**The Dougherty Arts Center**

 **Performing Arts Residency**

**APPLCATION GUIDELINES**

**City of Austin Parks and Recreation Department Mission:**

The purpose of the Parks and Recreation Department is to provide, protect and preserve a park system that promotes quality recreational, cultural and outdoor experiences for the Austin community.

**The Dougherty Arts Center**

The Dougherty Arts Center (DAC) is a multi-arts center that contributes to a vibrant and inclusive Austin through powerful arts education, community engagement and provision of creative spaces.

**The Artist Residency Mission:** The Artist Residency Program strives to cultivate sustainable arts organizations at the Dougherty Arts Center. During each residency, performing artists will produce innovative events, workshops and public performances at the Dougherty Arts Center. The Dougherty seeks to expand partnerships, build creative community and incubate local performing artists and organizations.

**Goals of The Artist Residency Program:**

1. Support performing and visual arts organizations and artists as they engage in meaningful work.
	1. Promote the value of culture, expression and creativity.
	2. Build and diversify audiences through research and marketing strategies.
	3. Contribute to cultural tourism development.
2. Support the performing and visual arts as an integral component of a vibrant community and thriving economy.
	1. Forge and sustain partnerships and creative collaborations within the community.
	2. Foster sustainable growth and development of the creative community.
	3. Connect with businesses that value a creative community.
	4. Support performing and visual artists and organizations in developing their organizations as well as new programs and activities.
	5. Enhance the presentation of emerging and established culturally diverse performing and visual arts organizations.

**Benefits:**

1. Use of Dougherty Arts Center and/or Dougherty Theatre with lighting and sound equipment as scheduling permits.
2. Joint promotions with The Dougherty Arts Center
3. Marketing services, including but not limited to: research and/or audience development, identifying target markets, brand identity and collaborative marketing.
4. Professional nonprofit development activities.
5. Inclusion in the Artist Residency digital online archives.
6. Use of facility for performances as scheduled.
7. Collaborations among the DAC and Residency organization.
8. Production space with support of practical details of production set up.
9. Regularly schedule rehearsal/studio space free of charge.

**Eligibility**:

1. Applicants must be an IRS 501 (c) nonprofit, an organization fiscally sponsored by IRS 501 (c) nonprofit, arts collective, or independent performing artist.
2. Six months prior living residency in Austin or its Extra Territorial Jurisdiction.
3. Organization must be financially solvency (free of liabilities)
4. Detailed record of an ongoing productions and/or cultural work within the prior 2 years.
5. Must provide programs and services that are made accessible to historically underserved communities and audiences.
6. Must provide educational programming or events that meet the goals and guidelines set by the Dougherty Arts mission statement.

**Terms of Residency**

The Artist Residency Program is not a funding program. The following will NOT be funded by the Residency:

1. Costs associated with the start-up of a new organization
2. Housing
3. Highly specialized equipment
4. Direct project costs
5. Fund raising expense
6. Consultants who are members of an applications staff or board
7. Payments to students
8. Grant management costs, grant writing fees, application preparation costs, sponsorship fees or any other grant preparation and management fees.
9. Operating costs not associated with the project.
10. Purchase of awards, cash prizes, scholarships, contributions or donations.
11. Food or beverages
12. Entertainment, reception or hospitality functions
13. Existing deficits, fines, contingencies, penalties, interest or litigation costs
14. Internal programs at colleges or universities
15. Scholarly or academic research, tuition and activities which generate academic credit or formal study toward an academic or professional degree.
16. Creation of textbooks, classroom materials.
17. Taxes

**The City of Austin will NOT SUPPORT:**

1. Programs and services of Austin based arts and cultural organizations that benefit other cities or regions.
2. Applications that do not support nonprofit, public performance activities, installations or projects that benefit a for-profit business or activity.
3. More than one application per eligible program.
4. Programming that does not include an open and advertised event to City of Austin residents, its visitors and tourists.

**Criteria for Selection:**

1. Artistic evaluation of organizations past productions, exhibits or events, educational background, grant funding, portfolio and skill abilities.
2. Proposed number of productions/projects and length of rehearsal/preparation time as well as length of performance run or exhibition.
3. Review of artists or organization’s creative potential to provide educational/cultural programs onsite that reflect the goals set by the DAC mission statement.
4. An analysis of types of audiences (size and diversity, age groups and language)
5. The **direct** community benefit of involvement of the arts organization and the Artist Residency.
6. Review of artist/organization’s submitted application narrative, proposal, work plan, work samples and references.
7. Residencies can range between 6 months and 2 years.

**Evaluation Criteria:**

1. Applications will be reviewed according to the following evaluation criteria. Each of the 6 following four criteria points total a maximum of 100 points. A score of at least 75 points must be earned for the application to receive a residency recommendation. The proposal must address each of the four areas:
 1. Organizational/Project Need

2. Management and Capability

3. Community Involvement and Impact

4. Project Feasibility

**Review Process:**

Applications are reviewed by different panel of judges each year (names are not disclosed). Judges are comprised on objective and knowledgeable arts professionals, performing artists, arts administrators, educators and community representatives. Panelists are directed to score the application according to the established criteria, making significant contributions of expertise and time to assure that resources are wisely and fairly allocated. Panelists will score applications individually in accordance with established evaluation criteria.

**Implementation:**

Following the approval of the panel recommendation, the City will enter into an agreement with the applicant organization. The agreement will establish procedures and responsibilities for both the City and the PAR resident. Scheduling of spaces with all residents will be negotiated with DAC management.

**Report:**

A final report must be submitted within 30 days of completion of the residency. The report will require production history, audiences served, and demographics data and proof that programing was executed as well as the required publicity verbiage and logo(s).

 Application Instructions

Applications must be submitted electronically. Before preparing your application and the required attachments, fully read the guidelines and application instructions. The guidelines provide important information about types of projects/performances/programs the City will support and the criteria by which your application will be reviewed.

**How to Complete the Application**

**Name, Organization Name, Address and Phone Number**: Enter the legal name, official mailing address, and telephone number of the organization. Use exact spellings. Do not use abbreviations unless part of the official name.

**Secondary Contact Information**: Enter the legal name and contact information for the person to whom questions concerning this application will be addressed.

**Board Chair Information:** Enter the name and title of the Board Chair or Board Member with legal authority and responsibility on behalf of the applicant organization to certify the information and enter into agreement. This individual and the Secondary Contact should not be one and the same. Board Chair’s phone number, email and telephone number must be different from those of the applicant.

**Preferred Start/End Dates**: Enter the proposed dates of your residency. Residencies must be a minimum of 3 months and can be no longer than 2 years in length. For example, if your organization wishes to produce a onetime public event, the time period you request will be shorter than if your organization is proposing to host a year round class.

**Organizational Size**: Enter the organization’s annual budget.

**Organizational History**: Provide a clear history of your organization from the beginning. Include large scale projects that had lasting community impact, as well as any awards or recognitions.

**Short Term/Long Term Goals**: Provide a clear and concise summary of the organization’s goals for the residency.How do these goals align with the DAC mission statement? Do they provide opportunities for community engagement? Do they provide the community the opportunity for accessible education? Do these goals optimize the creative space provided by the DAC? It is important that your organization clarify how your short/long term goals meet these requirements. If chosen, this will be the basis for the scope of services for which the applicant will be accepted.

**Direct Program/Project/Performance Cost:** What are the direct costs (***excludes*** in kind costs) related to the program/project/performance. The applicant organization/artist assumes all costs for said program/project/performance.

**DAC Community Engagement**: How will your organization’s projects/performances involve the Austin community and outreach? What will be the impact to the community as a whole?

**Residency Work plan and Schedule**: List your productions/projects and/or activities, their descriptions, and foreseeable start/end dates, as well as management and capability.

**Budget History**: Enter annual operating budget information as submitted on your IRS form 990 for the years indicated. 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.

**COA Funding History**: Briefly describe any funding you have received through the City of Austin Cultural Arts Funding Programs for the years indicated.

**Projected Budget: Break down income and expenses in detail. This will clarify project need and feasibility.**

1. Income- Include all earned and unearned revenue for this project. Provide an explanation of revenue sources.
2. Expenses- Include all expenses for artistic production. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or serve hours under in-kind. All expenses must be fully explained.

**Required Attachments**

These are documents that must be submitted with the application in order to be considered for PAR. **Applications and attachments must be submitted electronically as PDF files.**

**Attachment #1 Project Narrative**: The Project Narrative is vitally important to the Peer Panel Reviewers as it tells the story of your proposed residency and includes details such as the “who, what, when, where and why?”. The narrative should address short and long term goals and the total scope of activities of the residency. The narrative should be written so that it can be easily understood by someone not familiar with the applicant organization. A proposed schedule of rehearsals, performances and workshops should be included. The final schedule will be confirmed by DAC management.

**Attachment #2 Documentation:** Provide a concise sample of materials (promotional materials, pamphlets, brochures, annual reports, programs, season brochure, newsletters, digital videos, etc) to acquaint panelists with your organization and its programs.

**Attachment #3 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 documentation letter. The following items will not be accepted as proof of tax exempt status: articles of incorporation, bylaws, or proof of sales tax exemption.

**Once Application Is Completed**

Once you have completed your application, please electronically sign and submit via email along with the appropriate attachments to lucy.miller-downing@austintexas.gov.

**1110 Barton Springs Rd. Austin TX 78704** **512-974-4045** **Lucy.Miller-Downing@austintexas.gov**

**Performing Arts Residency Organization Application**

First Name:       Last Name:

Organization Name:

Office Mailing Address:

Telephone:       Website: Email:

Secondary Contact:       Title:

Email:       Telephone:

Board Chair:       Title:

Email:       Telephone:

Mailing Address:

Preferred Start Date:       Preferred End Date:

Organizational Size (annual operating budget):

Describe your organizational history.

Describe the short-term and long-term goals for the residency.

Dougherty Arts Center Community Engagement- How will your projects involve the Austin community participation and outreach?

**Residency Work plan and Schedule**

Project/Production Title #1:

Description:

Start Date:       End Date:

Project/Production Title #2:

Description:

Start Date:      End Date:

Project/Production Title #3:

Description:

Start Date:       End Date:

Project/Production Title #4:

Description:

Start Date:      End Date:

**Organization Budget History**

2016-2017 Actual:

2017-2018 Proposed:

2016-2017 Revenue:

2017-2018 Projected Expenses:

Do you currently receive funding from the City of Austin’s Cultural Funding program? If so, please describe (Please note that Dougherty Performing Arts Residency is not a funding program):

**FY2016 Projected Budge**

|  |  |  |
| --- | --- | --- |
| **Line** | **Earned Income** | **Amount** |
| 1 | Total Admissions |        |
| 2 | Total Other Earned Income  |        |
| 3 | Total Earned Income |        |
| **Line** | **Unearned Income** | **Amount** |
| 4 | Total Private Support |        |
| 5 | Total Public Support |        |
| 6 | Total Other Unearned Income |        |
| 7 | Applicant Cash |        |
| 8 | Total Unearned Income |        |
| 9 | Total Cash Income |        |
| 10A | Total In-Kind Support |        |
| 10B | Total Income |        |
| **Line** | **Project Expenses** | **Amount** |
| 11 | Total Employee Costs |        |
| 12 | Total Non-Employee Costs |        |
| 13 | Space Rental |        |
| 14 | Travel |        |
| 15 | Marketing/Publicity |        |

**Attachment Checklist:**

**Please indicate if you have attached the following required documents with this application. These** must be submitted with the application in order to be considered for PAR. **Applications and attachments must be submitted electronically as PDF files. Refer to application guide for directions.**

**Attachment #1 Project Narrative**: Yes [ ]  No [ ]

**Attachment #2 Documentation:**  Yes [ ]  No [ ]

**Attachment #3 Proof of Tax Exempt Status**: Yes [ ]  No [ ]

Applicant Signature:       Date: