

CITY OF AUSTIN CULTURAL ARTS FUNDING PROGRAMS

INTERIM APPLICATION

FY 2011-2012



**Cultural Arts Division
Economic Growth and Redevelopment Services Office**





At a glance . . .

Core Programs ...

There are three specific programs:
Organizational Support
Project Support
Project Support II

To be Eligible...

All Interim applicants must have been reviewed in the FY 2011 peer review process, funded for FY 2011 activities, and complete the contracted activities by 9/30/11.

Applicants must apply in the same program and category as the FY 2011 application. Applicants must meet the eligibility requirements described in the FY 2011 Core Programs Guidelines.

Applicants must be incorporated, tax exempt organizations residing in Austin or its Extra Territorial Jurisdiction.

Other organizations and individual professional artists residing in Austin or its Extra Territorial Jurisdiction may apply under the umbrella of a 501c organization.

Funding Basics...

A 1:1 match is required for all awards. Up to half of the match for Project Support and Project Support II awards may be in well-documented in-kind support (at true market value with proper documentation).

- **ALL applicants are required to submit a copy of their two most recently completed IRS Forms 990.**
- **Request levels may not exceed FY 2011 request.**
- **Organizational Support applicants may request up to 25% unrestricted expenditures (as evidenced in the audit) or their FY 2011 request amount, whichever is less.**
- **Project activities must be similar in scope and size to the FY 2011 proposal evaluated through the peer panel process.**

Deadlines...

Applications must be postmarked no later than May 2, 2011.

Hand delivered applications must be delivered to the City of Austin Purchasing offices by 4:00 P.M., May 2, 2011.

Purchasing Office Physical Address (for hand delivery and express mail):

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

Late applications will NOT be accepted.

Metered mail is **NOT** acceptable

Cultural Arts Funding Programs

Introduction

The City of Austin Economic Growth and Redevelopment Services Office (EGRSO) Cultural Arts Division, 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 funding programs to provide financial support to organizations and individuals for specific contracted services through a competitive application and review process. **The City of Austin does not provide grants.**

This booklet contains requisite information and forms to help qualified organizations and individuals interested in applying for funding. 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. **Our purpose is to reinforce the artistic and cultural industry representing an important component of the economy of Austin and to celebrate and promote Austin as an exciting, vibrant, and diverse community destination for visitors and tourists throughout the world.**

We constantly review and adapt our program, so changes may occur throughout the funding calendar. Cultural arts staff will provide updates on changes as they are adopted.

Thank you for your interest in applying to the City of Austin Cultural Arts Funding Programs. For more information or assistance, please contact the Cultural Arts Division staff in the Economic Growth and Redevelopment Services Office at 974-9315.

You may also visit us on the web at:

<http://www.cityofaustin.org/culturalcontracts>

Sources of Funding for Arts and Culture

City of Austin through the Hotel Occupancy Tax (See Appendix “A”)

The City of Austin invests in the arts by allocating a portion of Hotel Occupancy Tax revenues to eligible applicants recommended for funding as a result of an equitable process in which they are found to meet established program criteria. As defined in the Texas Tax Code, Chapter 351.101 (a)(4), revenue from the municipal hotel occupancy tax may be used for:

“(T)he 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, 4)

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

Texas Commission on the Arts Funds

The Texas Commission on the Arts (TCA) is the state government agency charged with the development of a receptive climate for the Arts in Texas. The agency’s goals, measures, and legislative mandates set their funding and program parameters. The TCA’s two main goals are:

- To provide arts and cultural grants for the arts and cultural industry
- To promote widespread attendance at arts and cultural performances and exhibitions in Texas

In an effort to increase accessibility to arts funding throughout Texas, TCA has provided funding to local arts agencies across the state, including the City of Austin Cultural Arts Funding Programs, which then “sub-grant” to local arts and cultural organizations and artists. While TCA has experienced changes in the availability of state funding, the City will continue to work with TCA to serve as a “sub-grantor” for available funds.

Additional Funding Sources

As the Cultural Arts Funding Programs develop, funding from additional sources will be sought. Funds will be integrated into the program budget as they become available.

Ineligible Organizations and Activities

The City of Austin will NOT fund:

- * 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, including construction, renovation or purchase of equipment and/or real property. (In the case of neighborhood art and design projects, funding may be requested for research, planning, design and/or conceptualization of projects, but not for construction, reconstruction, landscaping, or other activities that can be considered capital expenditures.)
- * Private events or any activities offered for the sole purpose of raising money in excess of the value of programs or services delivered.
- * Programs and/or services of Austin-based arts and cultural organizations that benefit other cities or regions
- * Applications that do not support nonprofit, public art activities or projects that benefit a for-profit business or activity.
- * More than one application per eligible program.
- * Sponsored projects that benefit the sponsoring organization or are an extension of the sponsoring organization's programs or services.

Funding may not be used for...

- * 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. +
- * Grant management costs, grant writing fees, application preparation costs, sponsorship fees, or any other grant preparation and management fees. They may be used as match, however.
- * Operating costs not associated with the project.+
- * Purchase of awards, cash prizes, gift certificates, scholarships, contributions, or donations. +
- * Food or beverages for hospitality.
- * Entertainment or reception 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. +
- * Creation of textbooks / classroom materials. +
- * Out of state travel – *Note: Out of state travel may be allowed on a case by case basis, however travel activity must be essential to the project and you must have prior written approval from CAD staff. Guest artist travel to Austin is allowed. Research travel is not allowed.*

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

Application Instructions

Applications must be typed. Before preparing your application, read the guidelines. The guidelines provide important information about types of projects the City will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues. The codes requested in the application may be found on page 8. One original set of completed forms and required attachments must be collated and placed in its own envelope. The envelope should be labeled with the organization's name (and sponsored project's name, if applicable) and identified according to the checklist.

Section 1 Summary Information

Applicant/Sponsor Name & Address

Enter the legal name and official mailing address of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application. If an applicant is being sponsored, enter the sponsor's name in this box.

Sponsored Project

Check this box if an applicant is being sponsored. The applicant's name goes in the name and address box and the sponsored individual/organization's name goes in the For Whom box.

Core Funding Programs

Select the one funding program you are applying in.

Organization Budget Size

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

Individual Artist Project

If the sponsored project is on behalf of an individual artist, check this box.

Artistic Discipline

It is critical that you select the appropriate artistic discipline that applies to your organization. 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 project, check the box that corresponds to the artistic discipline of the sponsored project.

Project Summary

Provide a clear and concise project summary with a brief timeline and number and types of activities including bullet points that list your program/performance/event. Use only the space provided. Provide all specific information (who, what, where, when, why). This will be the basis for your contract language. If the project is on behalf of a sponsored project, the project summary should describe the sponsored project's program/performance/event.

Section 2 Applicant Information

Name, Address and Telephone Number

Enter the legal name, other commonly used names, official mailing address, and telephone number of the organization as entered in the City's Vendor Registration System. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

Federal Tax I.D. number

Applicants must provide the applicant organization's 9 digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Contact/Project Director

This is the person to whom questions concerning this application will be addressed as well as a project contact if applicant is awarded funding.

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 Contact/Project Director

List sponsored contact information here, if applicable.



Applicant/Sponsored Race Codes

Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership. Sponsored projects 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
- 99 no single group listed above represents 50 percent 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
- 99 No single group

Arts Education Code

Arts Education: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes.

Projects not fitting the definition of arts education stated above should be coded 99. For those projects fitting the National Standard Arts Education definition, the use of sub-codes A through D, indicating specific learning audiences, are required. If a project serves multiple groups of learners or the general public, main numeric codes are acceptable:

- 01 50% or more of this projects activities are arts education directed to:
 - A. K-12 students
 - B. Higher education students
 - C. Pre-kindergarten children
 - D. Adult learners (including teachers and artists)
- 02 Less than 50% of this project's activities are arts education directed to:
 - A. K-12 students
 - B. Higher education students
 - C. Pre-kindergarten children
 - D. Adult learners (including teachers and artists)
- 99 None of this project involves arts education

Start Date/End Date

Enter the dates of your project. Include implementation and completion. These dates must be within the period of October 1, 2011 through September 30, 2012.

Section 3 Operating Budget History

Enter annual operating budget information as submitted on your IRS form 990 for the years indicated. Enter cash only; do not include in-kind amounts. If the application is on behalf of a sponsored project, enter budget information for the sponsored organization. This number is NOT your City of Austin funded amount, nor is it your project budget. **NOTE:** Applications on behalf of individual artists do not have to fill this section out.

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 12 and 13 for a Sample Budget Itemization. The Budget Itemization must follow the same format as the projected budget and break down income and expenses in detail.

Income

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization.

Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization.

Section 6 Application and Attachments Checklist

The Attachments/Checklist must be submitted with your application.

Attachment #1, Narrative (Applicable only if size and scope of project has changed)

A formal narrative is not required as part of the interim process, unless the following conditions apply:

- Applicants must submit a narrative if the size and scope of the proposed activities is different than the **proposed FY 2011 activities** OR,
- If the applicant organization's (or sponsored project/individual) financial status has changed significantly over the past two years.
- If the organization's proposed budget is 20% more or less than the previous two years, applicants must provide an explanation of
 - why the change has occurred,
 - how any increases or deficits were caused, and
 - what actions will take place to address the change in financial status.

Narrative Formatting

Narrative must be typed single spaced, on 8½" x 11" sheets of white paper one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum margin of 1" on both sides. 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, Projected 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 balance with the projected budget in Section 5 (expense= income – there will be no profit or loss). 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 12-13.

Attachment # 3, Proof of Tax Exempt Status

Provide proof of tax exempt status. 501(c) and other tax-exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: proof of Texas nonprofit incorporation, articles of incorporation, bylaws, or proof of sales tax exemption.

Delivery Instructions

Applications may be hand delivered or mailed.

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

Late applications will NOT be accepted.

Applications are due by May 2, 2011.

Mailed applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand delivered applications must be dated and documented received by the City Purchasing Office on or before the application deadline. Late or significantly incomplete applications will not be accepted.

Metered mail is NOT acceptable.

Faxed applications are unacceptable. Applications must be typed or word-processed.

One original set of completed forms and required attachments must be collated and placed in its own envelope. The envelope should be labeled with the organization's name (and sponsored project's name, if applicable) and identified according to the checklist.

The Cultural Arts Division is not responsible for loss or damage of application materials. The City of Austin Cultural Arts Funding Programs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file.

Applications should be sent to the following address:

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

Physical Address (for hand delivery and express mail):
124 West 8th Street
3rd Floor, Room 308
Austin, TX 78701
512-974-2500

Sample Itemization

You are required to submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. **The following is a sample of such an itemization.** **NOTE:** The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of proper pay scales/expenses, etc. Larger, more comprehensive projects may opt for a budget narrative more appropriate to the project. Applicants should provide sufficient details for staff and panels to clearly understand all components of the proposed budget.

Income:		(p = projected) (c = confirmed)
Line 1. Admissions		
Ticket sales		
4 performances x 750 x \$5 per ticket	\$15,000	p
Line 3. Contracted services		
7 school workshops - 7 x \$150 ea	\$1,050	c
2 school performances - 2 x \$350 ea	\$700	c
	\$1,750	c
Line 4. Other / Memberships		
400 x \$15 per membership	\$6,000	
80 x \$25 per membership	\$2,000	
	\$8,000	c
Line 9. Corporate Support		
The Alexander Corporation	\$2,000	p
15 businesses @ \$250	\$3,750	p
4 businesses @ \$1,000	\$4,000	p
	\$9,750	p
Line 12. Other Unearned		
Millionaire Raffle	\$7,000	p
Charities of Our Town	\$3,000	p
	\$10,000	p
COA request	\$11,000	
Total Cash Revenue	\$55,500	
Expense In-Kind		
Administrative Non-Employees:		
Project Director - \$12.50/hour x 100 hours	\$1,250	
Other fees/services (non-employee)		
7 school teachers - 7% of salary		
7 x \$2,450	\$17,150	
Space Rental		
Allante Elementary Auditorium		
2 performances - 2 x \$800	\$1,600	
Total In-Kind Expenses	\$20,000	

Expenses / Cash

Line 24. Administrative Employees		
Executive Director - 20% of salary	\$5,000	
Line 25. Artistic Employees		
Grover Dance Company (5 dancers)		
4 performances -4 x \$5,550	\$22,200	
2 performances -2 x \$1,300	\$2,600	
		\$24,800
Line 29. Artistic Fees / Nonemployee		
Robert Perry (dancer)		
2 three-hour workshops - 2 x \$200	\$400	
John Dubin (dancer)		
1 lecture/demonstration - 1 x \$200	\$200	
Darla Heller (dancer)		
2 in-service 2 x \$200	\$400	
Carrey Cooper String Quartet (4 musicians)		
2 performances - 2 x \$800	\$1,600	
The Mozart Symphony		
4 performances - 4 x \$2,500	\$10,000	
		\$12,600
Line 33. Space rental		
Hicks theater		
4 performance - 4 x \$1,050	\$4,200	
Line 36. Marketing		
Newspaper Ads		
4 x \$180	\$720	
5 x \$200	\$1,000	
2 x \$780	\$1,560	
Posters		
50 x \$13	\$650	
		\$3,930
Line 43. Other Expenses		
Ticket Agent	\$500	
School materials		
Dance Dream booklets - 245 x \$3	\$735	
Teacher guide booklets - 7 x \$5	\$35	
Royalties	\$2,450	
Millionaire raffle	\$1,000	
Corporate fund-raising solicitation	\$250	
		\$4,970
Total Cash Expenses		\$55,500

APPENDIX "A"

FUNDING THROUGH THE HOTEL OCCUPANCY TAX

The Hotel Occupancy Tax directive is governed by Texas State Statute, Tax Code, Chapter 351.

§ 351.101. USE OF TAX REVENUE. (a) Revenue from the municipal hotel occupancy tax may be used only to promote tourism and the convention and hotel industry, and that use is limited to the following:

(4) 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;

For additional information Tax Code 351 can be viewed in its entirety at <http://www.statutes.legis.state.tx.us>

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

FY 2012
Core Cultural Arts Funding Programs
INTERIM APPLICATION FORM

Section 1: Summary Information

Applicant/Sponsor Name & Address	<input type="checkbox"/> Sponsored Project	Sponsored Project Name
Project/Activity Title		

<u>Core Funding Programs</u>			
<input type="checkbox"/> Organizational Support	<input type="checkbox"/> Project Support	<input type="checkbox"/> Project Support II	
<u>Organization Budget Size</u>			<input type="checkbox"/> Individual Artist Project
<input type="checkbox"/> Excess of \$1,000,000	<input type="checkbox"/> \$250,001 - \$500,000	<input type="checkbox"/> \$50,001 - \$100,000	
<input type="checkbox"/> \$500,001 - \$1,000,000	<input type="checkbox"/> \$100,001 - \$250,000	<input type="checkbox"/> Below \$50,000	

Primary Artistic Discipline – Select <u>one</u> only			
<input type="checkbox"/> Dance	<input type="checkbox"/> Literature	<input type="checkbox"/> Film/Media Arts	<input type="checkbox"/> Multidisciplinary
<input type="checkbox"/> Music	<input type="checkbox"/> Opera/Musical Theatre	<input type="checkbox"/> Theatre/Performance Art	<input type="checkbox"/> Visual Arts/Public Art

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

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

For CAD staff use only	Control Number 12 _____
<input type="checkbox"/> App Forms	<input type="checkbox"/> Tax Exempt
<input type="checkbox"/> Narrative	<input type="checkbox"/> Board List
<input type="checkbox"/> Itemization	<input type="checkbox"/> Form 990
	<input type="checkbox"/> Op Budget (OS & PS)
	<input type="checkbox"/> Audit (OS only)

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 Contact/Project Director		Title		Website (URL)			
Address				City State Zip			
Telephone		Fax		Email			
Applicant Race Code		Sponsored Race Code		Project Race Code		Arts Education Code	
Project/Activity Title				Start Date		End Date	

Section 3: Operating Budget History				
	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected	2011-2012 Proposed
Revenue				
Expenses				

Section 4: COA Funding History						
	2008-2009		2009-2010		2010-2011	
COA Funding	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was this project funded previously under a different organization name or sponsor?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes,	Year:		Name:			

Section 5: Projected Budget

The budget must balance. Total income (line 10 c) must equal total expenses (line 22). Round all budget figures to the nearest whole dollar.

PROJECT INCOME	CASH	IN-KIND	TOTAL
EARNED INCOME			
1. Total Admissions			
2. Total Other Earned Income			
3. TOTAL EARNED INCOME (Add Lines 1 and 2)			
UNEARNED INCOME			
4. Total Private Support (Corp, Foundation, Individual)			
5. Total Public Support (Government Grants)			
6. Total Other Unearned Income			
7. Applicant Cash			
8. TOTAL UNEARNED INCOME (Add Lines 4 – 7)			
9. COA Request Amount			
10 a. TOTAL CASH INCOME (Add Lines 3, 8, and 9)			
10 b. Total In-Kind Support (must equal In-Kind line 22)			
10 c. TOTAL INCOME (Add Lines 10a and 10b)			

PROJECT EXPENSES	CASH	IN-KIND	TOTAL
11. Administrative Employee Costs			
12. Artistic Employee Costs			
13. Administrative Non-Employee Costs			
14. Artistic Non-Employee Costs			
15. Travel			
16. Space Rental			
17. Equipment Rental			
18. Supplies and Materials			
19. Marketing and Promotion			
20. Production/Exhibit Costs			
21. Other			
22. TOTAL EXPENSES (Add Lines 11-21, must equal Lines 10 a, b, and c)			

Section 6: Application and Attachments Checklist

All sections of the application form must be completed and signed by the appropriate representatives. Check the boxes below to ensure all sections have been completed. **You must submit only one original application and one set of all the required attachments.**

Application Form

- Section 1 Summary Information
- Section 2 Applicant Information
- Section 3 Operating Budget History (Not Applicable to Individual Artists)
- Section 4 COA Funding History
- Section 5 Projected Budget Information
- Section 6 Application Checklist
- Section 7 Assurances (signed by A.O.)

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) (Applicable only if size, scope or 20% budget change)
- Attachment 2 Budget Itemization (all programs)
- Attachment 3 Proof of Tax Exempt Status (all programs)
- Attachment 4 Board List (all programs)
- Attachment 5 Form 990 (all programs)
- Attachment 6 Total Projected Operational Budget (Organizational & Project Support ONLY)
- Attachment 7 Independent Audit/Financial Review (Organizational Support ONLY/1 copy only)

Cultural Contracts Contact Information

Cultural Arts Division
Economic Growth and Redevelopment Services Office
201 East 2nd Street
Austin, TX 78767

Fax: (512) 974-6379

www.cityofaustin.org/culturalcontracts

Megan Crigger
Acting Cultural Arts Division Manager
(512) 974-9312
megan.crigger@ci.austin.tx.us

Barbara Sparks
Contract Compliance Specialist Senior,
Team Leader/Supervisor
(512) 974-7854
barbara.sparks@ci.austin.tx.us

Lani Golstab
Administrative Senior
(512) 974-7875
lani.golstab@ci.austin.tx.us

Jesús Pantel
Grants Coordinator
(512) 974-9315
jesus.pantel@ci.austin.tx.us

Section 7: Assurances

By submitting this application for funding, the applicant hereby gives assurance to the City of Austin that:

1. The activities and services for which financial assistance is sought will be administered by the applicant organization;
2. Any funds received as a result of this application will be used solely for the project described;
3. The applicant has read, understands, and will conform to the intent outlined in the Core Cultural Arts Funding Programs Guidelines;
4. The applicant will comply with Title VI of the Civil Rights Act of 1964, with labor standards under Section 5(j) of the National Foundation of the Arts and Humanities Act of 1965, with Section 504 of the Rehabilitation Act Amendments of 1974, with Title IX of the Education Amendments of 1972, with the Americans with Disabilities Act of 1990, with the Age Discrimination Act of 1975, and with the Drug Free Workplace Act of 1988;
5. The applicant will comply with Section 10(7)(b) of the Texas Commission on the Arts' Enabling Legislation, which prohibits the TCA and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program which includes obscene material as defined in Section 43.21 Penal Code of Texas;
6. The applicant is a nonprofit entity as defined by the I.R.S.;
7. The application has been duly authorized by an authorized official for the applying organization, a principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization; he/she must read and guarantee the compliance of the organization with the requirements listed. Sponsored applications must be signed by the principal of the nonprofit umbrella organization with legal authority to certify the information contained in the application and a representative of the sponsored group/individual;
8. The applicant understands that the City of Austin actively reviews and evaluates all aspects of the programs and processes and incorporates changes which may occur at any time throughout the funding calendar. Cultural Arts Division staff will provide updates on changes as they are adopted;
9. The City of Austin reserves the right to make special stipulations on how specific cultural contract funds may be spent;
10. None of my agents, representatives, sub consultants, or I have undertaken or will undertake any activities or actions to promote or advertise any cultural arts funding proposal to any member of any City Commission reviewing the proposals, member of the Austin City Council or City staff except in the course of City-sponsored inquiries, 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:

Sponsored Group/Individual:

Name (typed)	Title	Name (typed)	Title	Name (typed)	Title
Signature	Date	Signature	Date	Signature	Date