



City of Austin

Cultural Arts Funding Program

Guidelines for the

CORE FUNDING PROGRAMS

Interim Application
Fiscal Year 2014

Economic Growth and Redevelopment Services Office
Cultural Arts Division
201 East Second Street; Austin, TX 78701



Believing an investment in the Arts is an investment in Austin's future

Cultural Arts Funding Program

CORE FUNDING PROGRAMS

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Cultural Arts Funding Program

INTRODUCTION

The Cultural Arts Division of the City of Austin Economic Growth and Redevelopment Services Office (EGRSO) 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 2014 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.

PROGRAMS 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 2012-2013 by September 30, 2013.
- Interim Year Applicants must meet the eligibility requirements as described in the FY 2012-2013 (Year One) Core Funding Programs Guidelines.

To re-cap the three specific Core Programs available:

ORGANIZATIONAL SUPPORT

The Organizational Support Program 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 Program 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 Program provides funding to smaller nonprofit arts and cultural organizations, individual artists, and sponsored entities who apply under the umbrella of a 501(c) organization for specific arts/cultural projects.

This program is also available to other nonprofit non-arts organizations or unincorporated arts groups 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.

PROGRAMS AT A GLANCE *continued...*

Funding Cycles

The Core Cultural Funding Programs span a comprehensive two (2) year cycle (FY 2013-2014 is a year two of this cycle):

YEAR 2: Interim application submission, program eligibility determination and award determination. Note: Year 2 is a continuation of Year 1 (initial cultural funding application submission, program eligibility determination and peer panel application review) of which the program/project should be similar in project scope to that which was proposed in Year 1. Note: Submission of interim year applications are contingent on completion, review and approval 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 One Program Category chosen by the applicant (OS, PS or PSII) and can be no more than that which was requested in Year One of the Two Year Cycle. Projects must be similar in size and scope to that of Year One 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. An average of FY 2010 and FY 2011 cash expense operating budgets (allotting twenty-five percent (25%) of the average as a representative of the in-kind operating budget) will determine program funding category. Organizations applying under Organizational and Project Support must be listed on Guidestar.

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 2011 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.

PROGRAMS AT A GLANCE *continued...*

Important Deadlines and Delivery Details

Application and Support Material Deadline: **May 1, 2013**

Standard mailed applications must be postmarked no later than **May 1, 2013**

City of Austin Purchasing Office
Attn: Cultural Contracts
P.O. Box 1088
Austin, TX 78767

Hand-delivered applications must be received by **4:00 P.M., May 1, 2013**

For hand delivery and express mailed applications, send to the following:

City of Austin Purchasing Office
124 West 8th Street
Austin, TX 78701

Purchasing Office contact: (512) 974-2500

990s must be posted on Guidestar: **www.guidestar.org**

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

CITY OF AUSTIN VISION AND GOALS

City of Austin Vision

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

City of Austin Vision for the Cultural Arts

The City of Austin envisions a culturally vibrant city where:

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

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

Goals for Allocation of Funds

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

SOURCE OF PROGRAM FUNDS

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

As per Austin City Code Chapter 11-2-7(B)(3), the City allocates 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> or at www.austincreates.com.

NEED ASSISTANCE?

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

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.

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

Cultural Arts Funding Program staff

Barbara Sparks
Contract Compliance Spec., Sr.
barbara.sparks@austintexas.gov
Phone: (512) 974-7854

Jesús Pantel
Grants Coordinator
jesus.pantel@austintexas.gov
Phone: (512) 974-9315

Melissa Shelton
Contract Compliance Associate
melissa.shelton@austintexas.gov
Phone: (512) 974-6345

ANNUAL TIMELINE

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

March	Notification of application deadline
March	Pre-application workshop(s)
March 31	Deadline for submitting the "Artwork Donation/Loan Proposal" for public art projects on City property ONLY
May 1	Deadline for submitting Core Programs applications and attachments
<i>(Note: 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. Late applications will not be accepted.)</i>	
May/June/July	Cultural Arts Staff reviews applications and requests clarifying information from applicants
July/August	<p>Funding recommendations are calculated by Cultural Arts staff based on year one panel scores, category requirements, and funding availability using the funding allocation matrix as per recommendations of the Austin Arts Commission.</p> <p>Austin Arts Commission Funding Working Group reviews the results of the funding allocation matrix and presents to the entire commission for recommendations.</p> <p>Austin Arts Commission recommendations are forwarded to the City Manager and City Council for final approval.</p>
September	City Council approves City Budget
End of September	Awards are publicized. Notification letters are mailed to all applicants.
Late September/ Early October	Contract workshops for contractors

CATEGORIZATION OF ORGANIZATIONS

Applicants will be categorized based upon an average of their FY 2010 and FY 2011 annual cash operating budget as evidenced by IRS Form 990. (In-kind contributions and expenses related to capital fund-raising or other long-term investments are not included in operating budget. In-Kind contributions of up to 25% of the cash operating expenses are included in the calculation.)

ORGANIZATIONAL SUPPORT

Large Expenses in excess of \$1,000,000
Expenses between \$500,000 - \$1,000,000

PROJECT SUPPORT

Medium Expenses in excess of \$250,000
Expenses between \$200,000 - \$250,000
Expenses between \$150,000 - \$200,000
Expenses between \$100,000 - \$150,000
Expenses between \$50,000 - \$100,000
Expenses below \$50,000

PROJECT SUPPORT II

Small Expenses in excess of \$50,000

Micro Expenses below \$50,000
New Applicants (Year 1 or Year 2)
Individual Artist or Unincorporated Group Projects

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.

INELIGIBLE ORGANIZATIONS AND ACTIVITIES

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

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

Ineligible Project Costs including but not limited to the following:

- * Costs associated with the start-up of a new organization +
- * Direct project costs incurred more than 60 days prior to the grant starting date +
- * Fund-raising expenses +
- * Consultants who are members of an applicant's staff or board +
- * Payments to students +
- * Cultural Funding Services Agreement (contract) management costs, writing fees, sponsorship fees, or any other contract related 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 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
(Restrictions of Awarded Funds):
(continued)**

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

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

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

Contact Cultural Arts Division Staff if further clarification is needed.

INSURANCE REQUIREMENTS *(not required at time of application)*

Contract Agencies and sponsored entities 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 **yearly** 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 Contract Agency and sponsored entity 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 Growth & Redevelopment Services Office, Cultural Arts Division, 201 East 2nd 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 at 974-6379 (fax) and City Purchasing Office, Insurance Processing, 124 W. 8th St., Ste., 310, Austin, Texas 78701 of cancellations or material changes.

IMPLEMENTATION

Implementation Process

Following the approval of the funding recommendation, pre-contract materials will be forwarded to the applicant outlining specific dates for their completion and submission. All requested pre-contract materials are due prior to the City entering into a contract with the organization. Failure to submit pre-contract materials prior to the outlined specific date may result in the nullification of the funding award. The contract will establish procedures and responsibilities for both the City and the contractor.

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

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

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(s). Prior year Final Report documents are available for review at www.austincreates.com.

REVIEW PROCESS for Interim Year Core Programs

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 One of the two year cycle. While it is recommended that an applicant request the same funding amount as that of Year One (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 whose members are 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.

Interim Application Instructions

Applications must be typed. Before preparing your application, fully read these guidelines and application instructions as well as referencing the FY 2013 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. One original set of completed forms and required attachments must be collated and placed in its own 9" x 12" envelope. The codes required in the application may be found on page 17.

Section 1: Summary Information

Applicant/Sponsor Name & Address

Enter the legal name and official mailing address of the organization. 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. If an applicant is being sponsored, enter the sponsor's name in this box.

Sponsored Entity

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

Project/Activity Title

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

Core Funding Programs

Select the **one** funding program to which you are applying (Organizational Support, Project Support or Project Support II). **Note: Sponsored entities must apply in the Project Support II category.**

Unincorporated Group/Individual Artist Project or Incorporated Group (Sponsored Entities Only)

If applying as a sponsored entity, check the Incorporated Group box if you have State of Texas nonprofit status (Texas State Letter of Exemption/Certificate of Filing). Otherwise, check the Unincorporated Group/Individual Artist box.

Organization Budget Size

Check the box that corresponds to your organization's annual cash expenditures from the most recently completed fiscal year. If the application is on behalf of a sponsored entity, check the box that corresponds to the sponsored entity's annual budget.

Section 1: Summary Information (Cont.)

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's project.

Project Summary

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

Section 2: Applicant/Sponsored Entity Information

Name, Address and Telephone Number

Enter the legal name, other commonly used names, official mailing address, and telephone number 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.

NTEE Code

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

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.**

Section 2: Applicant/Sponsored Entity Information (Cont.)

Sponsored Entity Contact/Project Director

List sponsored contact information here, if applicable.

Applicant/Sponsored 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

Start Date/End Date

Enter the dates of your project. Include implementation and completion. These dates must be within the period of October 1, 2013 through September 30, 2014.

Section 3: Organizational 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. ***If the application is on behalf of a sponsored entity, enter budget information for the sponsored individual/organization/group.*** This number is NOT your City of Austin funded amount, nor is it your project budget.

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 applicant/sponsored entity has received Cultural Arts Funding under a different name or with a different sponsor, enter the fiscal year and the name used.

Section 5: Proposed 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 21-22 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 21 - 22. 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 entity 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 entities 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 entity projects, 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 2010 and Fiscal Year 2011 finances. 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 One 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 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; include the meeting and signing dates. All signatures must be an original and not photocopied. If the application is scheduled to be approved after submission, it is the applicant's responsibility to notify Cultural Arts Division staff of the board approval date.

Sample Budget Itemization

You are required to submit a full itemization of each figure in your budget. That itemization is to be submitted as **ATTACHMENT #1**.

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

(p = projected) (c = confirmed)

PROJECTED INCOME	CASH	TOTAL
Earned Income		
Line 1. Admissions		
Ticket sales		
4 performances x 750 x \$5 per ticket	\$15,000 p	
		\$15,000 p
Line 2. Contracted services		
7 workshops - 7 x \$150 ea	\$ 1,050 c	
2 performances - 2 x \$350 ea	\$ 700 c	
		\$ 1,750 c
Line 3. Other / Memberships		
400 x \$15 per membership	\$ 6,000	
80 x \$25 per membership	\$ 2,000	
		\$ 8,000 c
Unearned Income		
Line 4. Corporate Support		
The Alexander Corporation	\$ 2,000 p	
15 businesses @ \$250	\$ 3,750 p	
4 businesses @ 1,000	\$ 4,000 p	
		\$ 9,750 c
Line 6. Other Unearned		
Millionaire Raffle	\$ 7,000 p	
Charities of Our Town	\$ 3,000 p	
		\$10,000 p
Line 9. COA request	\$11,000	
		\$11,000
TOTAL CASH INCOME		\$55,500

PROJECTED EXPENSES	IN-KIND	TOTAL
Expense In-Kind		
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. Long Center 2 performances - 2 x \$800	\$1,600	
Total In-Kind Expenses		\$20,000
PROJECTED EXPENSES	CASH	TOTAL
Expenses / Cash		
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	\$22,200	
2 performances - 2 x \$1,300	\$ 2,600	
		<u>\$24,800</u>
Line 16. Artistic Fees / Non-Employee		
Robert Perry (dancer)		
2 three-hour workshops - 2 x \$200	\$ 400	
John Dubin (dancer)		
1 lecture/demonstration - 3 x \$200	\$ 600	
Carrey Cooper String Quartet (4 musicians)		
2 performances - 2 x \$800	\$ 1,600	
The Mozart Symphony		
4 performances - 4 x \$2,500	\$10,000	
		<u>\$12,600</u>
Line 18. Space rental		
Hicks theater 4 performance - 4 x \$1,050		\$ 4,200
Line 21. Newspaper Ads		
4 x \$180	\$ 720	
5 x \$200	\$1,000	
2 x \$780	\$1,560	
Posters		
50 x \$13	\$ 650	
		<u>\$3,930</u>
Line 23. Ticket Agent	\$500	
Dance Dream booklets - 245 x \$3	\$735	
Teacher guide booklets - 7 x \$5	\$35	
Royalties	\$3,450	
Corporate fund-raising solicitation	\$250	
		<u>\$4,970</u>
Total Cash Expenses		\$55,500

Delivery Instructions

Applications are due by May 1, 2013.

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 8th Street
3rd Floor, Room 308
Austin, TX 78701
512-974-2500

Helpful Tips

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

- ☐ Is the proposed project compatible with the mission and goals of your organization?
- ☐ Is your application narrative similar in scale and scope to that which was listed in Year One?
- ☐ 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 Two funding requests remain the same as that of Year One 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 – 7)? 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?

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.

Capital Expenditures – 1) Expenses for purchases of building or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., and expenses for additions to a collection; or, 2) Funds used to acquire a long term asset. A capital expenditure results in depreciation deductions over the life of the acquired asset.

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

Core Programs – The main funding programs within the Cultural Arts Funding Programs. These funding programs are for specific arts/cultural projects that benefit the citizens of Austin and its Extra Territorial Jurisdiction. 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.

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

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

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

Individual Artist Project – Artistic work, activities, or services created/performed by an individual artist or a collection of artists not formally organized as a group. A group of artists collaborating on a project is not necessarily considered a formally organized group. 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 sponsored individual artists, contract agency employees, or board members are not considered in-kind services.**

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

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

Marketing Capacity – The development of 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 that are not appropriate for funding in other artistic disciplines should apply for funding under Multidisciplinary. It is important that you refer to the appropriate discipline components when applying in this category.

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

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

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

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.

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

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

Other Expenses – All expenses not entered in other categories and specifically identified with the activity, such as: scripts and scores, lumber and nails, electricity, telephone, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, sponsorship 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 other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

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

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

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

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

Travel – All costs directly related to travel of an individual or individuals and specifically identified with the activity. Includes fares, hotel and other lodging expenses, 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.

Unincorporated Group - Artistic work, activities, or services created/performed by a collection of artists formally organized as a group but having not yet obtained IRS or State of Texas designation as a nonprofit. A group of artists collaborating on a project is not necessarily considered a formally organized group.

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

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



City Council

Mayor Lee Leffingwell

Place 1: Council Member Chris Riley

Place 2: Council Member Mike Martinez

Place 3: Council Member Kathie Tovo

Place 4: Council Member Laura Morrison

Place 5: Council Member Bill Spelman

Place 6: Mayor Pro Tem Sheryl Cole

Austin Arts Commission

Brett Barnes, Chair

Hal Katz, Vice Chair

Scott Daigle

Amy Wong Mok

Maria Luisa "Lulu" Flores

Samuel Tinnon

Bruce Willenzik

City Administration

Marc Ott, City Manager

Michael McDonald, Deputy City Manager

Robert Goode, Assistant City Manager

Sue Edwards, Assistant City Manager

Bert Lumbreras, Assistant City Manager

Anthony Snipes, Assistant City Manager

Ray Baray, Acting Chief of Staff

Kevin Johns, Director, Economic Growth and Redevelopment Services Office

Rodney Gonzales, Deputy Director, Economic Growth and Redevelopment Services Office

Rosy Jalifi, Assistant Director, Economic Growth and Redevelopment Services Office

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

FY 2014 Core Funding Program

APPLICATION

Section 1: Summary Information

Applicant Name/Address	<input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was this project/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.

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. <i>Total Private Support</i> (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