



# **City of Austin**

## **Cultural Arts Funding Program**

### Community Initiatives Program Guidelines

Fiscal Year 2015



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



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# Cultural Arts Funding Program

## COMMUNITY INITIATIVES

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# Cultural Arts Funding Program

## COMMUNITY INITIATIVES

### INTRODUCTION

The City of Austin Economic Development Department (ED) Cultural Arts Division, serves to encourage, develop and facilitate an enriched environment of artistic, creative, and 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 funding programs to provide financial support to organizations and individuals for specific contracted services through a competitive application and review process.

This booklet contains requisite information and forms to help qualified organizations and individuals interested in applying for funding in the Community Initiatives program, an auxiliary component of the City's Cultural Arts 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 (ETJ). The purpose 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, requirements and evaluation criteria prior to beginning the application process. The FY 2015 Community Initiatives Program 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. Cultural Funding staff actively review and evaluate all aspects of this program and its processes incorporating revisions in this publication annually. Program guidelines are reviewed periodically throughout the year; any changes adopted by the Austin Arts Commission will be distributed by Cultural Arts Division staff.

## GUIDELINES AT A GLANCE

**Community Initiatives** funding is available to individuals and arts-producing/presenting organizations not already receiving funding through the Cultural Arts Division's Core Funding Programs. The program provides support for smaller community arts projects and activities that may develop throughout the year. The purpose of the Community Initiatives Program is to support public arts and cultural programming that celebrates Austin's culture of creativity and to encourage collaboration, innovation, accessibility, and cultural tourism.

### To Be Eligible

- Applicants must be an incorporated, tax exempt, 501(c) arts organization residing in Austin or its Extra Territorial Jurisdiction (ETJ), with a budget history of ongoing artistic/cultural programs for a minimum of one year prior to the application submittal date;

OR

- An individual artist residing in Austin or its Extra Territorial Jurisdiction (ETJ), with a budget history of ongoing artistic/cultural programs for a minimum of one year prior to the application submittal date and applying under the umbrella of a 501(c) Austin arts or non-arts organization;

OR

- An Unincorporated/Incorporated Arts Group based in Austin or its Extra Territorial Jurisdiction for a minimum of one year prior to the application submittal deadline, with a budget history of ongoing artistic /cultural programming and applying under the umbrella of a 501(c) Austin arts or non-arts organization.

### Requirements for Eligible Applicants

- Proposed project activities be open and advertised to Austin residents, visitors, and tourists, and consistent with the promotion and enhancement of the City of Austin as a cultural destination;
- Applicant must not be currently receiving funding from the Cultural Arts Division Core Funding Program

### Funding Cycles

The Community Initiatives Funding Program has an annual funding cycle corresponding to the City of Austin's Fiscal Year (10/1- 9/30). Applications are accepted on a month to month basis. Participation in this program is not guaranteed, nor is there a commitment to fund this program, or participating organizations, at previous or current levels. Only one application per organization/individual is allowed per fiscal year. Funding awards allocated from this program may not be used toward activities funded by any other City of Austin contract or funding program in any given fiscal year.

### Funding Requests

- Maximum request of \$5,000 by 501(c) arts organizations for specific arts project activities
- Maximum request of \$3,000, by State of Texas incorporated nonprofit arts organizations for specific arts project activities
- Maximum request of \$2,000 by individual artists or unincorporated arts organizations for specific arts project activities

Funding is dependent upon organizational budgetary size. Application budgets must be specific to this application's proposed activities.

### Matching Requirements

A 1:1 match is required for all awards. Up to one half of the match (50%) is allowable as well-documented in-kind support (at true market value with proper documentation). Only funds acquired and used to support activities specified in the application will be accepted as matching funds.

## **Deadlines and Delivery**

Community Initiatives applications will be accepted annually, on an ongoing basis during the Cultural Arts Funding Program fiscal year, while funds are available.

**Applications are due in our office on the first Monday of each month and that first Monday must be at least 60 days prior to the project start date.** Applications will be accepted at any time, as long as funding is available, but may not be considered until the following month's Austin Arts Commission meeting. All application materials are public records. Keep a complete copy of your application and materials for your file.

### **Applications must be hand delivered or mailed to:**

City of Austin Cultural Arts Division  
201 East 2<sup>nd</sup> Street  
Austin, Texas 78701

### **NEED ASSISTANCE?**

For general inquires or assistance, please contact the Cultural Arts Funding Program staff at (512) 974-9315 or email us at [culturalarts@austintexas.gov](mailto:culturalarts@austintexas.gov).

Cultural Arts Division Office  
201 East 2<sup>nd</sup> Street  
Austin, TX 78701  
Fax number: (512) 974-6379  
[www.austincreates.com](http://www.austincreates.com)

### **Cultural Arts Funding Program staff**

Jesús Pantel  
Cultural Funding Team Lead  
Contract Compliance Specialist Senior  
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## CITY OF AUSTIN VISION AND GOALS

### City of Austin Mission

The mission of the city of Austin is to be the most livable city in the country where all residents participate in its opportunities, its vibrancy and its richness of culture and diversity.

### City of Austin Vision

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 one point zero five (1.05) of every seven (7) cents 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>.

## ELIGIBILITY REQUIREMENTS

### Minimum Requirements for Organizations

Organizations must be a 501(c) arts organization (as evidenced by a current IRS determination letter or copy of the most recent Form 990 filed with the IRS) located in Austin or its Extra Territorial Jurisdiction (ETJ) for a minimum of one year prior to the application submittal date.

Organizations must be at least a year old and have an active volunteer board of directors that meets at least three times a year.

Event based programming/activities must be open and advertised to the general public and occur within and for the benefit of the residents, visitors and tourists of Austin and/or its Extra Territorial Jurisdiction (ETJ).

### Minimum Requirements to be Sponsored

*All sponsored projects must meet the following minimum requirements:*

Individual artists, unincorporated groups and incorporated organizations must: 1) have a 501c nonprofit organization apply on their behalf; 2) have produced artistic work within their artistic expertise with a budget history of same for a minimum of one (1) year prior to the application deadline; and 3) be located in Austin or its ETJ for a minimum of one (1) year prior to the application deadline.

*NOTE:* To be considered an incorporated organization under fiscal sponsorship an organization must be incorporated within the State of Texas as a nonprofit.

Contracted activities and services must occur within the City of Austin and/or its ETJ and be open and marketed broadly to residents, visitors and tourists.

## Minimum Requirements for Fiscal Sponsors

Fiscal Sponsors must

- Be a 501(c) organization located in Austin or its Extra-Territorial Jurisdiction (ETJ),
- Be in existence for at least one (1) year and have an active volunteer Board of Directors that meets at least three times a year,
- Have a salaried Executive Director, and
- Have at least a \$50,000 annual operating budget as evidenced by the most recently completed IRS Form 990.

Failure to comply with fiduciary responsibilities, contract compliance, and/or contract management requirements may result in loss of eligibility to serve as a sponsoring organization. Examples of failing to meet sponsorship requirements include but are not limited to turning in late and/or incomplete applications, pre-contract materials, contracts, and/or final reports as well as failure to review materials for completeness and accuracy prior to submitting to CAD staff.

## Additional Requirements for Sponsored Projects and Fiscal Sponsors

Nonprofit 501(c) organizations applying on behalf of State of Texas nonprofit organizations, unincorporated/incorporated groups, or individual artists as the fiduciary agency assume the legal responsibilities of the sponsored project to meet all contractual obligations. The City of Austin will enter into a Cultural Services Agreement with the fiscal sponsor who is then responsible for all administration, financial management and reporting associated with the completion of the project. The sponsoring organization may charge up to a 10% sponsorship fee for serving as an umbrella in all applicable programs. A sponsored project's activity must be independent and separate from the general activities of the sponsoring organization. Applications for a sponsored project may not be for an extension of an organization's regular programs and/or services; nor may a sponsored project be utilized to fund activities, events, or services presented or provided by the sponsoring organization. Applicable professional services provided by service organizations may be considered as eligible expenses.

## Public Art Projects

Artists and organizations proposing to do public art projects, which are defined as permanent or temporary visual art installations in locations that are visible and accessible to the public, must obtain permission from the property owner *prior* to submitting a Community Initiatives application.

***Privately Owned property*** – If a private entity (or a public entity other than the City of Austin) owns the property, the applicant must obtain a formal letter of support from the owner allowing the applicant to install the proposed artwork. This letter must be included with the application. Without the property owner's written consent, the application cannot be reviewed.

***City of Austin Property*** – Applicants proposing to install public art on City of Austin property must submit an Artwork Donation/Loan Review Proposal for review by the Austin Arts Commission prior to submitting the Community Initiatives application. Prior to the Arts Commission review, the proposed artwork must be reviewed by appropriate city departments as well as neighborhood and community groups. Artwork Donation/Loan Review Proposal forms are available at [http://www.austintexas.gov/sites/default/files/files/EGRSO/COAArtworkDonationLoanPolicy\\_2013\\_v02.pdf](http://www.austintexas.gov/sites/default/files/files/EGRSO/COAArtworkDonationLoanPolicy_2013_v02.pdf).

## INELIGIBLE ORGANIZATIONS AND ACTIVITIES

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

Programming that is not open and marketed to the general public

Governmental agencies or public authorities

Educational institutions, including public or private schools, colleges and/or universities

Applicants that have a “delinquent” status with the Cultural Arts Funding Programs

An operating deficit or budget shortfall projected for the funding period or incurred within previous fiscal periods

Previously completed activities

Religious and/or sectarian programming or any programming and or services that are solely for the promotion of or consumption by a specific religious order and/or a particular sect

Cash reserves or endowments of any kind, as awarded funds are to be expended within the designated funding period

Capital expenditures, purchase, repair or renovation of equipment or real property, including construction, renovation or purchase of equipment and/or real property. In the case of neighborhood art and design projects, funding may be requested for research, planning, design and/or fabrication of art projects, but not for general construction, reconstruction, landscaping, or other costs that can be considered capital expenditures.

Private events or any activities offered for the sole purpose of raising money in excess of the value of programs or services delivered

### Ineligible Project Costs include, but may not be limited to, the following:

- Costs associated with the start-up of a new organization +
- Direct project costs incurred more than 60 days prior to the grant starting date +
- Fund-raising expenses +
- Consultants who are members of an applicant’s staff or board +
- Payments to students or interns whose employment is tied to class credit +
- Cultural Funding Services Agreement (contract) management costs, writing fees, sponsorship fees, or any other contract management fees. They may be used as match, however, if occurring during the Agreement Fiscal Year.
- Operating costs not associated with the project +
- Purchase of gifts, awards, cash prizes, scholarships, contributions or donations +
- Food or beverages +
- Entertainment, reception or hospitality functions
- Existing deficits, fines, contingencies, penalties, interest or litigation costs +
- Internal programs at colleges or universities +
- Curriculum development or curricular activities such as creation of textbooks or classroom materials +
- Scholarly or academic research, tuition, and activities which generate academic credit or formal study toward an academic or professional degree +

**The City of Austin will NOT fund, nor allow as a match (continued):**

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

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

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

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

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

## CONTRACTUAL REQUIREMENTS

### Implementation

With approval by the Austin Arts Commission 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 Community Initiatives Application & Agreement must be signed by the City, with required insurance in effect and all pre-contract materials completed, prior to the event date.

The organization will submit required 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.

### Publicity Requirements

Publicity requirements, including the Cultural Arts Division logo, must be included on all project related promotional materials if the project is funded. CAD staff will provide specific information when an award is made. In addition, all funded projects are required to be uploaded to NowPlayingAustin.com.

### Americans with Disabilities Act Requirements

All funded applicants must take Americans with Disabilities Act (ADA) training. You may fulfill this requirement by completing a short open book quiz which will be provided to you by CAD staff.

### Payment Schedule

If the application is awarded funding, 75% of the payment will be awarded upon processing of the signed contract. The remaining 25% will be awarded upon processing of the final report.

### Insurance Requirements

Depending on the funded activities, cultural contractors are required to carry insurance as outlined below and must **provide the Cultural Arts Division Office with a current Certificate of Insurance, the cost of which may be included in your budget.** More specific insurance requirements will be included in the pre-contract materials if you are awarded funding. Sponsored entities must also meet the insurance requirements or be insured through the sponsoring organization. The contractor 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: The cost of insurance should be researched prior to the submission of the application and included in the budgetary monetary figures.

**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 SHALL CONTAIN THE FOLLOWING:**

- Proper office of the insurer, the locations and operations to which the insurance applies, and the expiration date of coverage
- 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. Naming the City of Austin, Economic Development Department, Cultural Arts Division, 201 East 2<sup>nd</sup> Street, Austin, TX 78701, as an additional insured
- Waiver of Subrogation in favor of the City of Austin. **30 day** cancellation clause that obligates the insurance company to notify the Cultural Arts Division Office at 512-974-6379 (fax) of cancellations or material changes

#### **Reports**

If awarded funding, a final report will be required 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, proof the funded programming was executed, as well as the use of required publicity verbiage and logo(s). Failure to submit an acceptable final report will make the applicant and/or sponsored project ineligible to apply for future funding from the Cultural Arts Funding Programs. See the Final Report form at <http://www.austintexas.gov/department/auxiliary-cultural-funding-programs> to review the type of information required.

## EVALUATION CRITERIA

Applications will be reviewed based on eligibility requirements and evaluation criteria listed below. Applications that meet guidelines requirements will be forwarded to the Austin Arts Commission for final review and approval of funding award.

A Project Narrative is required as an attachment. Evaluation Criteria must be typed and answered single spaced on 8 ½" x 11" sheets of white paper one-sided only. Use Times New Roman font no smaller than 12-point type and be sure to leave a minimum margin of 1" on all sides. Submit **no more than five pages** and answer the following questions, labeling each with its perspective category and question number:

### Project

1. What are the specifics of the project for which funding is sought? i.e. list specific date(s), time(s), activity(ies), participant(s), location(s).
2. How does the project contribute to and fill a need in Austin's artistic and cultural community?

### Artistic/Cultural Merit

3. How does the applicant (or sponsored project if applicable) produce/present quality work that contributes to the unique artistic/cultural landscape in Austin?
4. To what degree does the project incorporate artists or artistic works from historically underserved communities in their programming or provide programs/services to historically underserved artists and/or communities?

### Administrative Capability

5. How does the applicant (or sponsored project if applicable) demonstrate production and business skills needed to complete the proposed programming/project?
6. How will the project be evaluated to measure project effectiveness? Describe methods.
7. How will the applicant collect data regarding audience demographics, audience involvement, and tourists in attendance from in state, out of state, or outside the USA? Describe methods.
8. If applicable, is the fiscal sponsor capable of managing the administrative and financial aspects of the project?

### Economic, Cultural, and Social Impact

9. Does the proposed programming/project meet any identified community social or cultural needs?
10. How does the project market to a broad constituency (including residents, visitors and tourists)?
11. How is the proposed programming/project accessible to audiences with disabilities?
12. How is the proposed programming/project accessible to economically disadvantaged audiences?
13. Will the applicant attempt to partner or otherwise work with the convention or hotel/motel industries to attract audiences? If so, how?

# Preparing Your Application

Applications must be typed. Before preparing your application, read the guidelines. The guidelines provide important information about types of projects the City will fund and will not fund, and the criteria by which your application will be reviewed. Be sure that your application addresses these issues. The codes requested in the application may be found on page 15.

## Section 1: Summary Information

### Applicant Name

Enter the legal name of the applicant as recorded with the IRS. Use exact spellings. Do not use abbreviations unless part of the official name.

### Sponsored Project

Check this box if an individual/organization/group is being sponsored. The sponsored individual/organization/group's name goes in the "Sponsored Project 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).

### Start Date/End Date

Enter the dates of your project. Include implementation and project completion date. These dates must be within the period of October 1, 2014 through September 30, 2015. If the application is on behalf of a sponsored project, the start/end date will correspond with that sponsored project's activity.

### Type of Sponsored Project

Select the appropriate box as follows:

- State Incorporated Group – Sponsored Organization/Group has obtained Texas State Nonprofit Incorporation as evidenced by Texas State Letter of Exemption (Certificate of Filing)
- Organization/Individual – Individual Artist or Organization/Group that has not obtained Texas State Nonprofit Incorporation

### Primary Artistic Discipline

Select the one box that best describes the artistic discipline of your project/organization. If the application is on behalf of a sponsored project, check the box that corresponds to the artistic discipline of the sponsored project.

### Project Summary

Provide a clear and concise project summary listing your program/performance/event as the initial **bullet point**. In addition to the applicant's name, sponsored project'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 project this summary should correspond to that sponsored project's programming.

## Section 2: Applicant/Sponsored Project Information

### Name, Address and Telephone Number

Enter the legal name and official mailing address of the applicant organization as recorded with the IRS, as well as the physical address, and telephone number of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to the official mailing 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.

### Applicant Contact/Project Director

This is the person to whom questions concerning this application will be addressed. This name will be entered into our database and become the contact for all future contractual correspondence if funded.

Include title, telephone and fax number(s), as well as an email address. **NOTE:** This individual and the Authorizing Official should not be the same.

### Sponsored Contact/Project Director

List sponsored project contact information here, if applicable. Supply a physical address.

### Board Chair

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

### Applicant/Sponsored Race Codes

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

### City District Number

Enter your organization's City of Austin voting district number (effective January 1, 2015). If the application is on behalf of a sponsored project, enter the sponsored project's voting district number. You can access district location via the interactive redistricting map at <http://www.austinredistricting.org/maps/interactive-final-map/>.

DISTRICT
1
2
3
4
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10

### Section 3: Operating Budget History

Enter annual operating budget information as submitted on your IRS form 990 for the fiscal years indicated. Enter cash only; do not include in-kind amounts. If the application is on behalf of a sponsored project, enter budget information for the sponsored individual/organization/group. When given the option of "Projected/Actual", circle whether the amount entered is "Projected" or "Actual". This number is NOT your City of Austin funded amount, nor is it your project budget. Budget history will be reviewed when determining the eligibility requirement "...of ongoing artistic/cultural programs for a minimum of one year". In addition, budget history is used in evaluating potential award amounts.

## Section 4: City of Austin Funding History

Check whether or not you have received funding through the City of Austin Cultural Arts Funding Programs for the years indicated. If an applicant/sponsored project has received Cultural Arts Funding Programs funding under a different name or with a different sponsor, enter the fiscal year and the name used.

## Section 5: Proposed Budget Information

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 page 18 for a Sample Budget Itemization. The Budget Itemization must follow the same format as the proposed budget and break down revenues and expenses in detail. *The proposed budget is utilized in evaluating the applicant's budgetary capability of satisfying the 1:1 matching requirement (see page 3, "Matching Requirements").*

### 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. All expenses must be fully explained in the Budget Itemization.

## Section 6: Application Checklist

The Attachments/Checklist must be submitted with your application.

### Attachment #1 Narrative

The Project Narrative will be reviewed based on the Evaluation Criteria section outlined on page 12. The narrative is vitally important as it tells the story of your project, and should include details such as the "who, what, when, where, why, and how much." The narrative should be written in direct response to the evaluation criteria, and the evaluation criteria used as the outline for the narrative.

*Narrative Formatting:* Submit **no more than five pages** and label as Attachment #1 –Narrative. Collate and number each page in the upper right corner, labeling each page with the applicant name (and name of the sponsored project, if applicable). The narrative must be typed single spaced using Times New Roman font, on 8½" x 11" sheets of white paper one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum margin of 1" on both sides. **Failure to adhere to formatting criteria may result in a loss of points. (See Helpful Tips on page 20.)**

### Attachment #2 Budget Itemization

Each revenue and expense budget figure from Section 5, Projected Budget Information, 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 projected 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 page 18.

### **Attachment # 3 Organizational History**

In no more than one page on 8½" x 11" white paper, one-sided only, Times New Roman font, provide a brief description of the applicant organization including history and activities. Be sure to include the organization's mission statement and last annual operating budget. If application is on behalf of a sponsored individual artist, incorporated or unincorporated arts organization/group this information should reflect that individual, group or organization, leaving the final paragraph for description of the applicant.

### **Attachment # 4 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 determination letter. The following items will not be accepted as proof of tax-exempt status: articles of incorporation, bylaws, or proof of sales tax exemption.

### **Attachment #5 Proof of Texas State Incorporation (Sponsored only)**

Sponsored entities wishing to apply as a sponsored incorporated organization must provide proof of Texas State Nonprofit Incorporation by submitting a copy of their Texas State Letter of Exemption (Certificate of Filing). The following items will not be accepted as proof of nonprofit status: articles of incorporation, bylaws, or proof of sales tax exemption. *Sponsored applicants not providing proof of incorporation with the State will be considered an individual artist or unincorporated organization/group.*

### **Attachment #6 Board List**

Provide a roster of your governing board, including names, e-mail and mailing addresses, telephone numbers, professions or areas of expertise, and ethnic make-up. For sponsored entities, list the sponsored organization's or individual's Advisory Board, if applicable.

### **Attachment #7, Form 990 (sponsoring organizations and 501(c) applicants)**

Provide a copy of the first page of IRS Form 990, 990 PF, 990 EZ or 990 N evidencing Fiscal Year 2011 and Fiscal Year 2012 finances.

### **Attachment #8 Documentation**

Provide a concise but representative sample of materials (résumés/bios, letters of support, promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, etc.). Each item should be labeled and numbered in the right, top corner. You may submit as much documentation as will fit in a 9"x12" envelope. No "oversized" (larger than 9"x12") items may be submitted. (Please Note: Letters of support from elected officials do not necessarily indicate general community support, and are discouraged to prevent violations of City Purchasing Procedure and Protocol.)

## **Section 7: Assurances**

Please review carefully. Provide the signature of the authorized official, or board designee, including the date signed. Also provide the signature of the sponsored individual/organization/group if applicable. 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 #2**.

**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 to clearly understand all components of the proposed budget.

(p = projected) (c = confirmed)

PROJECTED INCOME	CASH	TOTAL
<b>Earned Income</b>		
Line 1. Admissions		
Ticket sales: 1 performance – 200 x \$5 ticket + 300 x \$10 ticket	\$ 4,000 p	
Line 2. Other Earned Income		
T-shirt sales: 150 x \$12 shirt	<u>\$ 1,800 p</u>	
<b>Line 3. Total Earned Income</b>		<b>\$ 5,800</b>
<b>Unearned Income</b>		
Line 4. Corporate Support:		
The Alexander Corporation	\$ 500 c	
2 Businesses @ \$250	\$ 500 p	
Line 6. Total Other Unearned Income	\$ 500 p	
Line 7. Applicant Cash	<u>\$ 500 c</u>	
<b>Line 8. Total Unearned Income</b>		<b>\$ 2,000</b>
Line 9. COA request	\$ 5,000 p	<u>\$ 5,000</u>
<b>Line 10. TOTAL CASH INCOME</b>		<b>\$12,800</b>

PROJECTED EXPENSES	IN-KIND	TOTAL
<b>Expense In-Kind</b>		
Line 15. Administrative Non-Employee Costs		
Project Director - \$15/hr. x 35 hrs.	\$ 525	
T-shirt vendor – 2 x \$10.00/hr. x 4 hrs.	<u>\$ 80</u>	
		<b>\$ 605</b>
Line 16. Artistic Non-Employee		
The Carrey Cooper Group - 7 musicians - 7 x \$100	\$ 700	\$ 700
Line 18. Hicks Theatre - rehearsal	\$ 800	<u>\$ 800</u>
<b>Total In-Kind Expenses</b>		<b>\$ 2,105</b>

<b>PROJECTED EXPENSES</b>	<b>CASH</b>	<b>TOTAL</b>
<b>Expenses / Cash</b>		
Line 15. Administrative Non-Employees		
Project Director - \$15/hr. x 40	\$ 600	\$ 600
Line 16. Artistic Fees / Non-Employee		
The Carrey Cooper Group:		
7 musicians X \$300	\$ 2,100	
Lighting engineer	\$ 300	
Sound engineer	\$ 300	
Stage manager	\$ 300	
5 stage hands – 5 x \$12.50/hr. x 8 hrs.	<u>\$ 500</u>	
		<b>\$ 3,500</b>
Line 17. Travel		
Tour bus expenses	\$ 2,000	
Hotel – 7 x \$150	\$ 1,050	
Musician meals – 7 x \$50	<u>\$ 350</u>	
		<b>\$ 3,400</b>
Line 18. Space rental		
Hicks Theatre performance	\$ 1,050	\$ 1,050
Line 19. Equipment rental		
Microphones	\$ 250	
Lighting	<u>\$ 750</u>	
		<b>\$ 1,000</b>
Line 21. Marketing and Promotion		
Newspaper Ads		
2 x \$180	\$ 360	
1 x \$780	\$ 780	
Posters		
50 x \$13	<u>\$ 650</u>	
		<b>\$ 1,790</b>
Line 23. Other		
Ticket Agent	\$ 500	
Corporate fund-raising solicitation	\$ 150	
Event Insurance	\$ 610	
Green Room expenses	<u>\$ 200</u>	
		<b>\$ 1,460</b>
<b>Total Cash Expenses</b>		<b>\$12,800</b>

## Helpful Tips: Application Preparation & Submission

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

- Is the proposed project compatible with the mission and goals of your organization?
- Does your proposed project fall within the intended purposes of this funding source?
- 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?
- Funding awards may be less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
- Is your cash flow sufficient to ensure that your project can begin while you wait for your City funding to arrive?
- Are marketed programs or project activities accessible to the general public? Are programs or project activities accessible to persons with disabilities?
- Do you meet the eligibility requirement of “...residing in Austin or its Extra Territorial Jurisdiction with a budget history of ongoing artistic/cultural programs for a minimum of one year”?

### Application Preparation

- Have you completed the application (Sections 1 – 7) and assembled all the required attachments (Attachments 1 – 8)? Have you placed all in a single envelope for submittal? (Only the original is required. No copies are required.)
- Did you use 8.5” x 11” single sided white paper, Times New Roman 12 pt. Font, using 1” margins when applicable?
- Did you collate and label each page with the page number, section and/or attachment name and list the name of the organization and sponsored project (if applicable) in the upper right hand corner of each page?
- Did you sign the application and submit only one original (no copies needed) in a 9” x 12” envelope?

## Helpful Tips: Planning for Cultural Tourism

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

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

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

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

# Definitions

**Activity** – Refers to the specific project or range of operations proposed for Cultural Funding.

**Admissions** – Revenue derived from fees earned through sales of services. Include ticket sales of proposed events, sales of workshops, etc., to other community organizations, government contracts for specific services, performances or residence fees, tuition, etc.

**Applicant Cash** – Funds from the applicant's resources allocated to this project.

**Audience Development** – An activity which is undertaken specifically to meet the needs of existing and potential audiences and to help arts (and cultural) organizations to develop on-going relationships with audiences. It can include aspects of marketing, commissioning, programming, education, customer care and distribution.

**Arts and Cultural Organization** - An organization that either has Federal 501 (c) status or is incorporated within the State of Texas, and has a primary mission to produce, present or promote arts and culture.

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

**City of Austin Cultural Funding Private Vehicle Report** – A report required to be turned in after project completion in order to utilize expenses incurred operating a private vehicle as part of the project budget or match.

**Commercial** – An arts project/activity prepared, done, or acting with sole or chief emphasis on salability, profit, or success of a product or service.

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

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

**Event Based** – Artistic activity that has a physical component allowing the public to attend or witness the artwork.

**Extra Territorial Jurisdiction (ETJ)** - The unincorporated area that is contiguous to the corporate boundaries of Austin and is located within five miles of those boundaries.

**Federal Support** – Cash support derived from grants or appropriations given for the proposed activities by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to this activity.

**Fiscal Sponsor** – A nonprofit corporation with 501(c) status who applies for financial support on behalf of another organization or individual in order to enable the latter to receive the benefits of tax exempt status. There are several forms which fiscal sponsorship can take, but in every case, the fiscal sponsor takes responsibility for external parties that the funding will be utilized for tax exempt, charitable purposes as defined in the internal revenue code.

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

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

**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. A group that is not incorporated as a nonprofit with the State of Texas will be considered an individual artist project.

**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** – An organization's core marketing skills and capabilities, programs, and evaluation, used to build the organization's 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 (ETJ).

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

**Non-Employee Costs -**

**Administrative** – Payments to firms or persons for administrative services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations whose services are specifically identified with the activity.

**Artistic** – Payments to firms or persons for the artistic services of individuals who are not normally considered employees of the applicant but consultants or the employees of other organizations, whose services are specifically identified with the activity.

**Technical/Other** – Payments to firms or persons for other services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations whose services are specifically identified with the activity.

**Nonprofit Organization** – An organization with tax-exempt status under Section 170c of the Internal Revenue Code of 1954 as amended (501(c) status) which ensures no part of net earnings benefits a private individual. Status may be in process at time of application but must be confirmed prior to contracting.

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

**Other Expenses** – All expenses not entered in other categories and specifically identified with the activity, such as: scripts and scores, lumber and nails, electricity, telephone, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, etc.

**Other Private Support** – Cash support derived from cash donations given for this activity or a proportionate share of general donations allocated to this activity. Do not include corporate, foundation, or government contributions and grants. 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 (ETJ).

**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.

**Sponsored Project** – An individual artist or Texas State incorporated or unincorporated arts group applying under the umbrella of a 501(c) nonprofit organization.

**Sponsoring Organization** – A 501(c) nonprofit organization that assumes all fiduciary and contractual responsibilities so an individual artist or unincorporated group may receive funding from the City.

**Space Rental** – Payments specifically identified with the activity for rental of office, rehearsal, theatre, hall, gallery, and other such spaces.

**State Resources** - Funds distributed by the Texas Commission on the Arts for this project.

**Theatre/Performance Art** - Producing, presenting, promoting, exhibiting, recording, or supporting theatre and performance including, but not limited to: performance art, folkloric, cultural, drama, comedy, ensemble and solo work, and avant-garde performance.

**Tourist** –An individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture (Texas State Tax Code Chapter 351(p.1)).

**Travel** – All costs directly related to travel of an individual or individuals and specifically identified with the activity. Includes fares, hotel and other lodging expenses, taxis, per diem payments, toll charges, mileage, 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** – A group not incorporated within the State of Texas as a nonprofit organization. Applications on behalf of unincorporated groups are treated as individual artist applicants.

**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.

**FY 2015 Community Initiatives**  
**APPLICATION & AGREEMENT**

**Section 1: Summary Information**

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

**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...

<b>For CAD staff use only</b>	<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
<b>Revenue</b>					
<b>Expenses</b>					

## Section 4: COA Funding History - (Arts organization or sponsored project)

	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
<b>COA Funding</b>	<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,	<b>Year:</b>	<b>Name:</b>	

## Section 5: Proposed Budget

The budget must balance. Total income (line 12) must equal total expenses (line 24). Round all budget figures to the nearest whole dollar.

<b>PROJECT INCOME</b>	<b>CASH</b>	<b>IN-KIND</b>	<b>TOTAL</b>
<b>EARNED INCOME</b>			
1. Total Admissions			
2. Total Other Earned Income			
<b>3. TOTAL EARNED INCOME</b> (Add Lines 1 and 2)			
<b>UNEARNED INCOME</b>			
4. Total Private Support (Corp, Foundation, Individual)			
5. Total Public Support (Government Grants)			
6. Total Other Unearned Income			
7. Applicant Cash			
<b>8. TOTAL UNEARNED INCOME</b> (Add Lines 4 – 7)			
9. COA Request Amount			
<b>10. TOTAL CASH INCOME</b> (Add Lines 3, 8, and 9)			
11. Total In-Kind Support (must equal In-Kind line 24)			
<b>12. TOTAL INCOME</b> (Add Lines 10 and 11)			
<b>PROJECT EXPENSES</b>	<b>CASH</b>	<b>IN-KIND</b>	<b>TOTAL</b>
13. Administrative Employee Costs			
14. Artistic Employee Costs			
15. Administrative Non-Employee Costs			
16. Artistic Non-Employee Costs			
17. Travel			
18. Space Rental			
19. Equipment Rental			
20. Supplies and Materials			
21. Marketing and Promotion			
22. Production/Exhibit Costs			
23. Other			
<b>24. TOTAL EXPENSES</b> (Add Lines 13-23, must equal Line 12)			

## Section 6: Application Checklist

All sections of the application form must be completed and signed by the appropriate representatives. Check the boxes below to ensure all sections have been completed.

### **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. 2<sup>nd</sup> Street  
Austin, TX 78701

## 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 Community Initiatives Funding Program Guidelines;
4. The applicant will comply with Title VI of the Civil Rights Act of 1964, with labor standards under Section 5(j) of the National Foundation of the Arts and Humanities Act of 1965, with Section 504 of the Rehabilitation Act Amendments of 1974, with Title IX of the Education Amendments of 1972, with the Americans with Disabilities Act of 1990, with the Age Discrimination Act of 1975, and with the Drug Free Workplace Act of 1988;
5. The applicant will comply with Section 10(7)(b) of the Texas Commission on the Arts' Enabling Legislation, which prohibits the TCA and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program which includes obscene material as defined in Section 43.21 Penal Code of Texas;
6. The applicant is a nonprofit entity as defined by the I.R.S.;
7. The application has been duly authorized by an authorized official for the applying organization, a principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization; he/she must read and guarantee the compliance of the organization with the requirements listed. Sponsored applications must be signed by the principal of the nonprofit umbrella organization with legal authority to certify the information contained in the application and a representative of the sponsored group/individual;
8. The applicant understands that the City of Austin actively reviews and evaluates all aspects of the programs and processes and incorporates changes which may occur at any time throughout the funding calendar. Cultural Arts Division staff will provide updates on changes as they are adopted;
9. The City of Austin reserves the right to make special stipulations on how specific cultural contract funds may be spent;
10. Neither the applicant nor any of its agents, representatives, subconsultants, nor I have undertaken or will undertake any activities or actions to promote or advertise any cultural arts funding proposal to any member of any City Commission reviewing the proposals, any member of the Austin City Council, or any City staff except in the course of City-sponsored inquiries, interviews or presentations;
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.*

**Applicant Authorized Official**

**Sponsored Organization/Group/Individual (if applicable)**

**City of Austin**

name (typed)	title	name (typed)	title	Megan Crigger, Cultural Arts Program Mgr.	title
signature	date	signature	date	signature	date