

FY 2015 Community Initiatives

APPLICATION & AGREEMENT

Section 1: Summary Information

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

Type of Sponsored Project – Select one only

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

Primary Artistic Discipline – Select one only

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

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

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

For CAD staff use only	<input type="checkbox"/> App Forms	<input type="checkbox"/> State Exempt	ADA Required? <input type="checkbox"/> Y <input type="checkbox"/> N
Arts Commission Review	<input type="checkbox"/> Evaluation Criteria	<input type="checkbox"/> Board List	Insurance Required? <input type="checkbox"/> Y <input type="checkbox"/> N
Award Amount \$ _____	<input type="checkbox"/> Itemization	<input type="checkbox"/> 990	<input type="checkbox"/> General Liability
Control Number - _____	<input type="checkbox"/> Org History <input type="checkbox"/> Tax Exempt	<input type="checkbox"/> Documentation	<input type="checkbox"/> Auto <input type="checkbox"/> Liquor

Section 2: Applicant/Sponsored Project Information

Applicant					
Applicant's Legal Name		Federal Tax I.D.		Other Common Name	
Official Mailing Address			City	State	Zip
Physical Mailing Address			City	State	Zip
Telephone		Fax		Website (URL)	
Applicant Contact/Project Director				Title	
Address			City	State	Zip
Telephone		Fax		Email	
Sponsored Contact/Project Director				Title	
Address			City	State	Zip
Telephone		Website (URL)		Email	
Board Chair				Title	
Address			City	State	Zip
Telephone		Fax		Email	
Project					
Applicant Race Code		Sponsored Race Code		Project Race Code	City District Number
Total Number of Artists Participating			Total Amount Paid to Artists \$		
Total Number of Austin/ETJ Artists Participating			Total Amount Paid to Austin/ETJ Artists \$		
Total Number of Individuals Benefiting			Total Number of Youth Benefiting		
Section 3: Operating Budget History – (Arts organization or sponsored project)					
	FY 10–11 Actual	FY 11–12 Actual	FY 12–13 Actual	FY 13–14 Projected/Actual	FY 14–15 Proposed
Revenue					
Expenses					
Section 4: COA Funding History - (Arts organization or sponsored project)					
	2011-2012		2012-2013		2013-2014
COA 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
Was this project 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. 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.

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

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

Mailing and Delivery Instructions

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

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

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

Applications should be sent or delivered to the following address:

City of Austin Cultural Arts Division
201 E. 2nd Street
Austin, TX 78701

