECT SUPPORT

**Large** Expenses \$500,000 and above  
**Medium** Expenses between \$150,000 - \$499,999  
**Small** Expenses between \$50,000 - \$149,999  
**Micro** Expenses up to \$49,999

### PROJECT SUPPORT II

**Medium** Expenses between \$150,000 - \$499,999  
**Small** Expenses between \$50,000 - \$149,999  
**Micro** Expenses up to \$49,999  
 New Applicants (Year 1 or Year 2)

Applicants may only submit one (1) application for Organizational Support, Project Support, **OR** Project Support II per funding cycle. Sponsored entities do not count toward this limit for the fiscal sponsors.

Applicant	Organizational Support	Project Support	Project Support II
Large Organization	Choose only one of these		NO
Medium Organization	NO	Choose only one of these	
Small Organization	NO	Choose only one of these	
Micro Arts Organization	NO	NO	YES
Broadcast and Print Media Organizations	NO	NO	YES
* Individuals or Unincorporated Groups	NO	NO	YES
** New Applicants	NO	NO	YES
Non Arts Organization	NO	NO	YES

\* Individuals, unincorporated and Texas state incorporated groups must apply under the umbrella of a 501c nonprofit arts organization.

\*\* If you have not received funding at least twice in the previous five fiscal years through the Core Funding or Community Initiatives Programs, you will be considered a new applicant.

**IMPORTANT:** Future contract awards are not guaranteed in the Core Cultural Funding Program, nor is there a commitment to fund this program, or participating organizations, at previous or current funding levels.

## INELIGIBLE ORGANIZATIONS, ACTIVITIES, AND COSTS

### The City of Austin will NOT fund nor allow as a match:

- Programming that is not open and marketed 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" 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
- 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 fabrication of art projects, but not for general construction, reconstruction, landscaping, or other costs that can be considered capital expenditures.
- Private events or any activities offered for the sole purpose of raising money in excess of the value of programs or services delivered

### Ineligible Project Costs include, but may not be 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 or interns whose employment is tied to class credit +
- Cultural Funding Services Agreement (contract) management costs, writing fees, sponsorship fees, or any other contract management fees. They may be used as match, however, if occurring during the Agreement Fiscal Year.
- Operating costs not associated with the project +
- Purchase of gifts, 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 City of Austin will NOT fund nor allow as a match (*continued*):**

- Applicants whose nonprofit status has been revoked by the Internal Revenue Service
- Programs and/or services of Austin-based arts and cultural organizations that benefit other cities or regions
- Projects that benefit a commercial business or activity
- More than one application per eligible program per fiscal year
- Sponsored projects that benefit the Fiscal Sponsor or are an extension of the Fiscal Sponsor's programs or services
- Fundraising groups and/or "friends of" organizations that exist primarily to support an artistic organization/group
- Foundations with a principle purpose of making grants to unrelated organizations or individuals. Foundations are eligible to serve as Fiscal Sponsors, however
- Activities concurrently receiving funding through other City of Austin Cultural Funding Programs
- Activities concurrently receiving funding through other City of Austin Department Programs

**Ineligible Project Costs include, but may not be limited to, the following (*continued*):**

- Travel of Applicant or Sponsored Individual/Organization's administrative staff.  
*Exception: Mileage is allowed at the approved per diem rates when accompanied by a completed City of Austin Cultural Funding Private Vehicle Report. Travel activity must be essential to the project. Travel for research is not an eligible project cost.*
- Purchase of Gasoline +
- Property Taxes or any other tax with the exception of retail sales or payroll tax +
- Audits unless required per cultural funding contract +
- Membership fees +
- The purchase of computer software/hardware+

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

*Contact Cultural Arts Division Staff for questions or clarifications of eligible project expenditures and match contributions.*

# Selection Process and Contract Award

## REVIEW AND AWARD PROCESS

Applications for Cultural Arts Funding are processed and reviewed in the following sequence: 1) City of Austin Purchasing Office processes the receipt of applications; 2) Cultural Arts staff reviews documents.

### Funding Process

Historically, available sources of funding for our programs are not sufficient to meet applicant demand. An applicant may request up to that amount which was requested in Year 1 of the two year cycle. While it is recommended that an applicant request the same funding amount as that of Year 1 (given project budget size correlates with such request), the reality is it is rare that an award amount duplicates that of the request. Larger organizations may get larger awards but smaller groups may receive a higher percentage of their budget. The final distribution of funding is dependent on, but not limited to, several factors: 1) projected available program funding; 2) number of applications submitted; 3) applicant score; and 4) number of applicants awarded funding. These variables factor into a final mathematical funding matrix. Please note that funding projections are dependent upon actual tax revenues collected.

The funding matrix provides parameters for the distribution of funds on an annual basis as is reviewed and recommended by the Austin Arts Commission Working Group, a working group appointed by the Austin Arts Commission. Parameters include: 1) categorization of applicant by budgetary size; 2) maximum allowable award amount per category; 3) percentage of allowable budget funded per category; and 4) per point score deduction. These recommendations of matrix parameters, once approved by the Austin Arts Commission, are submitted to City Council for final authorization.

Please Note: Grounds for appeal are based on the peer panel review process; therefore, there is no appeal process during the interim year.

## CONTRACTUAL REQUIREMENTS

### Implementation

Following the approval of the funding recommendation, the applicant will submit a revised budget and project narrative. The City will enter into a contract with the organization or Fiscal Sponsor. The contract will establish procedures and responsibilities for both the City and the contractor.

The City will conduct monitoring activities throughout the year as required. These activities may include a site visit to verify compliance with contract requirements.

## Insurance

Contract applicants and sponsored project artists or organizations are required to carry insurance as outlined below and must **provide the Cultural Arts Division Office with a current Certificate of Insurance prior to entering into a contract.** Insurance costs should be included in the applicant budget and, as such, should be researched prior to submitting the application. These costs are an allowable budgetary expense if awarded funding. More specific insurance requirements are included in the Cultural Services Agreement.

The contractor and sponsored project artists or organizations 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:

**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

Certificates of Insurance must be 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.

### **CERTIFICATES OF INSURANCE SHALL CONTAIN THE FOLLOWING:**

1. Proper office of the insurer,
2. Locations and operations to which the insurance applies, and
3. Expiration date of coverage.

The following endorsements must be attached to the policy:

1. City of Austin, Economic Development Department, Cultural Arts Division, 201 East 2<sup>nd</sup> Street, Austin, TX 78701 as an additional insured,
2. Waiver of Subrogation in favor of the City of Austin, and
3. 30 day cancellation clause obligating the insurance company to notify the Cultural Arts Division Office and City Purchasing Office, Insurance Processing, 124 W. 8<sup>th</sup> St., Ste., 310, Austin, Texas 78701 of cancellations or material changes.

**Marketing**

Contractors will be required to post all city-funded events and projects on the arts calendar [www.NowPlayingAustin.com](http://www.NowPlayingAustin.com). Contractors will be required to acknowledge the City's support in all appropriate materials and media.

**Reports**

A final report will be required annually 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. Prior year Final Report documents are available for review at [www.austincreates.com](http://www.austincreates.com).

# 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.

**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 its primary mission to produce, present or promote arts and culture.

**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 Private Vehicle Report** – 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. 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 organizations 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.

**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.

**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. Guidestar can be found at [www.guidestar.org](http://www.guidestar.org).

**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. Examples of formal organization include incorporating as a nonprofit organization or forming a Limited Liability Corporation.

**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 artists in a funded project, 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, in order to build the organizations 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 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 Programs or Community Initiatives 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.

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

**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 170(c) 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. Do include gross proceeds from fund-raising events.

**Other Unearned** – Revenue derived from sources not listed in other categories and may 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.

**Resident** – A citizen of Austin or its Extra Territorial Jurisdiction.

**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.

**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, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, 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.

**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.

# Preparing Your Application

Applications must be typed and printed on single sided paper. Before preparing your application, fully read these guidelines and application instructions as well as referencing the FY 2015 Core Funding Guidelines. The guidelines provide important information about types of projects the City will fund and the criteria by which your application will be reviewed. The codes required in the application may be found on pages 21-22.

## Section 1: Summary Information

### **Name & Physical Street Address of Applicant (Organization or Fiscal Sponsor)**

Enter the legal name and physical street address of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. This address should not be a Post Office Box.

### **Name/Physical Address of Sponsored Individual or Organization**

Enter the legal name and physical street address of the sponsored entity. Use exact spellings. Do not use abbreviations unless part of the official name. This address should not be a Post Office Box.

### **Start/End Date**

Enter the 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).

### **Project/Activity Title**

Provide a brief title to which the proposed project will be referenced.

### **Core Funding Programs**

Select the **one** funding program to which you choose to apply (Organizational Support, Project Support or Project Support II). If applying as a fiscal sponsor on behalf of a sponsored entity, choose the Project Support II box and then check whether the application is on behalf of a State of Texas nonprofit, an unincorporated group or an individual artist.

### **Primary Artistic Discipline**

It is critical that you select the appropriate component. If you make an incorrect selection, your application may not be competitive in the review process. If the application is on behalf of a sponsored entity, check the box that corresponds to the artistic discipline of the sponsored entity.

### **Project Summary**

Provide a clear and concise project summary. In addition to the applicant's name, sponsored group or individual's name (if applicable), and the amount of the request, include a brief timeline and number and types of activities. Use only the space provided. If funded, this 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 projects programming.

## Section 2: Applicant Information

### **Name, Address and Telephone Number**

Enter the legal name, other commonly used names, official mailing address, telephone number, fax number and website of the organization as entered in the City's Vendor Registration System. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this 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.

### **Contact/Project Director**

This is the person to whom questions concerning this application will be addressed. Include title, telephone and fax number(s), as well as an email address. **Note: This individual and the Board Chair should not be one and the same.**

### **Board Chair**

Enter the name and title of the Board Chair or the Board member 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 one and the same. Board Chair phone number, email address, and street address must be different from those of the applicant.**

### **Sponsored Entity Contact/Project Director**

List sponsored contact information here, if applicable – Name, title, official mailing address, fax number, e-mail address and telephone number. Also, enter the organization website address if applicable.

### **Applicant/Sponsored Entity Race Codes**

Applicant organizations should code themselves based on the predominant group of which their staff or 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% or more of staff or 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 individuals
- N American Indian / Alaska Native
- P Native Hawaiian / Pacific Islander
- W White
- M majority ethnic minority/multi-ethnic
- 99 No single group

### City District Number

Enter your organization's City of Austin voting district number (effective January 1, 2015). If the application is on behalf of a sponsored entity, enter the sponsored entity's voting district number. You can access district location via the interactive redistricting map at <http://www.austintexas.gov/GIS/CouncilDistrictMap/>

DISTRICT
1
2
3
4
5
6
7
8
9
10

### Section 3: Annual Budget History

Enter annual operating budget information as submitted on your IRS Form 990 for the fiscal years indicated. ***If the application is on behalf of a sponsored organization or individual, enter annual budget information for the sponsored organization or individual.*** Enter cash only; do not include in-kind amounts. This number is NOT your City of Austin funded amount, nor is it your project budget. Project budget will be utilized to determine your organizational budget size if you are applying as a new applicant in Year 1 or Year 2.

### Section 4: COA Funding History

Check whether or not you have received funding through the City of Austin Cultural Arts Funding Programs for the years indicated. If your project 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: Projected Budget

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 pages 25-26 for a Sample Budget Itemization. The Budget Itemization must follow the same format as the proposed budget and break down income and expenses in detail.

### 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. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization.

## Section 6: Application and Attachments Checklist

### Attachment #1: Budget Itemization

Each revenue and expense budget figure from Section 5, Proposed Budget, 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 proposed 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 pages 25 - 26. If applying on behalf of a sponsored entity, the budget itemization should reflect that sponsored entity's programming.

### Attachment #2: Proof of Tax Exempt Status

Provide proof of tax exempt status. 501(c) organizations should submit a copy of their IRS tax determination letter. **If you are a sponsored project without 501(c) status and you wish to apply as a sponsored organization, then you must submit proof of nonprofit incorporation with the State of Texas by attachment of your Texas State Letter of Exemption (Certificate of Filing).** Sponsored applicants not providing proof of nonprofit incorporation with the State will be considered as individual artist applicants. The following items will not be accepted as proof of tax exempt status: articles of incorporation, bylaws, or proof of sales tax exemption.

### Attachment #3: Board List

Provide a roster of your governing board, including names, mailing and e-mail 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 #4: Form 990

Provide a copy of the first page of IRS Form 990, 990 PF, 990 EZ or 990 N evidencing Fiscal Year 2012 and Fiscal Year 2013. There will be no extensions granted on submission of Form 990s as part of this application process.

### **Attachment #5: Total Projected Operational Budget**

This is required for applicants to the Organizational Support and Project Support programs ONLY. Provide your organization's projected overall operating budget for the timeframe covered by this contract.

### **Attachment #6: Independent Audit/Financial Review**

This is required for applicants to the Organizational Support program ONLY. An independent audited financial statement, prepared by a certified public accountant, for the most recently completed fiscal period is required. Compilations will not be accepted.

### **Attachment #7: Narrative (APPLICABLE IF PROJECT SIZE/SCOPE DIFFERS FROM THAT OF YEAR ONE)**

A FORMAL NARRATIVE IS REQUIRED IN THE INTERIM YEAR ONLY IF ONE OF THE FOLLOWING OCCURS:

- Size and scope of the proposed activities differs from that of Year 1 proposed activities; OR,
- Financial status has changed significantly over the past two years; OR,
- Proposed budget is 20% more or less than the previous two years.
  - Explanation is required addressing the following topics:
    - Why the change has occurred;
    - How or why any increases or deficits occurred; and
    - What actions will be taken to address the changes in financial status.

Narrative must be typed on **one** single spaced 8½" x 11" sheet of white paper one-sided only. Do not use smaller than Times New Roman 12-point type, and be sure to leave a minimum margin of 1" on both sides. Include the name of the organization on the upper right hand corner. **Failure to adhere to formatting criteria may result in a loss of points.**

## **Section 7: Assurances**

Please review the assurance page carefully, sign and submit with the application. By submission of an application for funding, the applicant agrees to comply with all requirements as outlined in the program guidelines and the assurance page. Provide the signature of the contact person and of the Board Chair/Member; include the meeting and signing dates.



<b>PROJECTED EXPENSES</b>	<b>IN-KIND</b>	<b>TOTAL</b>
<b>Expense In-Kind</b>		
Line 13. Administrative Employee Costs Project Director: \$12.50/hour x 100 hrs	\$ 1,250	
Line 16. Artistic Non-Employee 7 actors - 7% of fee 7 x \$2,450	\$17,150	
Line 18. Space Rental ABC Theater - performances - 2 x \$800	\$1,600	
<b>Total In-Kind Expenses</b>		<b>\$20,000</b>
<b>PROJECTED EXPENSES</b>	<b>CASH</b>	<b>TOTAL</b>
<b>Expenses / Cash</b>		
Line 13. Administrative Employees Executive Director - 20% of salary		\$ 5,000
Line 14. Artistic Employees Grover Dance Company (5 dancers) 4 performances -4 x \$5,550 2 performances -2 x \$1,300	\$22,200 <u>\$ 2,600</u>	\$24,800
Line 16. Artistic Fees / Non-Employee Robert Perry (dancer) 2 three-hour workshops - 2 x \$200 John Dubin (dancer) 1 lecture/demonstration - 3 x \$200 Carrey Cooper String Quartet (4 musicians) 2 performances - 2 x \$800 The Mozart Symphony 4 performances - 4 x \$2,500	\$ 400 \$ 600 \$ 1,600 <u>\$10,000</u>	\$12,600
Line 18. Space rental Hicks theater 4 performance - 4 x \$1,050		\$ 4,200
Line 21. Newspaper Ads 4 x \$180 5 x \$200 2 x \$780 Posters 50 x \$13	\$ 720 \$1,000 \$1,560 \$ 650	\$3,930
Line 23. Ticket Agent Dance Dream booklets - 245 x \$3 Teacher guide booklets - 7 x \$5 Royalties Corporate fund-raising solicitation	\$500 \$735 \$35 \$3,450 <u>\$250</u>	\$4,970
<b>Total Cash Expenses</b>		<b>\$55,500</b>

# Delivery Instructions

**Applications are due by May 1, 2015.**

**Late applications will NOT be accepted. Metered mail is NOT acceptable.**

Applications must be hand delivered or mailed.

Mailed applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline.

**Hand delivered applications must be delivered to the City of Austin Purchasing Office by 4:00 P.M., the day of the deadline.** Hand delivered applications must be dated and documented received by the City Purchasing Office on or before the application deadline. Late or incomplete applications will not be accepted.

**Applications will be evaluated as submitted.** Metered mail will not be accepted as proof of meeting deadlines. Faxed applications are unacceptable.

Only the original application and attachments is required. Place the application and attachments in one 9" x 12" envelope labeled with the applicant's name (if applying on behalf of a sponsored entity label with the applicant's name and the sponsoring entities name per envelope). Submit all in a single package.

All application materials are public records. Keep a complete copy of your application for your file.

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

Standard mail delivery: City of Austin Purchasing Office  
ATTN: Cultural Contracts  
P.O. Box 1088  
Austin, TX 78767

Hand delivery and express mail: City of Austin Purchasing Office  
124 West 8<sup>th</sup> Street  
3<sup>rd</sup> Floor, Room 308  
Austin, TX 78701  
512-974-2500

## 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.

- Is the proposed project compatible with the mission and goals of your organization?
- Is your application narrative similar in scale and scope to that which was listed in Year 1?
- 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?
- It is suggested Year 2 funding requests remain the same as that of Year 1 funding requests (not award amount). Generally, contract awards are less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
- Are marketed programs or project activities accessible to the general public? Are programs or project activities accessible to persons with disabilities?
- If your NTEE code indicates that you are not an arts organization, did you apply in Project Support II?

### Application Preparation

- Have you completed the application (Sections 1 – 7) and assembled all the required attachments (Attachments 1 – 6, with Attachment 7 optional)? Have you placed all in a single envelope for submittal?
- Is your cash flow sufficient to ensure that your project can begin while you wait for your City funding to arrive?
- If sponsoring, have you prepared a separate envelope labeled with the applicant's and sponsored entity's name each containing the completed application form with required attachments identified according to the checklist?

## Helpful Tips: Planning for Cultural Tourism

The expenditures of the Hotel Occupancy Tax revenue are intended to cultivate and promote cultural tourism. For the arts, cultural tourism can provide an opportunity for greater earned income. Cultural tourism programs are the catalyst for new audiences and dollars, helping artists and arts organizations to grow stronger in these days of declining federal grants and increased competition for dollars at foundation and corporate levels. For tourism, arts and culture are the expressions of a community's heart and soul. Together they form an image that sets the city apart and creates anticipation and excitement for the traveler (*Americans for the Arts, MONOGRAPHS; January 2007*).

Cultural tourism will be a concerted focus for the Cultural Arts Division in the coming years in an effort to grow and expand the visibility of Austin's unique and talented arts community. The city recognizes and relies on all of the amazing marketing and programmatic successes already being achieved by cultural contractors. In addition, the Cultural Arts Division will be exploring collective and strategic opportunities to promote Austin's arts and cultural offerings. In an effort to maximize the benefits of a collective marketing approach as a way to extend the visibility of your organization, you are asked to initiate one of the following action items during the planning and implementation of your annual program or projects.

- Link your website to [www.NowPlayingAustin.com](http://www.NowPlayingAustin.com)
- Post all non-city-funded events and projects to Now Playing Austin
- Note nearby lodging facilities through promotional materials and website related to a program.
- Partner with an area hotel for a block of rooms for visiting artists or for out of town audience members and promote the negotiated lodging rate in marketing materials.
- Invite front-line staff of the hospitality industry to attend an event as a guest and to encourage them to become a spokesperson for your organization or project.
- Drop program/project collateral materials to Austin Convention and Visitors Bureau and/or to travel centers
- Coordinate collective marketing with similar or comparable organizations or projects by advertising in a statewide, national or international publication.
- Become a member of Travel Industry Association of America (TIA)
- Plan for an effective social media outreach strategy for tourism-related audience development

In addition to its direct economic impact, tourism can improve quality of life and build community. When the arts and tourism communities' work together to highlight the unique character of a place, they can harness market forces to educate and entertain visitors, preserve cultural assets, and engender community pride in its heritage and way of life (*Americans for the Arts; <http://www.artsusa.org>*)

**FY 2016 Core Funding Program**

**APPLICATION & ASSURANCES**

**Section 1: Summary Information**

<b>Applicant Name/Physical Address</b>		<b>Sponsored Entity Name/Physical Address</b>	
<b>Project/Activity Title</b>	<b>Start Date</b>	<b>End Date</b>	

**Core Funding Programs**

**Organizational Support**       **Project Support**

**Project Support II:**  
 **State Nonprofit**     **Individual Artist**     **Unincorporated Group**

**Primary Artistic Discipline – Select one only**

Dance       Literature       Film/Media Arts       Multidisciplinary  
 Music       Opera/Musical/Performance Theatre       Visuals/Public Art

**Project Summary:** Please bullet point and limit your response to the space provided.

\_\_\_\_\_ is requesting \$\_\_\_\_\_ in cultural contract funding to/for...

For CAD staff use only

Control Number 16

Itemization       Form 990  
 Tax Exempt F       Op Budget (OS/PS)  
 Tax Exempt S       Audit (OS only)  
 Board List       Form 990

\_\_\_\_\_

<b>Section 2: Applicant Information</b>			
Applicant's Legal Name		Federal Tax I.D. Number	Other Common Name
Official Mailing Address		City	State Zip
Telephone	Fax	Website (URL)	
Contact/Project Director			Title
Telephone	Fax	Email	
Board Chair			Title
Address			City State Zip
Telephone	Fax	Email	
Sponsored Entity Contact/ Director	Title	Website (URL)	
Street Address			City State Zip
Telephone	Fax	Email	
Applicant Race Code	Sponsored Race Code	Project Race Code	City District Number

<b>Section 3: Annual Budget History</b>					
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected or Actual</b>	<b>2014-2015 Projected</b>	<b>2015-2016 Proposed</b>
<b>Revenue</b>					
<b>Expenses</b>					

<b>Section 4: Funding History</b>					
	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
<b>City Funding</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Was this project/applicant funded previously under a different organization name or sponsor? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes:	Year:	Name:			

## 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.

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

<b>PROJECT EXPENSES</b>	<b>CASH</b>	<b>IN-KIND</b>	<b>TOTAL</b>
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			
24. <b>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. **You must submit only one original application and all of the required attachments per applicant/sponsored entity.**

### **Application Form**

- Section 1 Summary Information
- Section 2 Applicant Information
- Section 3 Annual 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 Budget Itemization (all programs)
- Attachment 2 Proof of Federal (IRS) Tax Exempt Status (all programs)
  - Proof of Nonprofit State Incorporation (sponsored organization only – Texas State Letter of Exemption/Certificate of Filing)
- Attachment 3 Board List (all programs)
- Attachment 4 990 Forms (all programs)
- Attachment 5 Total Projected Operational Budget (Organizational & Project Support ONLY)
- Attachment 6 Independent Audit/Financial Review (Organizational Support ONLY)
- Attachment 7 Narrative (Required only if variance in size/scope of project)

## 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 Core Cultural Arts Funding Programs 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. Neither the applicant nor any of its agents, representatives, or subconsultants, 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, any member of the Austin City Council or City staff except in the course of City-sponsored inquiries, or any interviews or presentations between the date that the application is submitted and the date of award by City Council;
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.*

**Contact/Project Director:**

**Board Chair:**

**Sponsored  
Organization/Group/Individual:**

Name (typed)	Title	Name (typed)	Title	Name (typed)	Title
Signature	Date	Signature	Date	Signature	Date