

Funding Guidelines Arts Initiative Grant



For additional information contact:

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Submittal Deadline: March 31, 2017

Late Submissions will not be accepted



**RICHARDSON CULTURAL ARTS COMMISSION
ARTS INITIATIVE FUNDING GRANTS
GUIDELINES AND INSTRUCTIONS**

OVERVIEW

Cultural Arts Commission Background

The Cultural Arts Commission serves as the advisory board to the City Council and city management in matters involving the promotion of close cooperation between the city and private citizens, institutions and agencies interested in or conducting activities relating to the arts. The Commission shall be responsible for:

- making recommendations to the City Council relative to expenditures of city funds for the purposes of promoting and sustaining the arts in the city.
- serving as a review board for the funding of proposed programs within the community that are to be funded from allocations made by the city council from hotel/motel occupancy tax.
- making recommendations on the allocation of funding for historical preservation and/or restoration that are to be funded by the allocation of funds from the hotel/motel occupancy tax.
- providing and assisting in the development of the arts in the city by providing a biennial “state of the arts” assessment to the city council.

Cultural Arts Commission Mission

To help create a vibrant and viable arts community in which diverse, high quality arts opportunities are available to Richardson residents and visitors.

Cultural Arts Commission Goals

The Cultural Arts Commission Goals are:

- increase the impact of existing cultural assets through increased accessibility, effective delivery of services, preservation of local heritage resources, examination of public and private support, and improved visibility;
- realize the potential for broad civic impact through contributions to the overall well-being of Richardson’s community, cultural tourism, and coordination between stakeholders and the community at large; and
- ensure that the needs and aspiration of Richardson’s community into the future are met through a variety of cultural activities, opportunities, and facilities; growth of citizen participation; partnership development; and value for all age groups.

Arts Initiative Grant

The City of Richardson Cultural Arts Commission is offering an Arts Initiative Grant in 2017 for special opportunities that are not included in an organization's normal budget process or regular programming.

Preference will be given to initiatives that include collaborations from at least two arts organizations. Funding of requests is at the discretion of the City Council. The City of Richardson reserves the right to not allocate these grant funds.

The Arts Initiative Grant request should not exceed 50% of the submitted project budget.

Eligible requests:

- Unforeseen or unique opportunities that are not part of an organization's regular season. Examples:
 - Special performance or series that provides a unique cultural or artistic offering to the community
 - An additional community outreach initiative that provides enrichment to Richardson residents
- Equipment relevant to the artists or professional aspects of the organization

Project support is not designed to support any one organization's entire annual expenses, but rather a specific event or series of events.

Funding from the City of Richardson is available for the encouragement, promotion, improvement and application of the arts, including music (instrumental and vocal), dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, television, radio, tape and sound recording, and the arts related to the presentation, performance, execution and exhibition of these major art forms; and historical preservation and restoration.

Eligibility

Eligibility requirements to receive arts financial assistance from the City of Richardson are:

- Applicants must be non-profit corporations holding letters of determination from the IRS showing 501(c)(3) status or be entities of government.
- Applicants must have been chartered and pursuing their mission for at least one year prior to the application deadline as indicated by the date on the organization's letter of determination from the IRS indicating 501(c)(3) status.
- The proposed Arts Initiative should serve residents of or visitors to Richardson and should be open and accessible to the public.
- The proposed Arts Initiative should be completed by December 31, 2017.

- Projects, which are designed as fund-raising activities, will not be funded. Travel, lodging, and expense accounts of officers will not be funded.
- Applicants must develop multiple revenue streams to financially support projects.

Grantee's Responsibilities

- The Chairperson of the Richardson Cultural Arts Commission will appoint a member of the Commission to serve as a liaison to the Grantee.
- The Cultural Arts Commission reserves the right to make periodic checks on grant projects and grant finances during the period covering the actual project as a part of the evaluation process.
- Arts Organizations must comply with the provisions of the Americans with Disabilities Act.
- Grantee must maintain financial books and records of the funded project and of their operations as a whole for at least two years after the conclusion of the funded project should the City of Richardson require an audit. These books and records must create a clear audit trail for the revenues and expenses of the funded project upon request.
- At the conclusion of any funded project, the Grantee shall submit to the City a detailed and comprehensive financial report covering all receipts and expenditures for the funded project using a final project form provided upon receipt of the grant award. A narrative report of the project should be submitted.
- The City of Richardson will provide digital artwork to Grantees interested in placing the city logo on printed material.
- Grantee shall include in all promotion, publicity and advertising, whether written or verbal, either the Cultural Arts Commission logo or the following credit line: ***"This arts initiative is funded in part by the City of Richardson through the Cultural Arts Commission."*** This acknowledgement should be included on all social media postings. For Twitter postings, please hashtag the City of Richardson in lieu of using the required wording.

PROCEDURES AND PROCESSES

Application Procedures

- Grant applications will be considered on an annual basis. Applications will be made available online by January 2, 2017. **The deadline to turn in applications is Friday, March 31, 2017 at 5:00 p.m. Late applications will not be accepted.**
- Applications must be submitted using the forms supplied by the Cultural Arts Commission.

Review Process

The City of Richardson Cultural Arts Commission is responsible for making recommendations to the City Council relative to expenditures from the hotel/motel occupancy tax for proposed initiatives promoting and sustaining the cultural arts in the City. The Commission consists of seven members appointed by the Richardson City Council. Following are the steps of the grant review process.

1. Staff receives applications and reviews them for completeness and accuracy.
2. Complete applications are forwarded to Cultural Arts Commission Members for review.
3. Applicants may be called to respond to questions from the Cultural Arts Commission at their April 13th regular Cultural Arts Commission meeting concerning their proposed arts initiative.
4. Cultural Arts Commission members will evaluate applications and interviews and make recommendations for funding.
5. Recommendations are forwarded to the City Council for the final awarding.
6. Funding shall be available for disbursement according to the following schedule.
7. Amount awarded with the final approval of the Richardson City Council.
8. A final project report will be due to the Cultural Arts Commission by December 31, 2017 or within 30 days of completing the event.

Evaluation Process

Cultural Arts Commission members will use the following information in making Arts Grants recommendations:

- funding available
- the completed application form (adherence to submission guidelines and clarity)
- the current amount of funds requested

INSTRUCTIONS

Financial Definitions

Refer to the definitions listed to complete the financial form included in the application on page 4.

Expenditures

Staff Salaries - funds paid to employees of the applicant organization

Professional Services - fees paid for artistic or technical services (i.e. directors, producers, designers, and technical crews)

Facilities Rental - rental cost of facilities used throughout the fiscal year for such things as performances, office space, and warehouse space

Travel & Transportation - costs for both salaried staff and contract professionals in addition to all related costs involved with transporting physical property

Rentals (other than facilities) - any form of rental other than facilities

Supplies & Materials - includes items such as office supplies and materials, supplies for costumes, materials for framing, displays, graphic and signage requirements, art supplies, and properties

Publicity & Promotion - fees paid for all promotional efforts

Printing - cost of printing programs, tickets, newsletters, catalogues, prospectuses, etc.

Postage - postage costs for items such as stamps, bulk mailings, and delivery services

In-Kind Services - dollar value of all services and/or goods donated to the applicant organization by members or outside interests. In-kind expenditures should only appear on the new line below the postage line. (i.e. Volunteer staff salaries and donated professional services should be included on this line only.)

Revenues

RCAC Funds - amount of funds you are seeking from the Richardson Cultural Arts Commission

Admissions - proceeds from all ticket sales or admission fees

Sales - proceeds received from the sale of specialty items

Membership - funds paid by the applicant organizations members (i.e. dues)

Individual Donations - all funds received from individual donors

Corporate Donations - all funds received from corporate donors

Foundation Support - all funds received from foundations

State Funds - all funds received from state arts grants or state organizations

In-Kind Services - dollar value of all services and/or goods donated to the applicant organization by members or outside interests (please refer to "In-Kind Services" under the Expenditures section)

Attachments

Following is the list of materials to be submitted with an application:

1. Current Fiscal Year Budget for all events/activities of the organization
2. Applicant organization's Internal Revenue Service Letter of Determination on 501(c)(3) status (not required if currently receiving funding from the City of Richardson)
3. Narrative - Using the outline below as a guide, provide a narrative no longer than 1 page.

Please submit all attachments in electronic format to artsgroup@cor.gov by the deadline of Friday, March 31, 2017.

Applicant Organization – Briefly (one page maximum) describe the applicant organization including its mission, scope of services, day-to-day operations, number of paid staff and volunteers. If significant organizational changes are planned, summarize these changes and describe their effects on the applicant organization's ability to carry out the proposed season. Tell us what steps you are taking to strengthen your organization.

Initiative - Outline the proposed arts initiative for which the applicant organization is seeking funding. Include details such as scope, theme, activities, schedule, target audience, admission fees, ticket purchases, estimated attendance for the arts initiative, and benchmarks used to determine the success of the initiative.

Financial - Provide an overview of the applicant's initiative financial status including the impact of this arts initiative grant request. Specifically identify current efforts the applicant organization is now making to expand funding from sources other than Richardson Cultural Arts Commission Grants for this arts initiative.

Submittal Instructions

Electronic submission of the application through the City's website is preferred. Please submit information in the following order:

1. Application
2. Current Fiscal Year Budget
3. One Page Narrative

Organizations not submitting their application electronically should submit their information to:

Richardson Cultural Arts Commission
c/o Shanna Sims-Bradish
City of Richardson
411 West Arapaho Road - Suite 201
Richardson, Texas 75080
(972) 744-4210 phone
(972) 744-5803 fax

The due date and time will be strictly enforced. Applications are due by Friday, March 31st, 2017 at 5:00 p.m. Late applications will not be accepted.

APPLICANT CHECKLIST:

Please submit information in the following order:

- Application
- Current Fiscal Year Budget
- IRS Letter of Determination on 501c3 Status (not required if currently receiving funding from the City of Richardson)
- Narrative