



City of Austin

Cultural Arts Funding Program

CORE FUNDING PROGRAM

Guidelines and Application

Fiscal Year 2015



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



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Cultural Arts Funding Program

CORE FUNDING PROGRAM

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Cultural Arts Funding Program

INTRODUCTION

The Cultural Arts Division of the City of Austin Economic Development Department (ED) 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 help assist qualified organizations and individuals interested in applying for 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 2015 Guidelines are adopted by 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.

GUIDELINES AT A GLANCE

Overview of Programs

These guidelines include information for Core Funding Programs available to nonprofit arts and cultural organizations and individual artists. Applicants meeting minimum requirements will be categorized into a funding category based on annual cash operating budget.

To be Eligible

- Applicants must have received and maintained IRS 501(c) designation and reside in Austin or its Extra Territorial Jurisdiction and have a history of ongoing artistic/cultural programs for the minimum years per category, as described below, OR
- Other organizations and individual professional artists residing in Austin or its Extra Territorial Jurisdiction applying under the sponsorship of a 501c organization, and have a history of ongoing artistic/cultural programs for the minimum years per category.

Applicants may apply in only one (1) of the following Core Funding Program categories:

ORGANIZATIONAL SUPPORT

The Organizational Support funding category 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 available to large organizations that have a minimum of \$500,000 in unrestricted annual revenue. Organizations must have a history of ongoing artistic/cultural programs for a minimum of five (5) consecutive years preceding the funding application deadline. **See pages 14 - 17 for details of program requirements and evaluation criteria.**

PROJECT SUPPORT

The Project Support funding category 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. Organizations who apply in this category must have a history of ongoing artistic/cultural programs for a minimum of three (3) consecutive years preceding the application deadline. **See pages 18 - 21 for details of program requirements and evaluation criteria.**

PROJECT SUPPORT II

The Project Support II funding category provides funding to smaller nonprofit arts and cultural organizations as well as individual artists and unincorporated/state incorporated groups, who apply under the sponsorship of a 501(c) organization for non-commercial arts/cultural projects. Organizations and individuals/groups must reside in Austin and have evidence of an artistic body of work or programming for a minimum of one (1) year prior to the application deadline.

This program is also available to other nonprofit non-arts organizations that meet the requirements for presenting quality arts programming for non-commercial arts/cultural projects. These projects are typically smaller, community-based activities with a limited scope and budget. **See pages 22 - 29 for details of program requirements and evaluation criteria.**

GUIDELINES AT A GLANCE continued...

Funding Cycles

The Core Cultural Funding Program spans a comprehensive two (2) year cycle. Applications are required each year; however, scores are received in Year 1 and retained in Year 2. In each year, the following occurs:

YEAR 1: Initial cultural funding application submission; program eligibility determination; peer panel application review and score; and cultural funding award determination

YEAR 2 (Interim Year): Interim application submission; program eligibility determination; and cultural funding award determination. Year 2 proposed program/project should be similar in project scope to program/project proposed in Year 1. Acceptance of interim year applications is contingent upon completion of the Year 1 contract.

Funding Requests

Funding will 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.

Funding categories will be determined by an average of an applicant's total expenses for FY 2011 and FY 2012 operating budgets. Applicants applying in Organizational Support or Project Support must be registered with 990s posted on Guidestar: www.guidestar.org.

Applicants may only submit one (1) application for Organizational Support, Project Support, **OR** Project Support II per funding cycle. Sponsored projects do not count toward this limit for the Fiscal Sponsors. All programs require a 1:1 match with 50% of the match allowable from documented in-kind.

To ensure correct funding category on application, see page 11, "Funding Categorization".

ORGANIZATIONAL SUPPORT: 501(c) organizations may request up to \$200,000 or 25% of their operating expenses, whichever is less. See page 16 for details on funding requirements.

PROJECT SUPPORT: Organizations may request \$25,000 - \$100,000 for specific art project activities. See page 20 for details on funding requirements.

PROJECT SUPPORT II: Sponsored incorporated/unincorporated organizations as well as nonprofit arts and nonprofit non-arts organizations, may request up to \$25,000 for specific, non-commercial arts activities. Individual Artists or state incorporated groups may request up to \$15,000 under the sponsorship of a nonprofit organization for non-commercial arts activities. See pages 23 and 27 for details on funding requirements.

New applicants must apply in the Project Support II category and may request up to \$5,000 or \$10,000, dependent upon year of funding cycle. See page 27 for details.

Application and Support Material Deadline:

Hand-delivered applications must be received by

Thursday, May 1, 2014

4:00 P.M., May 1, 2014

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

CITY OF AUSTIN MISSION, VISION AND GOALS

See page 50 for further delivery details and instructions.

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, businesses and families 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, culture, and creative industries in Austin, which are recognized as a vital contributor to the City's economic infrastructure and a crucial component 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 that contribute to 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 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
 - Promote the value of arts, culture and creativity
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
 - Encourage partnerships and creative collaborations within the community

SOURCE OF CULTURAL FUNDING 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>.

NEED ASSISTANCE?

All applicants are encouraged to attend an application workshop. Please find dates and times for the workshops on the Cultural Arts Division website at <http://www.austincreates.com>.

For general inquires or assistance, please contact the Cultural Arts Funding Program staff:

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

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

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

TIMELINE

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

March 7 Release of 2015 Core Funding Guidelines and Application

Pre-Application Workshop Dates:

| | | |
|-----------------|---------|------------------------------------------------------------------------------|
| March 18 | 12:30pm | Mexican American Cultural Center; 600 River St., 78701 |
| March 18 | 5:30pm | Cultural Arts Division Training Room; 201 East 2 nd St, 78701 |
| March 29 | 4:00pm | <i>Pizza & Paperwork workshop</i> - Southwest Key; 6002 Jain Lane, 78721 |
| April 8 | 12:30pm | Asian American Resource Center; 8401 Cameron Rd; 78754 |
| April 8 | 5:30pm | Cultural Arts Division Training Room; 201 East 2 nd St, 78701 |

April 25 Deadline to submit the "Artwork Donation and Loan Policy and Application" for public art projects on City property ONLY

May 1; 4:00 PM **DEADLINE to submit Core Program application and attachments***

** 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 or forwarded to the panels for review.***

June/July/Aug Review Panels meet to review and evaluate applications.

July/August Arts Commission reviews the panel process and makes recommendation of funding allocation matrix to City Manager and City Council for approval.

September City Council approves Cultural Contracts. Applicants are notified of award status; awards are publicized.

Late September/ Early October Pre-Contract workshops held for contractors. Request for appeals are reviewed and processed.

General Program Requirements

MINIMUM ELIGIBILITY REQUIREMENTS

This section outlines minimum requirements for organizations, sponsored applicants and fiscal sponsors. All applicants must meet minimum requirements in addition to the program category requirements. See program requirements related to relevant funding category.

Minimum Requirements for All Organizations

Applicants must meet the following minimum requirements:

Applicants must be a 501c organization (as evidenced by IRS Form 990) located by a physical address in Austin or its Extra-Territorial Jurisdiction (ETJ) and provide programs and services for citizens of Austin and/or the ETJ. Organizations applying under Organizational and Project Support must be registered on Guidestar.

Organizations applying in the **Organizational Support** category must have an active volunteer Board of Directors that meets at least three times a year. These organizations must be able to demonstrate a history of ongoing artistic/cultural programs for a minimum of five (5) consecutive years preceding the application deadline.

Organizations applying in **Project Support** category must have an active volunteer Board of Directors that meets three times a year. These organizations must be able to demonstrate a history of ongoing artistic or cultural programs for a minimum of three (3) consecutive years prior to the application deadline.

Organizations applying in the **Project Support II** category must have an active volunteer Board of Directors that meet at least three times a year and have a history of ongoing artistic or cultural programs for a minimum of one (1) year prior to the application deadline.

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 to be Sponsored

All sponsored projects must meet the following minimum requirements and may apply only in the Project Support II category:

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 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

All Fiscal Sponsors must adhere to the following requirements in addition to the "Minimum Requirements for All Organizations" shown above:

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.

Additional Requirements for Both Sponsored Projects and Fiscal Sponsors

Each funding category may have additional requirements that determine an organization's ability to apply for and receive funding. Details are included in the funding category descriptions.

Fiscal Sponsors that apply on behalf of unincorporated or incorporated groups or individuals as the fiduciary agency must take on the legal responsibilities to carry out the contract. The City of Austin will directly contract with the Fiscal Sponsor. The Fiscal Sponsor will be responsible for all administration, financial management, reporting, and any other responsibilities associated with the completion of the project. Failure to comply with fiduciary responsibilities, contract compliance, and/or contract management requirements may result in loss of eligibility to serve as a Fiscal Sponsor. 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 the City of Austin.

The **Fiscal Sponsor** may charge up to 10% of the award amount as a sponsorship fee for serving as a fiscal agent in all applicable funding programs. Sponsored project activities must be independent projects, separate from the general activities of the Fiscal Sponsor. Applications for sponsored projects may not be for an extension of an organization's regular programs and/or services, nor may a sponsored project be used to fund activities, events, or services put on or provided by the Fiscal Sponsor. Applicable professional services provided by the Fiscal Sponsor may be considered as eligible expenses.

FUNDING CATEGORIZATION

The funding category is determined by the applicant's annual cash operating budget as evidenced by an average budget of FY 2011 and FY 2012 IRS Form 990.

ORGANIZATIONAL SUPPORT

Large Expenses \$500,000 and above

PROJECT SUPPORT

Large Expenses \$500,000 and above
Medium Expenses between \$150,000 - \$499,999
Small Expenses between \$50,000 - \$149,999
Micro Expenses up to \$49,999

PROJECT SUPPORT II

Medium Expenses between \$150,000 - \$499,999
Small Expenses between \$50,000 - \$149,999
Micro Expenses up to \$49,999
 New Applicants (Year 1 or Year 2)

Applicants may only submit one (1) application for Organizational Support, Project Support, **OR** Project Support II per funding cycle. Sponsored projects do not count toward this limit for 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 sponsorship of a 501c nonprofit 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.

IMPORTANT: Future contract awards are not guaranteed in the Core Cultural Funding Program, nor is there a commitment to fund this program, or participating organizations, at previous or current funding levels.

INELIGIBLE ORGANIZATIONS, ACTIVITIES AND COSTS

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 +
- 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.

Organizational Support

OVERVIEW

Purpose

The program's purpose is to promote organizational stability and sustainability of Austin's major arts and cultural institutions and to cultivate organizational growth and development through investments that contribute to the City's creative economy and visitor industry.

Organizational Support is made available to established large and medium budget nonprofit arts and cultural organizations in the City of Austin and its Extraterritorial Jurisdiction that consistently demonstrate high quality artistic programming and/or services.

The City of Austin expects Organizational Support recipients to:

- Participate as partners with the City of Austin to further the goals of the City and the Cultural Arts Division;
- Increase the city's competitive position, economically and culturally, through activities that create greater encouragement, promotion, and appreciation of the importance of the arts and culture, and foster an awareness of their aesthetic, economic, cultural, and social relevance;
- Present annual programming of a high artistic quality and cultural experiences accessible and marketed broadly to citizens, visitors and tourists;
- Set standards as well as adhere to the strictest of professionally accepted practices;
- Serve broad audiences;
- Provide leadership to artists and smaller organizations in their fields; and
- Foster collaborations and partnerships between themselves and other arts organizations, as well as business and community leaders.

Program Eligibility Requirements

In addition to the General Eligibility Requirements, applicants must also meet all of the following requirements:

- Be a 501c nonprofit arts and/or cultural producing, presenting, or promoting organization that has been in operation for at least five (5) years;
- Have minimum cash expenditures of \$500,000 in the organization's most recently completed IRS Form 990;
- Provide year-round arts programming, including performances, exhibitions, or other ongoing arts activities to the public, and be able to provide documentation of past programs and services, evidenced by copies of programs, playbills, reviews, or similar documentation; and
- Have a salaried, professional executive director.

Note: This program is not designed for festival, single events, individuals, broadcast organizations (e.g. radio/television) or first-time applicants; therefore, these organizations or activities are not eligible to apply in this program. See page 22 for Project Support II.

Organizational Support

FUNDING REQUIREMENTS

What Will Be Funded

Support under the Organizational Support program is designed to assist with operating expenditures, including artistic and administrative expenses, directly related to a yearlong program of events open and marketed to the public.

Funding Requests

Organizational Support is only available to large 501c nonprofits arts and/or cultural producing, presenting, and promoting organizations as defined on page 9.

Applicants in the Organizational Support program may request up to 25% of their unrestricted expenditures (as evidenced by the most recently completed audit at time of application deadline) or \$200,000, whichever is less.

- Organizations must document unrestricted annual expenditures exceeding \$500,000 in the most recently completed IRS Form 990.
- An independent audited financial statement, prepared by a certified public accountant, for the most recently completed fiscal period is required at time of application.

New Applicants

All new applicants in Year 1 and Year 2 (interim year), regardless of budget size, are required to apply in the Project Support II program. An applicant is considered new if they have not received funding through the Cultural Arts Funding Program for two cycles within the last five (5) fiscal years.

Year 1 new applicants can request up to \$5,000. New applicants in Year 2 (interim) may request up to \$10,000 or 25% of their unrestricted expenditures as evidenced by designated year of IRS form 990, whichever is less.

Matching Funds

Applicants that receive funding support in this category will match the award with 1:1 project related cash expenses. Funding from another City of Austin contract may not be used as a match to the Core Cultural Funding Program contract in the given fiscal year.

Organizational Support

EVALUATION CRITERIA

Applications to the Organizational Support Program will be reviewed according to the following criteria. Each of the following three criteria total to a maximum score of 100 points. A score of at least 75 points must be earned for the application to receive a funding recommendation. Your proposal must address each of the three areas of the evaluation criteria, which may serve as an outline for your proposal narrative. Each application will be scored individually based on the following evaluation criteria.

Artistic Excellence and Innovation: 30 Points

- How does the proposed programming demonstrate artistic excellence?
 - If a service organization, does the proposed activity provide quality services that assist in the presenting of Austin's arts organizations/artists to its citizens in the promotion of tourism and cultivation with the convention and hotel industry?
- Does the proposed programming/project demonstrate a continuation or building of artistic excellence?
- Does the applicant have a history of providing programs or services of high quality?
- Does the organization produce/present professional quality work that contributes to the unique artistic/cultural landscape in Austin?
- Does the organization contribute to Austin's recognition as a center for arts and culture in the region, state, nationally, or internationally?

Administrative Capability: 20 Points

- Does the project adhere to and further the mission or goals of the organization?
- Does the organization demonstrate business skills, production accomplishments, and administrative skills needed to complete the proposed programming/project?
- Is the season/project budget appropriate and reasonable?
- Does the organization's proposed budget provide sufficient funding from an appropriate variety of sources to successfully accomplish the programming/project?
- Does the organization conduct ongoing planning and program evaluations with appropriate use of tools to measure program/project effectiveness? Describe methods.
- Does the organization have a history of financial stability and sound financial practices?
- Does the applicant collect data regarding audience demographics, audience involvement and tourists in attendance? Describe methods.
- Does the organization provide leadership to artists and smaller organizations in their field and foster collaborations or partnerships between themselves and other arts organizations? If so, how?

Organizational Support

EVALUATION CRITERIA continued

Economic, Cultural, and Social Impact: 50 Points

- Does the organization market to a broad constituency, including visitors, residents and tourists having measurable goals to assess the outreach of the organization?
- Is the proposed programming/project accessible to all audiences, including individuals with disabilities, economically disadvantaged, or historically underserved?
- Does the organization demonstrate a history of involvement of diverse populations on its board, staff, and audience and/or does it demonstrate efforts to diversify its audiences and administration?
- Does the proposed programming/project expand the opportunities for visitors, residents and tourists to actively participate in Austin's cultural life?
- Does the programming/service provide a measurable economic contribution throughout the community, including expansion of tourism, employment of local artists, and leveraging of dollars?
- Does the proposed programming meet recognized social or cultural needs?
- Does the proposed activity promote tourism? If so, how?

Narrative Instructions

The narrative is vitally important to the panel reviewers, as it tells the story of your organization and includes details about the proposed programming. It is the primary document that reviewers will use to evaluate the merit of your proposal based on the criteria outlined on the previous pages. The narrative should be written so that it can be easily understood by someone not familiar with your organization.

Submit no more than ten (10 pages) of the written Narrative (see Application Instructions). The last page (page 10) should include a brief description of anticipated activities and how programs and services will continue or expand in Year 2 (interim year) of the 2-year funding cycle. Please be concise and to the point.

The narrative must respond to the specific evaluation criteria on pages 16 - 17. Provide a detailed description of the specific program activities for which funding is requested (who, what, when, where, why, and how). Your narrative should address the total scope of activities for which funding is requested. Activities for organizations seeking Organizational Support Program funding should encompass an entire year of programs and services.

In your narrative, it is crucial that you describe your organization and proposed programming in a way that corresponds to the intent/goals of the program under which you are applying. Be sure to include things such as: major project activities, goals, objectives, outcomes, partners, schedules and timelines, target audience(s) and community(ies) served, key individuals and artists involved, etc. Overall, the narrative should address how your organization and programming will support the encouragement, promotion, improvement, and/or application of the arts.

Project Support

OVERVIEW

Purpose

The purpose of the Project Support category is to serve as a catalyst for the delivery of high quality arts and cultural experiences, to stimulate programming that is reflective of Austin's rich and diverse community, and to encourage artistic excellence and innovation, accessibility to the arts, and the promotion of cultural tourism.

Types of Eligible Organizations

- Small and medium nonprofit arts and cultural organizations
- Large arts and cultural organizations that do not meet Organizational Support eligibility requirements or do not choose to apply for Organizational Support

Note: Broadcast and Print Media organizations must apply in Project Support II.

Eligibility Requirements

In addition to the General Eligibility Requirements, applicants must also meet all of the following requirements:

- Be a 501(c) nonprofit organization;
- In operation for at least three years;
- Qualified artistic administrative and management leadership (professional or volunteer) capable of completing the proposed project;
- Proposed activities must start no earlier than the first day of the City of Austin's next fiscal year (October 1) and end no later than the last day of that same fiscal year (September 30); and
- Applicants must have participated in the Cultural Arts Funding Programs, either Core or Community Initiatives, for a minimum of 2 funding cycles within the last 5 years.

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/or accessible to the public, must obtain permission from the *property owner* prior to the Cultural Contracts application deadline.

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 attached to the application. Without the property owner's written consent, the application cannot be processed or forwarded to the panel for review.

City of Austin Property – Artists proposing to install public art on City of Austin property must submit an Artwork Donation/Loan Review Proposal by April 25, 2014 for approval by the Austin Arts Commission. Prior to Arts Commission review, proposed artwork must be reviewed by appropriate City departments, as well as affected neighborhood and community groups. The City of Austin Artwork Donation & Loan Policy and application are on the City website: http://www.austintexas.gov/sites/default/files/files/EGRSO/COAArtworkDonationLoanPolicy_2013_v02.pdf

Project Support

FUNDING REQUIREMENTS

What Will Be Funded

Production costs, artistic fees, project coordination (including staffing), audience development, outreach and marketing, and other direct costs specific to the project outlined in the application for funding. Public exhibitions, performances or presentations must be marketed to the public. See pages 12 - 13 for specific organizations, activities and costs that will not be supported. Contact Cultural Arts Staff if you have questions.

Funding Requests

Requests in the Project Support Program for Organizations are allowed between \$25,000 and \$100,000

The project budget must be specific to the activities outlined in the application for funding. The organization's total operational budget may not be appropriate for submission under this component. Please contact Cultural Arts Division staff if you have any questions regarding this information.

New Applicants

All new applicants in Year 1 and Year 2 (interim year), regardless of budget size, are required to apply in the Project Support II program. An applicant is considered new if they have not received funding through the Cultural Arts Funding Program for two cycles within the last five fiscal years.

In Year 1, new applicants can request up to 5,000. New applicants in Year 2 (interim) may request up to \$10,000 or 25% of their unrestricted expenditures as evidenced by designated year of IRS Form 990, whichever is less.

Matching Funds

A 1:1 match is required for all contract awards. Up to one half (1/2) of the match may be in well documented in-kind support (at true market value with proper documentation). Funding from another City of Austin contract may not be used as a match to the Core Cultural Funding Program contract in the given fiscal year.

Project Support

EVALUATION CRITERIA

Applications to the Project Support Program will be reviewed according to the following criteria. Each of the following three criteria total to a maximum score of 100 points. A score of at least 75 points must be earned for the application to receive a funding recommendation. Your proposal must address each of the three sections of evaluation criteria, which and may serve as an outline for your proposal narrative. Each application will be scored individually based on the criteria outlined. The following criteria will be used for evaluation of applications:

Artistic Excellence and Innovation: 30 Points

- How does the proposed programming demonstrate artistic excellence?
 - If a service organization, does the proposed activity provide quality services that assist in the presenting of Austin's arts organizations/artists to its citizens in the promotion of tourism and cultivation with the convention and hotel industry?
- Does the applicant have a history of providing programs and services of quality?
- Does the organization produce/present quality work that contributes to the unique artistic/cultural landscape in Austin?
- Does the project make use of high caliber artists?

Administrative Capability: 20 Points

- Does the project adhere to and further the mission or goals of the organization?
- Does the organization demonstrate business, production, and administrative skills needed to complete the proposed programming/project?
- Does the organization have a history of financial stability and sound financial practices?
- Is the project budget appropriate, complete, and reasonable for the proposed project activities?
- Does the project include an evaluation plan with appropriate use of tools to measure project effectiveness? Describe methods.
- Does the project budget show a variety of revenues and/or support other than the City of Austin?
- Does the applicant collect data regarding audience demographics, audience involvement and tourists in attendance? Describe methods.

Project Support

EVALUATION CRITERIA continued

Economic, Cultural, and Social Impact: 50 Points

- Does the proposed programming/project meet identified social or cultural needs?
- Does the project market to a broad constituency, including visitors, residents and tourists? What are the organization's measurable goals to assess the outreach?
- Is the proposed programming/project accessible to all audiences, both physically and economically?
- Does the organization demonstrate a history involvement of diverse populations on its board, staff, and audience, and/or does it demonstrate efforts to diversify its audiences and administration?
- Does the programming/service provide a measurable economic contribution to the community, including expansion of cultural tourism, employment of local artists, and leveraging of dollars?
- Does the proposed activity promote tourism? If so, how?

Narrative Instructions

The narrative is vitally important to the panel reviewers, as it tells the story of your project and includes details about the proposed activities. It is the primary document that reviewers will use to evaluate the merit of your proposal based on the criteria outlined on the previous pages. The narrative should be written so that it can be easily understood by someone not familiar with your organization.

Submit no more than six (6 pages) of the written Narrative (see Application Instructions). The last page (page 6) should include a brief description of anticipated activities and how programs and services will continue or expand in Year 2 (interim year) of the 2-year funding cycle. Please be concise and to the point.

The narrative must respond to the specific evaluation criteria from pages 20 - 21. Provide a detailed description of the specific project activities for which funding is requested (who, what, when, where, why, and how). Your narrative should address the total scope of activities for which funding is requested.

In your narrative, be sure to include things such as: major project activities, goals, objectives, outcomes, partners, schedules and timelines, target audience(s) and community(ies) served, key individuals and artists involved, etc. Overall, the narrative should address how your organization/project will support the encouragement, promotion, improvement, and/or application of the arts related to the presentation, performance, execution, and exhibition of any major art forms.

Project Support II

OVERVIEW

Purpose

The purpose of the Project Support II program is to provide support for:

- Micro nonprofit arts (see definition, page 11) and cultural organizations
- Smaller nonprofit arts and cultural organizations who are implementing quality arts projects
- Nonprofit organizations that meet the requirements for presenting quality arts programming
- New applicants – An organization that has not received funding through Core Funding Program or Community Initiatives Programs for two cycles within the last five fiscal years
- Sponsored projects of groups/individual artists without 501c status

The program serves to stimulate programming that is reflective of Austin’s rich and diverse community and to encourage artistic excellence and innovation, accessibility to the arts, and the promotion of cultural tourism.

Individuals, unincorporated and Texas state incorporated groups must apply under the sponsorship of a 501(c) nonprofit organization. This program provides project support under two categories, each with separate eligibility and funding requirements and evaluation criteria:

- 1. Organizations/Incorporated Groups** and
- 2. Individual Artists/Unincorporated Groups**

1. ORGANIZATIONS / INCORPORATED GROUPS

Applicants in the Project Support II program must be 501(c) organizations or, if a sponsored project, be incorporated in the State of Texas as a nonprofit organization. Otherwise, sponsored project applications will be considered to be for an unincorporated group or individual artist. *(For program details on Individuals and Unincorporated Groups requirements, eligibility, and evaluation criteria, see pages 26 - 29.)*

A 501(c) nonprofit organization (“Fiscal Sponsor”) that applies on behalf of a sponsored group takes legal responsibility to carry out the contract as the fiduciary agent. The City of Austin will directly contract with the Fiscal Sponsor. The Fiscal Sponsor will be accountable for all administration, financial management, reporting, and any other responsibilities associated with the completion of the project. Failure to comply with fiduciary responsibilities, contract compliance, and/or contract management requirements may result in loss of eligibility to serve as a Fiscal Sponsor. 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 the City of Austin.

A 501(c) nonprofit organization may charge up to 10% of the City award amount as a sponsorship fee for serving as a fiscal sponsor. A sponsored project cannot be used to fund activities or events put on or provided by the Fiscal Sponsor.

Project Support II

Eligibility Requirements for Organizations

In addition to the General Eligibility Requirements, applicants must also meet all of the following requirements:

- Organizations in operation for at least a year;
- Have qualified artistic, administrative, and management leadership (professional or volunteer) capable of completing the proposed project;
- Proposed activities must start no earlier than the first day of the City of Austin’s next fiscal year (October 1) and end no later than the last day of that same fiscal year (September 30); and
- Be a 501(c) organization or be sponsored by a 501(c) organization. **The sponsored group must be incorporated within the State of Texas as a nonprofit. If proof of incorporation is not included in the application package the applicant will be considered and reviewed as an individual artist/unincorporated group.**

Public Art Projects

Please refer to page 18 for details regarding proposals for public art projects.

FUNDING REQUIREMENTS for Organizations

What Will Be Funded

Production costs, artistic fees, project coordination (including staffing), audience development, outreach and marketing, and other direct costs specific to the project outlined in the application for funding. See pages 12 - 13 for specific organizations, activities and costs that will not be supported. Contact Cultural Arts Division staff if you have questions.

Funding Requests

Requests for organizations in the Project Support II Program of up to \$25,000 are allowed. The project budget must be specific to the activities outlined in the application for funding. An organization’s total operational budget is not appropriate for submission under this program.

New Applicants

All new applicants in Year 1 and Year 2 (interim year), regardless of budget size, are required to apply in the Project Support II program. An applicant is considered new if they have not received funding through the Cultural Arts Funding Program for two cycles within the last five fiscal years.

In Year 1, new applicants can request up to \$5,000. New applicants in Year 2 (interim) may request up to \$10,000 or 25% of their unrestricted expenditures, whichever is less.

Matching Funds

A 1:1 match is required for all awards. Up to half (1/2) of the match may be in well-documented in-kind support (at true market value with proper documentation). Funding from another City of Austin contract may not be used as a match to the Core Cultural Funding Program contract in the given fiscal year.

Project Support II

EVALUATION CRITERIA for Organizations

Organizational applications to the Project Support II Program will be reviewed according to the following criteria. Each of the following three criteria total to a maximum score of 100 points. A score of at least 75 points must be earned for the application to receive a funding recommendation. Your proposal must address each of the three areas of the evaluation criteria, which may serve as an outline for your proposal narrative. Each application will be scored individually based on the criteria outlined. The following criteria will be used for evaluation of applications:

Artistic Excellence and Innovation: 30 Points

- How does the proposed program or project demonstrate artistic excellence?
 - If a service organization, does the proposed activity provide quality services that assist in the presenting of Austin's arts organizations/artists to its citizens and in the promotion of tourism and cultivation with the convention and hotel industry?
- Does the organization produce/present quality work that contributes to the unique artistic/cultural landscape in Austin?
- Does the project use quality artists and/or promote culture?
- Does the applicant have a history of providing programs and services of high quality?

Administrative Capability: 20 Points

- Does the project adhere to and further the mission or goals of the organization?
- Does the organization demonstrate skills needed to complete the proposed programming/project?
- Does the organization have a history of financial stability and sound financial practices?
- Is the project budget appropriate, complete, and reasonable for the proposed project?
- Does the project include an evaluation plan with appropriate use of tools to measure project effectiveness? Describe methods.
- Does the project budget show a variety of revenues and/or support other than the City of Austin?
- Does the applicant collect data regarding audience demographics, audience involvement and tourists in attendance? Describe methods.
- If applicable, describe how the fiscal sponsor is capable of managing the administrative and financial aspects of a sponsored project?

Project Support II

EVALUATION CRITERIA for Organizations continued

Economic, Cultural, and Social Impact: 50 Points

- Does the proposed programming/project meet identified social or cultural needs?
- Does the project market to a broad constituency, including residents, visitors and tourists, and have measurable goals to assess the outreach? Describe method.
- Is the proposed programming/project accessible to all audiences, including individuals with disabilities, economically disadvantaged, or historically underserved?
- Does the organization/project promote and encourage arts and cultural awareness to a broad and diverse audience?
- Does the applicant demonstrate a history of involvement of diverse populations on its board, staff, and audience, and/or does it demonstrate efforts to diversify its audiences and administration?
- Does the programming/service provide an economic contribution to the community, including expansion of tourism, employment of local artists and/or leveraging of dollars?
- Does the proposed activity promote cultural tourism? If so, how?

Narrative Instructions

The narrative is vitally important to the panel reviewers, as it tells the story of your project and includes details about the proposed activities. It is the primary document that reviewers will use to evaluate the merit of your proposal based on the criteria outlined on the previous pages. The narrative should be written so that it can be easily understood by someone not familiar with your organization.

Submit no more than five (5 pages) of the written Narrative (see *Application Instructions*). The last page (page 5) should include a brief description of anticipated activities and how programs and services will continue or expand in Year 2 (interim year) of the 2-year funding cycle. Please be concise and to the point.

The narrative must respond to the specific evaluation criteria from pages 25 - 26. Provide a detailed description of the specific program activities for which funding is requested (who, what, when, where, why, and how). Your narrative should address the total scope of activities for which funding is requested.

In your narrative, be sure to include things such as: major project activities, goals, objectives, outcomes, partners, schedules and timelines, target audience(s) and community(ies) served, key individuals and artists involved, etc. Overall, the narrative should address how your organization/project will support the encouragement, promotion, improvement, and/or application of the arts related to the presentation, performance, execution, and exhibition of any major art forms.

Project Support II

2. INDIVIDUALS ARTISTS AND UNINCORPORATED GROUPS

Applications for sponsored groups not incorporated in the State of Texas as a nonprofit organization will be considered to be an unincorporated group or individual artist. Funding is available to independent, professional artists and unincorporated groups across all artistic disciplines, living and working in Austin, who contribute to the cultural vitality of our community.

A 501(c) nonprofit organization ("Fiscal Sponsor") that applies on behalf of an individual or unincorporated group takes legal responsibility to carry out the contract as the fiduciary agent. The City of Austin will directly contract with the Fiscal Sponsor. The Fiscal Sponsor will be accountable for all administration, financial management, reporting, and any other responsibilities associated with the completion of the project. Failure to comply with fiduciary responsibilities, contract compliance, and/or contract management requirements may result in loss of eligibility to serve as a Fiscal Sponsor. 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 the City of Austin.

A Fiscal Sponsor may charge up to 10% of the City award amount as a sponsorship fee for serving as a fiscal sponsor. A sponsored project cannot be used to fund activities or events put on or provided by the Fiscal Sponsor.

Eligibility Requirements for Individual Artists and Unincorporated Groups

The City of Austin will fund professional artists and/or groups without State of Texas nonprofit status across all disciplines:

- Who currently reside in Austin and have been a resident of Austin for a minimum of 1 year;
- Who have been active on a regular basis for a year in Austin and/or its Extra-Territorial Jurisdiction (ETJ) exhibiting, publishing, presenting, and/or performing work in Austin venues, or by offering art-related activities to Austin citizens, visitors and tourists;
- Who have created a recognized body of original work within an artistic discipline over a sustained period of time and who are pursuing this work as a means of livelihood and/or a way to achieve the highest level of professional recognition;
- Who provide samples of past work in manuscript, photo, video, and/or recorded format
- Who ensure that all funded performances, exhibitions, and/or presentations are open and broadly marketed to the public; and
- Who apply under the sponsorship of a 501c nonprofit organization.

Public Art Projects

Please refer to page 18 for details regarding proposals for public art projects.

Project Support II

FUNDING REQUIREMENTS for Individual and Unincorporated Groups

What Will Be Funded

Funding may be used for development and completion of new work(s) and activities, and the related artistic fees, production costs, supplies, project coordination, marketing, and other necessary project expenses related to public events and activities. See pages 12 - 13 for specific activities and organizations that will not be supported. Contact Cultural Arts Division staff if you have questions about budgetary or any other issues.

A public exhibition(s), performance(s) or presentation(s) broadly marketed to the public is required for any given funding year for all projects. On rare occasions, approval may be obtained prior to submitting the application if the public event or activity occurs in the Interim Year (Year 2). If approval is given, the artist must document plans to work with community partners who can provide assistance in exhibition and/or performance showcases. Contact Cultural Arts Staff should you have questions.

Funding Requests

Requests up to \$15,000 are allowed in the Project Support II Program for Individual Artists and Unincorporated Groups.

New Applicants

All new applicants in Year 1 and Year 2 (interim year), regardless of budget size, are required to apply in the Project Support II program. An applicant is considered new if they have not received funding through the Cultural Arts Funding Program for two cycles within the last five fiscal years.

Year 1 New Applicants may request up to \$5,000.

Year 2 New Applicants may request up to \$10,000 or up 25% of their unrestricted expenditures, whichever is less.

The project budget must be specific to the activities outlined in the application for funding.

Applicants may submit only one application. Specific projects may only receive funding through one application. Individual artists and unincorporated groups may not be funded as a primary artist/collaborator in a different cultural funding application.

Matching Funds

A 1:1 match is required for all awards. Up to half (1/2) of the match may be in 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 cash matching funds. Funding from another City of Austin contract may not be used as a match to the Core Cultural Funding Program contract in the given fiscal year.

Project Support II

EVALUATION CRITERIA for Individual and Unincorporated Groups

Evaluation Criteria

Each of the following three criteria total to a maximum score of 100 points. A score of at least 75 points must be earned for the application to receive a funding recommendation.

Artistic Excellence and Innovation: 40 Points

- Does the project artist(s) have a recognized and consistent body of work, produced over a time period that meets or exceeds eligibility criteria?
- Is the project artist(s) recognized for maintaining high artistic standards in the production of his or her work?
- Is the project artist(s) recognized as a leader in the artistic discipline and/or Austin arts community?
- Does the project artist(s) have a history of completing quality arts projects?
- Does the project artist(s) contribute to Austin's recognition as a center for arts and culture in the state, nationally, or internationally?

Project Design: 20 Points

- Does the project artist(s) demonstrate production and business skills needed to complete the proposed project, including successful completion of similar projects?
- Is the proposed budget adequate and appropriate?
- Does the proposed budget provide sufficient funding from a diversity of sources other than the City of Austin to successfully accomplish the project?
- Is there evidence of project evaluations with appropriate use of tools to measure project effectiveness? Describe method.
- Does the project demonstrate collaboration with other artists, arts and cultural organizations, community organizations, and other resources to successfully complete the project?

Economic, Cultural, and Social Impact: 40 Points

- Does the project have a specific and identifiable public component and benefit for visitors, residents and tourists?
- Does the project provide a positive, measurable contribution to an identified creative, economic, or social need within the city?
- Does the project contribute to Austin's position as a center of arts and culture in the region, state, nationally, or internationally?
- Does the project market to a broad constituency, including visitors, residents and tourists, and have measurable goals to assess the outreach?
- Does the project demonstrate involvement of minority or other culturally underserved populations and/or does it demonstrate efforts to diversify its audiences?

Project Support II

EVALUATION CRITERIA for Individual and Unincorporated Groups continued

- Does the anticipated public presentation and potential venue provide an appropriate demonstration of the project and artist's(s') work?
- Is the proposed project accessible to all audiences, including individuals with disabilities or economically disadvantaged?
- Does the proposed activity promote tourism? If so, how?

Narrative Instructions

The narrative is vitally important to the panel reviewers, as it tells the story of your project and includes details about the proposed activities. It is the primary document that reviewers will use to evaluate the merit of your proposal based on the criteria outlined on the previous page. The narrative should be written so that it can be easily understood by someone not familiar with your organization.

Submit no more than five (5 pages) of the written Narrative (see *Application Instructions*). The last page (page 5) should include a brief description of anticipated activities and how programs and services will continue or expand in Year 2 (interim year) of the 2-year funding cycle. Please be concise and to the point.

The narrative must respond to the specific evaluation criteria from page 28. Provide a detailed description of the specific program activities for which funding is requested (who, what, when, where, why, and how). Your narrative should address the total scope of activities for which funding is requested.

In your narrative, be sure to include things such as: major project activities, goals, objectives, outcomes, partners, schedules and timelines, target audience(s) and community(ies) served, key individuals and artists involved, etc. Overall, the narrative should address how your organization/project will support the encouragement, promotion, improvement, and/or application of the arts related to the presentation, performance, execution, and exhibition of any major art forms.

Selection Process and Contract Award

REVIEW AND AWARD PROCESS

The peer review panel is nationally recognized as the most effective method for equitable allocation of funding for the arts. The City of Austin engages peer review panels comprising objective and knowledgeable arts professionals, artists, arts administrators, educators, and community representatives with arts expertise to review the applications. The panels include local panelists, as well as a small percentage of panelists representing a regional, state, and national perspective. Panels are structured to ensure the integrity of the process, absence of conflicts of interest, and diversity of aesthetic expertise to assure that resources are wisely and fairly allocated.

Peer Review Panel Process

Each application will be assigned a primary and secondary panel reader. Each of the primary and secondary readers receive complete applications and documentation packets and are responsible for presenting a summary of the assigned projects to the rest of the review panel members as part of the review process. All panelists will be encouraged to review the website links provided in Section 6 of the application.

The primary and secondary readers have the chief responsibility to thoroughly review the assigned applications and request clarification from staff regarding any questions concerning the application prior to the peer panel review meeting. City staff requests appropriate clarification from the applicant and forwards the response, as requested.

Each application is presented to the review panel by the panelists assigned as the primary and secondary readers. Applicants are encouraged to have representatives available to answer questions from peer review panelists (Organizational Support applicants are required to have a representative in attendance).

During the panel review meeting, panels review artists' and organizations' documentation materials (Attachment #11) including samples of past work in manuscript, photo, digital video, and/or recorded format and promotional materials. Panelists are directed to score the applications according to established criteria.

Panel meetings are open to the public for observation only. All applicants are given an opportunity to respond to specific questions from the panel if called upon during the peer panel review process. No new materials may be distributed nor new information introduced to the panel at this time.

Peer Review Panel Composition by Funding Category

Organizational Support: A multi-disciplinary panel(s) consisting of individuals with expertise in visual, performing, literary, multimedia arts, and other disciplines as needed to represent the applicant organizations.

Project Support: Multi-disciplinary and/or discipline-based review panels representing the visual, performing, literary and multimedia arts and other disciplines as needed to represent the applicant organizations.

Project Support II: Applications for Project Support II funding are reviewed by discipline-based or multi-disciplinary panels.

Funding Process

Historically, available sources of funding for our programs are not sufficient to meet applicant demand. While it is recommended that an applicant request the highest reasonable amount based on project budget, 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 Funding Working Group, a working group 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.

CONTRACTUAL REQUIREMENTS

Implementation

Following the approval of the funding recommendation, the applicant will submit a revised budget and project narrative. The City will enter into a contract with the organization or Fiscal Sponsor. The contract will establish procedures and responsibilities for both the City and the contractor.

The City will conduct monitoring activities throughout the year as required. These activities may include site visit to verify compliance with contract requirements.

Insurance

Contract applicants and sponsored project artists or organizations 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 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 contractor and sponsored project artists or organizations 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 Development Department, 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.

Marketing

Contractors will be required to post all city-funded events and projects on the arts calendar www.NowPlayingAustin.com. Contractors will be required to acknowledge the City's support in all appropriate materials and media. Some contractors may also be required to acknowledge the Texas Commission on the Arts (TCA) – this will be determined by the contract administrator.

Reports

If awarded funding, 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).

PROCESS FOR APPEAL

Operational Procedure

The Austin Arts Commission and the City of Austin Cultural Arts Division of the Economic Development Department have adopted a policy that provides for a process of appeal by an organization or individual whose application for funding was not approved. The City Manager makes final decisions in all matters in dealing with the award of cultural contracts based on the recommendations of the peer review process, staff input, and the Austin Arts Commission recommendations. Austin Arts Commission meetings are public meetings held throughout the year, and provide opportunities for citizen comments to funding program guidelines, general and specific Austin Arts Commission and Division policies, objectives, budget requests, and other matters. During these meetings, public comment from organizations, artists and members of the public is encouraged.

Grounds for Appeal

An organization or individual whose application for requested funding in excess of \$5,000 has been reviewed and not approved for funding shall be entitled to pursue a process of appeal based upon technical aspects of the application review and determination process. Requests for an appeal must be grounded in consideration of the following technical aspects of the application/review/award process: 1) Austin Arts Commission or staff administrative error, 2) conflict of interest, or 3) presentation of misinformation.

The subjective opinions of application reviewers, panels, and commission are not subject to appeal, nor are the scores assigned in the application review process are not grounds for appeal. Issues of eligibility, guidelines, policy or funding amounts are **NOT** part of the Funding Determination Appeal Process. Grounds for appeal are based on the peer panel review process; therefore, there is no appeal process during the interim year.

Appeal Process

The appeal process is a review of decisions reached on an application as originally submitted or as amended in response to Cultural Arts staff inquiries. New application information and subsequent application clarification are not considered in the appeal process. The following six steps of the appeal process are outlined below:

1. Preparation for Appeal

Contact the Cultural Arts staff to request a summary report which describes the basis on which the decision was made and to discuss the review/determination process. This should be accomplished immediately upon notification of award.

Based upon discussions with staff and further study of the determination, if there is a decision to continue appeal then immediately proceed to the next step.

2. Notification of Intent to Appeal

Submit a written "intent to appeal" within 30 days from the date of the City funding notification letter. This correspondence must be addressed to the Cultural Arts Program Manager and should include information identifying the applicant and specific project, and a brief discussion on the basis on which an appeal is being made (administrative error, conflict of interest, or presentation of misinformation).

Submission of a written "intent to appeal" within 30 days from receipt of the funding notification will initiate step 3.

3. Conference

Following receipt and review of the "intent to appeal", the Cultural Arts Program Manager will schedule a staff/appellant conference. The purpose of this conference is to informally review and discuss the recommendations of the peer review panel and the action taken by the Austin Arts Commission.

In response to a written statement of intent to appeal, City staff will provide appropriate guidelines and questions to determine the basis for appeal in preparation for the staff/appellant conference. At least two days prior to the meeting, the Appellant must provide the Cultural Arts Program Manager written answers to the questions.

Based upon the findings of the conference, a report is developed which outlines the discussion (e.g. key facts, areas of consensus, agreement, and concern, etc.) The report will be made available to the Appellant as soon as possible (within one week of the meeting). If the appellant's concerns are not resolved, the Appellant may proceed to the next step.

4. Formal Review

Within two weeks after the receipt of the meeting report, should the appellant's concern remain unresolved, the appellant should submit a written request for formal review. A letter, based only upon those appealable issues and evidence considered at the informal review that remain unresolved, should be submitted to the ED Director. The issue(s) must be specific and clearly set forth in the letter. The appellant should give care to determine if correction of the error would likely result in a positive funding determination before requesting a formal review. (For example: If the correction of the error would likely provide an additional ten points to the application score, and the application score was forty points below the funding mark, proceeding with a formal review would not be productive.)

5. Appeal Hearing

After receipt of the request for a formal review, the ED Director will schedule a formal appeal meeting with the Austin Arts Commission's Appeal Working Group within sixty (60) days. The working group will be chaired by the Austin Arts Commission Vice Chairperson or his/her designee, a member of the review panel, and any others appointed by the Austin Arts Commission Chairperson. A maximum of three (3) appellant representatives may attend the meeting.

After review of the materials presented, the Appeal Working Group will prepare a recommendation to the Austin Arts Commission for consideration at its next scheduled meeting. A copy of the working group report and notification of the date of the Austin Arts Commission meeting at which the recommendation will be made will be provided to the appellant. If a finding in favor of the appellant is determined, a recommendation to initiate the final step in the process will be forwarded to the ED Director.

6. Appeal Funding Approval

The City will reverse the previous funding decision and provide priority funding from its next available resources, with the following considerations: at a level commensurate with other similar contracts, at a special level based on City priorities, at a reduced level based upon the current status of the activity, or at an adjusted level based on funds available.

ROLES AND RESPONSIBILITIES

Austin City Council

- Establishes overall cultural funding policy and annual program budget;
- Authorizes all contracts made under the Cultural Arts Funding Programs to arts and cultural organizations; and
- Appoints members of the Austin Arts Commission

Austin Arts Commission

The Austin Arts Commission is responsible for the following tasks:

- Serves as an advisory body to the City Council in all arts-related matters, including long range planning, allocations process, and coordination with the comprehensive plan;
- Promotes close cooperation between the City and all private citizens, institutions, and agencies interested in or conducting activities relating to the arts in the city, so that all art resources within the city may be coordinated to maximize promotion and support of the arts in the city;
- Facilitates communication between arts organizations; and
- Fosters and assist the development of the arts in the city.

Review Panels

- Participates in training on scoring applications using established evaluation criteria;
- Evaluates applications using established criteria and within guidelines established in the Panel Handbook; and
- Performs other tasks as assigned to panels or individual panelists.

City Staff

- Administers policies under direction of the ED Director and City Manager;
- Provides support to the Austin Arts Commission and it's working groups;
- Facilitates peer review panels, documents and verifies panel findings, and reports to the Arts Commission; and
- Administers cultural contracts with organizations and individual artists.

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 its 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. 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.

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. Guidestar can be found at www.guidestar.org.

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 artists in a funded project, 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, 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 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 Programs or Community Initiatives 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-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 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.

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. Do include gross proceeds from fund-raising events.

Other Unearned – Revenue derived from sources not listed in other categories and may 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.

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 –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, 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.

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

Preparing Your Application

Applications must be typed and printed on single sided paper. Before preparing your application, fully read the guidelines and application instructions. The guidelines provide important information about types of projects the City will fund and the criteria by which your application will be reviewed. The codes required in the application may be found on page 43.

Section 1: Summary Information

Name & Physical Street Address of Applicant (Organization or Fiscal Sponsor)

Enter the legal name and physical street address of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. This address should not be a Post Office Box.

Name/Physical Address of Sponsored Individual or Organization

Enter the legal name and physical street address of the sponsored entity. Use exact spellings. Do not use abbreviations unless part of the official name. This address should not be a Post Office Box.

Start/End Date

Enter the 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).

Project/Activity Title

Provide a brief title to which the proposed project will be referenced.

Core Funding Programs

Select the **one** funding program to which you choose to apply (Organizational Support, Project Support or Project Support II). If applying as a fiscal sponsor on behalf of a sponsored entity, choose the Project Support II box and then check whether the application is on behalf of a State of Texas nonprofit, an unincorporated group or an individual artist.

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.

Project Summary

Provide a clear and concise project summary. In addition to the applicant's name, sponsored group or individual's name (if applicable), and the amount of the request, include a brief timeline and number and types of activities. Use only the space provided. If funded, this 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 projects programming.

Section 2: Applicant Information

Name, Address and Telephone Number

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

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.**

Sponsored Entity Contact/Project Director

List sponsored contact information here, if applicable – Name, title, official mailing address, fax number, e-mail address and telephone number. Also, enter the organization website address if applicable.

Applicant/Sponsored Entity 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

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 entity, enter the sponsored entity'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 |
| 5 |
| 6 |
| 7 |
| 8 |
| 9 |
| 10 |

Section 3: Annual Budget History

Enter annual operating budget information as submitted on your IRS Form 990 for the fiscal years indicated. ***If the application is on behalf of a sponsored organization or individual, enter annual budget information for the sponsored organization or individual.*** Enter cash only; do not include in-kind amounts. This number is NOT your City of Austin funded amount, nor is it your project budget. Project budget will be utilized to determine your organizational budget size if you are applying as a new applicant in Year 1 or Year 2.

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 your 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: Projected 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 48 - 49 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: Internet Accessible Documentation

In lieu of hard copy documentation (Attachment #11), you may provide up to five (5) web links for documentation located online. The links provided here should serve as a **replacement** for the hard copy documentation, **not as a supplement**.

Section 7: Application and Attachments Checklist

Attachment #1: Narrative

The Project Narrative is vitally important to the Peer Panel Reviewers as it tells the story of your project and includes details such as the "who, what, when, where, why, and how much." The Narrative should be written so that it can be easily understood by someone not familiar with the applicant organization. Please be concise and to the point. If applying on behalf of a sponsored entity, the narrative should reflect that sponsored entities programming. Provide a brief project description of year two in the final paragraph.

In your narrative, be sure to include things such as: major project activities, goals, objectives, outcomes, partners, schedules and timelines, target audience(s) and community(ies) served, key individuals and artists involved, etc. Overall, the narrative should address how your organization/project will support the encouragement, promotion, improvement, and/or application of the arts related to the presentation, performance, execution, and exhibition of any major art forms.

Narrative must be typed single spaced, on 8½" x 11" sheets of white paper one-sided only. Collate and number each page in the upper right hand corner. Be sure to include the name of the organization/sponsored entity and narrative question on each page. Do not use smaller than 12-point type, Times New Roman Font 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.**

Submit the appropriate number of pages for your funding program and label as Attachment #1 - Narrative. Collate and number each page in the upper right corner. Be sure to include the name of the organization on each page.

Attachment #2: 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 48 - 49. If applying on behalf of a sponsored entity, the budget itemization should reflect that sponsored entities programming.

Attachment # 3: Organizational History

In not more than one page, please provide a brief description of the applicant organization including history and activities. Be sure to include the organization's mission statement. 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 fiscal sponsor. Do not use smaller than 12-point type, Times New Roman Font on 8½ x 11" – one sided only – paper and be sure to leave a minimum of 1" on both sides. **Failure to adhere to formatting criteria may result in a loss of points.**

Attachment # 4: 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 project without 501(c) status and you wish to apply as a sponsored organization, then you must submit proof of incorporation with the State of Texas** by attachment of your Texas State Letter of Exemption (Certificate of Filing). Sponsored applicants not providing proof of 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 #5: 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 entities, list the sponsored organizations or individual's Advisory Board, if applicable. Do not use smaller than 12-point type, Times New Roman Font and be sure to leave a minimum of 1" on both sides. **Failure to adhere to formatting criteria may result in a loss of points.**

Attachment #6: Form 990

Provide a copy of the first page of IRS Form 990, 990 PF, 990 EZ or 990 N for Fiscal Year 2011 and Fiscal Year 2012. There will be no extensions granted on submission of Form 990s as part of this application process.

Attachment #7: Résumés/Bios

Provide the résumés or bios of key artists and decision makers involved throughout the project. If applying on behalf of a sponsored entity, the resumes/bios should be those that correspond to that sponsored entity.

Attachment #8: Letters of Support

Provide no more than ten letters of support. Letters of support should be current, reinforce the worth of project activities, and come from the community/constituents served. Provide letters of support from key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to the project. Letters of support from elected officials do not necessarily indicate general community support.

Attachment #9: 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 #10: 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 #11: Documentation

Provide a concise but representative sample of materials to acquaint panelists with your organization and its programs. Examples of acceptable documentation include promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, digital videos, and CDs. If applying on behalf of a sponsored entity, the documentation should correspond to that sponsored entity. Each item should be labeled and numbered in the top right corner. You may submit as much documentation as will fit in a 9" x 12" envelope. No "oversized" (larger than 9"x12") items may be submitted. If applying on behalf of a sponsored entity, this documentation should correspond to that sponsored entity.

If these materials are accessible online, you may submit web links *in lieu of hard copy documentation*. This information should be listed in Section 6, Internet Accessible Documentation. Online documentation should be submitted in place of hard copy documentation, not as a supplement.

Section 8: Assurances

Please review the assurance page 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/Member; include the meeting and signing dates.

| 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. Space Rental | | |
| ABC Theater - 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 Thursday, May 1, 2014.

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

Applications must be hand delivered or mailed. Metered mail will not be accepted as proof of meeting deadlines. Faxed applications are unacceptable. **Applications will be evaluated by peer review panels as submitted.**

Mailed applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline.

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

Purchasing Office contact: (512) 974-2500

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 as received by the City Purchasing Office on or before the deadline.

The original and three copies [total of four (4)] of completed forms and required attachments must be printed on single sided paper, collated and placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist.

Three (3) copies of the optional documentation requested should be submitted in separate envelopes labeled with the organization's name and identified according to the checklist.

The seven (7) envelopes (four applications with attachments, and three documentation envelopes) are to be submitted in a single package.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Individual envelopes will not be opened and will be forwarded to reviewers as submitted. Envelopes will not be checked by staff prior to distribution.

The Cultural Arts Division is not responsible for loss or damage of application materials. The City of Austin 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.

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 application narrative contain the appropriate scale and scope of activities?
- Have you clearly explained what your plan will accomplish and how it will have impact and be measurable?
- Have the program matching requirements been met?
- Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses, etc. appropriate?
- 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?

Application Submission

- Have you completed all the required forms (Sections 1 – 7), printed on single sided paper and assembled all the required attachments (Attachments 1 – 7)?
- Is your cash flow sufficient to ensure that your project can begin while you wait for your City funding to arrive?
- Have you prepared four separate envelopes labeled with the organization's name (1 original and three copies) each containing completed forms with required attachments identified according to the checklist?
- Do you have three separate envelopes with documentation labeled with the organization's name and identified according to the checklist? These combined with the 4 envelopes containing application and required attachments should equal a total of seven envelopes, which are to be submitted in a single package.

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
- 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>*)

FY 2015 Core Funding Program

APPLICATION & ASSURANCES

Section 1: Summary Information

| | | | |
|----------------------------------------|-------------------|-----------------------------------------------|--|
| Applicant Name/Physical Address | | Sponsored Entity Name/Physical Address | |
| | | | |
| Project/Activity Title | Start Date | End Date | |
| | | | |

Core Funding Programs

Organizational Support Project Support

Project Support II:
 State Nonprofit Individual Artist Unincorporated Group

Primary Artistic Discipline – Select one only

Dance Literature Film/Media Arts Multidisciplinary
 Music Opera/Musical/Performance Theatre Visuals/Public Art

Project Summary: Please limit your response to the space provided.

_____ is requesting \$_____ in cultural contract funding to/for...

For CAD staff use only

Control Number 15

| | | | | |
|--------------------------------------|---------------------------------------|--------------------------------------------|-----------------------------------|------------------------------------------|
| <input type="checkbox"/> App Forms | <input type="checkbox"/> Tax Exempt F | <input type="checkbox"/> Résumés | <input type="checkbox"/> Original | <input type="checkbox"/> Documentation 1 |
| <input type="checkbox"/> Narrative | <input type="checkbox"/> Tax Exempt S | <input type="checkbox"/> Letters | <input type="checkbox"/> Copy 1 | <input type="checkbox"/> Documentation 2 |
| <input type="checkbox"/> Itemization | <input type="checkbox"/> Board List | <input type="checkbox"/> Op Budget (OS/PS) | <input type="checkbox"/> Copy 2 | <input type="checkbox"/> Documentation 3 |
| <input type="checkbox"/> Org History | <input type="checkbox"/> Form 990 | <input type="checkbox"/> Audit (OS only) | <input type="checkbox"/> Copy 3 | |

Section 2: Applicant Information

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

Section 3: Organizational Budget History

| | 2010-2011 Actual | 2011-2012 Actual | 2012-2013 Projected or Actual | 2013-2014 Projected | 2014-2015 Proposed |
|-----------------|---------------------|---------------------|-------------------------------------|------------------------|-----------------------|
| Revenue | | | | | |
| Expenses | | | | | |

Section 4: COA Funding History

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 | 2013-2014 |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|
| COA Funding | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Was this 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: Internet Accessible Documentation | |
|----------------------------------------------|------------|
| Name of Documentation #1 | Media Type |
| Internet Link: | |
| Name of Documentation #2 | Media Type |
| Internet Link: | |
| Name of Documentation #3 | Media Type |
| Internet Link: | |
| Name of Documentation #4 | Media Type |
| Internet Link: | |
| Name of Documentation #5 | Media Type |
| Internet Link: | |

Section 7: 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 one original application and three copies (totaling 4) of the application and all of the required attachments. Three total copies of the documentation must also be submitted.**

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 Internet Accessible Documentation
- Section 7 Application Checklist
- Section 8 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 (all programs)
- Attachment 2 Budget Itemization (all programs)
- Attachment 3 Organizational History (all programs)
- Attachment 4 Proof of Federal Tax Exempt Status (all programs)
 - Proof of State Tax Exempt Status (PS II Sponsored Entity)
- Attachment 5 Board List (all programs)
- Attachment 6 990 Forms (all programs)
- Attachment 7 Résumés/Bios (all programs)
- Attachment 8 Letters of Support (all programs)
- Attachment 9 Total Projected Operational Budget (Organizational & Project Support ONLY)
- Attachment 10 Independent Audit/Financial Review (Organizational Support ONLY/1 copy only)
- Attachment 11 Documentation (all programs)

PACKAGING

Indicate that all application materials have been correctly packaged and labeled by checking the boxes below. Application materials should be placed in envelopes and labeled as follows.

| | | | | |
|-----------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Envelope #1 "Original" | <input type="checkbox"/> Envelope #2 "Copy 1" | <input type="checkbox"/> Envelope #3 "Copy 2" | <input type="checkbox"/> Envelope #4 "Copy 3" | <input type="checkbox"/> Envelope #5 Documentation Attachment #11 |
| Application Form | Application Form | Application Form | Application Form | |
| Attachment #1 | Attachment #1 | Attachment #1 | Attachment #1 | |
| Attachment #2 | Attachment #2 | Attachment #2 | Attachment #2 | <input type="checkbox"/> Envelope #6 |
| Attachment #3 | Attachment #3 | Attachment #3 | Attachment #3 | Documentation |
| Attachment #4 | Attachment #4 | Attachment #4 | Attachment #4 | Attachment #11 |
| Attachment #5 | Attachment #5 | Attachment #5 | Attachment #5 | |
| Attachment #6 | Attachment #6 | Attachment #6 | Attachment #6 | |
| Attachment #7 | Attachment #7 | Attachment #7 | Attachment #7 | <input type="checkbox"/> Envelope #7 |
| Attachment #8 | Attachment #8 | Attachment #8 | Attachment #8 | Documentation |
| Attachment #9* | Attachment #9* | Attachment #9* | Attachment #9* | Attachment #11 |
| Attachment #10 | | | | |

**Attachment #9 required for Organizational Support & Project Support ONLY*

**Attachment #10 Only if required & 1 copy ONLY*

Section 8: 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 Fiscal Sponsor organization with legal authority to certify the information contained in the application and by 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, or subconsultants, 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, any member of the Austin City Council or City staff except in the course of City-sponsored inquiries, or any interviews or presentations between the date that the application is submitted 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/Member:

Sponsored Group/Individual:

| | | | | | |
|-----------------------|----------------|-----------------------|----------------|-----------------------|----------------|
| _____ Name (typed) | _____ Title | _____ Name (typed) | _____ Title | _____ Name (typed) | _____ Title |
| _____ Signature | _____ Date | _____ Signature | _____ Date | _____ Signature | _____ Date |