City of Austin
Economic Growth & Redevelopment Services Office
Cultural Arts Division

FY 2014 Core Funding Program

APPLICATION

Section 1: Summary Information

Applicant Name/Address	☐ **Sponsoring an Individual/Organization**	**Sponsored Entity Name**
Project/Activity Title	**Start Date**	**End Date**

Core Funding Programs

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

☐ **Project Support II** ☐ *Incorporated Group* ☐ *Unincorporated Group/Individual Artist*

Organization Budget Size

☐ Excess of $1,000,000	☐ $250,001 - $500,000	☐ $50,001 - $100,000
☐ $500,001 - $1,000,000	☐ $100,001 - $250,000	☐ Below $50,000

Primary Artistic Discipline – Select one only

☐ Dance	☐ Literature	☐ Film/Media Arts	☐ Multidisciplinary
☐ Music	☐ Opera/Musical Theatre	☐ Theatre/Performance Art	☐ Visual Arts/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 14 _____

☐ Budget Itemization	☐ 990 Forms
☐ Tax Exempt F	☐ OP Budget (OS & PS)
☐ Tax Exempt S	☐ Audit (OS only)
☐ Board List	☐ Narrative (Optional)

Section 2: Applicant Information

Applicant's Legal Name	Federal Tax I.D. Number	NTEE Code	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/Project Director		Title	Website (URL)		
Address			City	State	Zip
Telephone	Fax		Email		
Applicant Race Code	Sponsored Race Code		Project Race Code		

Section 3: Organizational Budget History

	2009-2010 Actual	2010-2011 Actual	2011-2012 Projected or Actual	2012-2013 Projected	2013-2014 Proposed
Revenue					
Expenses					

Section 4: Funding History

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
City Funding	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Was this project/applicant funded previously under a different organization name or sponsor?
☐ Yes ☐ 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.

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