City of Austin
Cultural Arts Funding Program

Guidelines for the

Community Initiatives Program
(Amended January, 2013)

Fiscal Year 2013

Economic Growth and Redevelopment Services Office
Cultural Arts Division

Cultural Arts Division
CITY OF AUSTIN

Believing an investment in the Arts is an investment in Austin's future

Cultural Arts Funding Program
COMMUNITY INITIATIVES PROGRAM

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Cultural Arts Funding Program
COMMUNITY INITIATIVES

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, and cultural activity in the City of Austin and its Extra Territorial Jurisdiction (ETJ). As a component of many services and activities, the Cultural Arts Division manages funding programs to provide financial support to organizations and individuals for specific contracted services through a competitive application and review process.

This booklet contains requisite information and forms to help qualified organizations and individuals interested in applying for funding in the Community Initiatives program, an auxiliary component of the City's Cultural Arts Funding Programs. Contracted services supported through the Cultural Arts Funding Programs take place within the City of Austin's fiscal year, October 1st – September 30th annually.

The Cultural Arts Funding Programs support projects and activities in all disciplines that provide quality arts and cultural programming to the Austin community and the Extra Territorial Jurisdiction (ETJ). 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.

All applicants are required to read the guidelines and application instructions for details of program eligibility, requirements and evaluation criteria prior to beginning the application process. Cultural Arts Division staff actively reviews and evaluates all aspects of this program and its processes incorporating revisions in this publication annually. Program guidelines are reviewed periodically throughout the year; any changes adopted by the Austin Arts Commission will be distributed by Cultural Arts Division staff.

PROGRAM AT A GLANCE

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

To Be Eligible

- Applicants must be an incorporated, tax exempt, 501(c) arts organization residing in Austin or its Extra Territorial Jurisdiction (ETJ), with a history of ongoing artistic/cultural programs for a minimum of one year; or
- An individual artist, Texas State incorporated arts organization or unincorporated arts organization applying under the umbrella of a 501(c) organization and residing in Austin or its Extra Territorial Jurisdiction (ETJ) with a history of ongoing artistic/cultural programs for a minimum of one year, and,
- Propose project activities involving the marketing, production, presentation and funding of a public performance or exhibition open to both residents and tourists, and,
- Be an applicant not currently receiving funding through the Cultural Arts Division Core Funding Program.
- If applicant is approved by the Austin Arts Commission, a contract must be initiated with required insurance in effect and all required pre-contract materials completed prior to the event date. Failure to enter into a contract prior to the event date may result in the nullification of the funding award.

Funding Requests

- Requests of up to $5,000 by 501(c) arts organizations for specific arts project activities.
- Requests up to $3,000, by State of Texas incorporated arts organizations for specific arts project activities.
- Requests of up to $2,000 by individual artists or unincorporated arts organizations for specific arts project activities.

Application budgets must be specific to this applications proposed activities. Monies currently allocated as funds or match to another City of Austin Economic Growth and Redevelopment Offices and/or Cultural Arts Division Program may not be used.

Deadlines and Delivery

Community Initiatives applications will be accepted annually on an ongoing basis during the Cultural Arts Funding Program fiscal year, while funds are available. **Applications are due on the first Monday of each month and must be received at least 60 days prior to the project start date. Applications will be accepted at any time, as long as funding is available, but may not be considered until the following month's Austin Arts Commission meeting. All application materials are public records. Keep a complete copy of your application and materials for your file.**

Applications must be hand delivered or mailed to:
City of Austin Cultural Arts Division
201 East 2nd Street
Austin, Texas 78701

CITY OF AUSTIN VISION AND GOALS

City of Austin Vision

To be the most livable city in the country. The City of Austin's vision of being the most livable city in the country means that Austin is a place where all residents participate in its opportunities, its vibrancy and its richness of culture and diversity.

City of Austin Vision for the Cultural Arts

The City of Austin envisions a culturally vibrant city where:

- Arts, culture and creativity are an integral component of a vibrant community and a thriving economy,
- Artists, cultural and creative organizations across all disciplines have the opportunity to engage in meaningful work and provide a robust selection of activities to a wide audience including residents, visitors and tourists, and
- A creative environment cultivates and attracts a diverse workforce and businesses that value the arts, culture and creativity.

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

Goals for Allocation of Funds

1. Support arts, culture and creativity as an integral component of a vibrant community and a thriving economy:
   - Contribute to cultural tourism development
   - Foster sustainable growth and development of the creative community
   - Build and diversify audiences through research and marketing strategies
   - Attract the workforce and businesses that value a creative community

2. Preserve the unique character of Austin while encouraging artistic and cultural excellence and innovation:
   - Provide opportunities for active participation in Austin's cultural life
   - Increase and diversify the production of arts and cultural activities
   - Enhance the presentation of emerging and established culturally-diverse arts organizations
   - Encourage partnerships and creative collaborations within the community

3. Support artists and arts organizations of all disciplines as they engage in meaningful work:
   - Encourage excellence, innovation, and collaboration in the creation and presentation of artistic and cultural work
   - Support artists and organizations in developing new programs and activities
   - Promote the value of arts, culture and creativity

SOURCE OF PROGRAM FUNDS

The City of Austin invests in the arts by allocating a portion of Hotel Occupancy Tax (HOT) to eligible applicants who meet established program criteria and are recommended for funding as a result of an application and peer panel review process. Per state law, revenue from the municipal Hotel Occupancy Tax may be used only to promote tourism and the convention and hotel industry [**Texas Tax Code, Chapter 351.101. Use of Tax Revenue**]

As per Austin City Code Chapter 11-2-7(B)(3), the City allocates one point zero five (1.05) of every seven (7) cents of the municipal allocation of Hotel Occupancy Tax revenue to the Cultural Arts Fund to support arts and cultural organizations, as permitted by the Texas Tax Code, and may be used for the following related to arts and cultural activity:

The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms [Texas Tax Code, Chapter 351.101 (a)(4)].

The complete details of the State of Texas Hotel Occupancy Tax Code may be found at *http://www.statutes.legis.state.tx.us* or at *www.austincreates.com*.

NEED ASSISTANCE?

For general inquires or assistance, please contact the Cultural Arts Funding Program staff at (512) 974-7700 or email us at culturalarts@austintexas.gov.

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

Cultural Arts Funding Program staff

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

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

ELIGIBILITY REQUIREMENTS

Requirements for All Applicants

- Residency in Austin or its Extra-Territorial Jurisdiction (ETJ) with a history of ongoing artistic/cultural programs for a minimum of one year, and,
- Be a 501(c) nonprofit arts organization, or
- Be an individual artist, Texas State incorporated arts organization or unincorporated arts organization residing in Austin or its Extra Territorial Jurisdiction (ETJ), applying under the umbrella of a 501(c) organization; and
  - Propose event based activities/programming open and advertised to the general public and for the benefit of residents, visitors and tourists.
  - If applicant is awarded funding by the Austin Arts Commission, a contract must be initiated with required insurance in effect and all required pre-contract materials completed prior to the event date. Failure to enter into a contract prior to the event date may result in the nullification of the funding award.

Requirements for Organizations

All applicants must meet the following minimum requirements:

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

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

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

Requirements for Sponsored Projects

All sponsored projects must meet the following minimum requirements:

Organizations must be incorporated within the State of Texas as a nonprofit organization. Sponsored applicants not providing proof of incorporation with the State will be considered as individual artist applications.

Sponsored Projects must have a 501(c) nonprofit organization apply on their behalf.

Individual artists must have lived and worked actively as an artist in Austin or its Extra Territorial Jurisdiction (ETJ) for a minimum of one year.

Unincorporated/Incorporated Groups must be based in Austin and have produced artistic work in Austin or its ETJ for at least one year.

Requirements for Fiscal Sponsors

All sponsoring organizations must meet the Minimum Requirements for Organizations above. Additionally, all sponsoring organizations must also meet the following minimum requirements:

Sponsoring organizations must be a 501(c) organization located in Austin or its Extra Territorial Jurisdiction (ETJ).

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

Sponsoring organizations must have a paid Executive Director.

Sponsoring organizations must have at least a $50,000 annual operating budget as evidenced by their most recent IRS Form 990.

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

Additional Requirements for Sponsored Projects and Fiscal Sponsors

Sponsoring organizations that apply on behalf of unincorporated groups or individuals as the fiduciary agency must take on the legal responsibilities to carry out the contract. The City of Austin will contract with the sponsoring organization directly, which will be responsible for all administration, financial management, reporting, and any other responsibilities associated with the completion of the project. Sponsoring organizations must make sure all insurance requirements are in place. The sponsoring organization may charge up to a 10% sponsorship fee for serving as an umbrella in all applicable programs. Sponsored project activities must be independent projects, separate from the general activities of the sponsoring organization. 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 sponsoring organization. Applicable professional services provided by service organizations may be considered as eligible expenses.

Public Art Projects

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

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

City of Austin Property – Applicants proposing to install public art on City of Austin property must submit an Artwork Donation/Loan Review Proposal for review by the AIPP panel prior to submitting the Community Initiatives application. Prior to the AIPP Panel review, the proposed artwork must be reviewed by appropriate city departments as well as neighborhood and community groups. Artwork Donation/Loan Review Proposal forms are available at www.austintexas.gov/aipp/donation.htm.

CLASSIFICATIONS OF ORGANIZATIONS

Arts and cultural organizations that meet the minimum requirements listed below will be classified by annual cash operating expense. (In-kind contributions and income related to capital fund-raising or other long-term investments are not included in operating income.)

Large Expenses in excess of $1,000,000
Expenses between $500,000-$1,000,000

Medium Expenses in excess of $250,000
Expenses between $200,000-$250,000
Expenses between $150,000-$200,000
Expenses between $100,000-$150,000

Small Expenses between $50,000-$100,000

Micro Expenses below $50,000

Eligibility Chart

This chart outlines which organizations (as defined above) and individuals may apply and receive funding in the Community Initiatives category.

Applicant	Community Initiatives
Large Arts and Cultural Organization	*YES
Medium Arts and Cultural Organization	*YES
Small Arts and Cultural Organization	*YES
Micro Arts Organization	*YES
Non-Arts Organization	+NO
**Individuals Unincorporated Groups	*YES

Note: * Applicants receiving funding through the Core Cultural Arts Funding Programs are ineligible.
+ Non-Arts Organizations are not eligible for funding. They may, however, serve as fiscal sponsor for an individual artist or unincorporated group.
**** Individuals and unincorporated groups must apply under the umbrella of a 501(c) nonprofit organization. See pages 6-7 "Requirements for Fiscal Sponsors".**

INELIGIBLE ORGANIZATIONS AND ACTIVITIES

The City of Austin will NOT fund Nor May Funds be Used (Neither Award nor Match):

* Programming that is not open and advertised 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" or "suspended" 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 conceptualization of projects, but not for construction, reconstruction, landscaping, or other activities that can be considered capital expenditures.)

* The purchase of computer software/hardware

Ineligible Project Costs including but not 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 +

* Grant management costs, grant writing fees, application preparation costs, sponsorship fees, or any other grant preparation and management fees. <u>They may be used as match if incurred during the contract cycle and is related to FY project awarded funds.</u>

* Operating costs not associated with the project +

* Purchase of 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 May Funds be Used (Neither Award nor Match) (continued):

* 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 per fiscal year

* Sponsored projects that benefit the sponsoring organization or are an extension of the sponsoring organization's programs or services

* Fundraising groups and/or "friends of" organizations that exist primarily to support an artistic organization/group

*Activities already receiving funding through other Economic Growth and Redevelopment Offices/Cultural Arts Division Programs

Ineligible Project Costs including but not limited to the following (continued):

* Out of state/Intra state travel – *Note: Out of state/ Intra-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. Research travel is not allowed.*

* Property Taxes or any other tax with the exception of retail sales or payroll tax +

* Audits unless required per cultural funding contract +

* Membership fees +

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

Contact Cultural Arts Division Staff if further clarification is needed.

INSURANCE REQUIREMENTS FOR FUNDED APPLICANTS
(not required at time of application)

Depending on the funded activities, cultural contractors are required to carry insurance as outlined below and must **provide the Cultural Arts Division Office with a current Certificate of Insurance the cost of which may be included in your budget**. More specific insurance requirements are included in the Cultural Services Agreement. Sponsored project artists or organizations must also meet the insurance requirements or be insured through the sponsoring organization. The Contract Agency shall carry insurance in one or all of the following types and amounts as designated by the Risk Management Department of the City of Austin for the duration of the contract and furnish certificates of insurance along with copies of all policy endorsements as evidence thereof: The cost of insurance should be researched prior to the submission of the application and included in the budgetary monetary figures.

Commercial General Liability Insurance with a minimum combined single limit of $500,000 per occurrence for Coverage's A (bodily injury and property damage) & B (personal and advertising injury). The policy shall also provide blanket contractual and coverage for independent contractors. Three endorsements shall be added in favor of the City of Austin: 1) additional insured, 2) waiver of subrogation and 3) 30 day notice of cancellation.

Automobile Liability Insurance for all owned, non-owned, and hired vehicles with a minimum combined single limit of $500,000 per occurrence. Three endorsements shall be added in favor of the City of Austin: 1) additional insured, 2) waiver of subrogation and 3) 30 day notice of cancellation.

In the event the contractor will serve liquor to individuals for entertainment purposes, the Contractor shall carry **Host Liquor Liability Coverage** of $500,000 per claim. In the event the Contractor will sell liquor, the Contractor shall carry **Liquor Liability or Dram Shop Act Liability Coverage** of $500,000 per claim.

Workers Compensation and Employers Liability Insurance for all activities being held on City of Austin premises with minimum policy limits for Employer's Liability of $100,000 bodily injury each accident, $500,000 bodily injury by disease policy limit and $100,000 bodily injury by disease each employee. Two endorsements shall be added in favor of the City of Austin: 1) waiver of subrogation and 2) 30 day notice of cancellation.

CERTIFICATES OF INSURANCE SHALL CONTAIN THE FOLLOWING:

- Proper office of the insurer, the locations and operations to which the insurance applies, and the expiration date of coverage.
- Written by a company licensed to do business in the State of Texas at the time the policy is issued and shall be acceptable by the City. Naming the City of Austin, Economic Growth & Redevelopment Services Office, Cultural Arts Division, 201 East 2nd Street, Austin, TX 78701, as an additional insured.
- Waiver of Subrogation in favor of the City of Austin. **30 day** cancellation clause that obligates the insurance company to notify the Cultural Arts Division Office at 974-6379 (fax) of cancellations or material changes.

IMPLEMENTATION

Implementation Process

Following the approval of the funding recommendation, the City will enter into a contract with the organization. The contract will establish procedures and responsibilities for both the City and the contractor.

The organization will submit required revised budget information and reports as outlined below and will follow contract procedures throughout the contract period.

The City will conduct additional monitoring activities as required. These activities may include site visit by staff to verify compliance with contract requirements.

Funding Cycles

The Community Initiatives Funding Program has an annual funding cycle corresponding to the City of Austin's Fiscal Year (10/1- 9/30). Participation in this program is not guaranteed, nor is there a commitment to fund this program, or participating organizations, at previous or current levels. Only one application per organization/individual is allowed per year. Awards allocated from this program may not be used toward activities funded by any other City of Austin Economic Growth and Redevelopment Services Office/Cultural Arts Division funding programming in any given fiscal year.

Occurring on a yearly basis will be an annual review to assess program specifics and funding availability.

Matching Requirements

A 1:1 match is required for all awards. Up to half 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 matching funds.

Publicity Requirements

Publicity requirements, including the Cultural Arts Division logo, must be included on all project related promotional materials if the project is funded. CAD staff will provide specific information when an award is made.

Americans with Disabilities Act Requirements

All funded applicants must take Americans with Disabilities Act (ADA) training. You may fulfill this requirement by either attending a workshop session or by reviewing an online ADA course and submitting a completed training form to the City's ADA Coordinator.

Payment Schedule

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

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). Failure to submit an acceptable final report will make the applicant and/or individual artist ineligible to apply for future funding from the Cultural Arts Funding Programs. See the Final Report form at www.austintexas.gov/culturalcontracts/forms.htm to review the type of information required.

EVALUATION CRITERIA / APPLICATION NARRATIVE

Cultural Arts Division Staff will review your narrative based on the criteria listed below. Upon completion of the review, the application will be forwarded to the Austin Arts Commission for final approval and recommendation of award.

Narrative must be typed single spaced on 8 ½" x 11" sheets of white paper one-sided only. Use Times New Roman font no smaller than 12-point type and be sure to leave a minimum margin of 1" on all sides. Submit no more than five pages and answer the following questions:

Project

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

Artistic/Cultural Merit

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

Administrative Capability

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

Economic, Cultural, and Social Impact

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

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 will not fund, and the criteria by which your application will be reviewed. Be sure that your application addresses these issues. The codes requested in the application may be found on page 15.

Section 1: Summary Information

Applicant Name & Address

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

Sponsored Project

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

Project/Activity Title

Provide a brief title to which the proposed project will be referenced. Please provide a start date and end date of the proposed project. Contracted services supported through the Cultural Arts Funding Programs must take place within the fiscal year for which funding is awarded (October 1st - September 30th annually).

Start Date/End Date

Enter the dates of your project. Include implementation and project completion date. These dates must be within the period of October 1, 2012 through September 30, 2013. If the application is on behalf of a sponsored project, the start/end date will correspond with that sponsored project's activity.

Type of Sponsored Project

Select the appropriate box as follows:

- State Incorporated Group – Sponsored Organization/Group has obtained Texas State Incorporation
- Organization/Individual – Individual Artist or Organization/Group that has not obtained Texas State Incorporation

Primary Artistic Discipline

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

Project Summary

Bullet point a clear and concise project summary listing your program/performance/event as the initial bullet point. In addition to the amount of the request, include a brief timeline, number and types of activities. Use only the space provided. Provide all specific information (who, what, where, when, why). If the project is funded, 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: Applicants(s) / Project Information

Name, Address and Telephone Number
Enter the legal name and official mailing address of the applicant organization as recorded with the IRS, as as well as the physical address, and telephone number of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to the official mailing address, including notification of receipt of your application.

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

Applicant or Primary Partner/Contact/Project Director
This is the person to whom questions concerning this application will be addressed. This name will be entered into our database and become the contact for all future contractual correspondence if funded.

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

Sponsored or Other Partner Contact/Project Director
List sponsored or other partner contact information here, if applicable.

Board Chair/Authorized Official
Enter the name and title of the individual with legal authority and responsibility on behalf of the applicant organization to certify the information and enter into contracts. ***NOTE:*** This individual and the Contact/Project Director should not be the same. Board Chair phone number, email address, and street address must be different from those of the applicant.

Applicant/Sponsored Race Codes
Applicant organizations should code themselves based on the predominant group of which their staff, board, or membership (not audience) is composed. Use the list below. Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership. Sponsored 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
M	majority ethnic minority / multi ethnic
99	no single group listed above represents 50 percent or more of staff, board, or membership.

Project Race Code
If the majority of the project activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the activity is not designated to represent or reach any one particular group, choose code "99".

A	Asian
B	Black / African American
H	Hispanic / Latino
N	American Indian / Alaska Native
P	Native Hawaiian / Pacific Islander
W	White
M	majority ethnic minority / multi ethnic
99	No single group

Section 3: Operating Budget History

Enter annual operating budget information as submitted on your IRS form 990 for the fiscal years indicated. Enter cash only; do not include in-kind amounts. If the application is on behalf of a sponsored project, enter budget information for the sponsored organization. This number is NOT your City of Austin funded amount, nor is it your project budget.

Section 4: City of Austin Funding History

Check whether or not you have received funding through the City of Austin Cultural Arts Funding Programs for the years indicated. If 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 Information

Complete the budget paying attention to the instructions on the application form as well as the budget definitions. ***NOTE:*** A detailed itemization must be provided as Attachment #2. See page 18 for a Sample Budget Itemization. The Budget Itemization must follow the same format as the projected budget and break down revenues 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. All expenses must be fully explained in the Budget Itemization.

Section 6: Application Checklist

The Attachments/Checklist must be submitted with your application.

Attachment #1 Narrative
The Narrative is vitally important 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.

Narrative Formatting

Submit no more than five pages and label as Attachment #1 - Narrative. Narrative must be typed single spaced using Times New Roman font, on 8½" x 11" sheets of white paper one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum margin of 1" on both sides. **Failure to adhere to formatting criteria may result in a loss of points. (See Appendix A: "Compiling Your Application – The Do's and Dont's".)**

Collate and number each page in the upper right corner. Be sure to include the name of the organization and narrative question on each page (Project, Artistic/Cultural Merit, Administrative Capability or Economic Cultural and Social Impact).

Attachment #2 Budget Itemization
Each revenue and expense budget figure from Section 5, Projected Budget Information, must be itemized, including all payments to artists and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization of all artists' payments should identify artists or groups who will be paid by name and the fee for each (the fee for a group of artists along with the type and number of artists to be paid may be substituted for the listings of the artists' names). The itemization must be accurate and correspond with the projected budget in Section 5. You must indicate if amounts listed on lines 1 through 7 are pending or confirmed by placing a "p" or "c" next to the dollar amount. A Sample Budget Itemization is provided on page 18.

Attachment # 3 Organizational History
In no more than one page, provide a brief description of the applicant organization including history and activities. Be sure to include the organization's mission statement and last annual operating budget. If application is on behalf of a sponsored individual artist, incorporated or unincorporated arts organization/group this information should reflect that individual, group or organization, leaving the final paragraph for descriptive of the applicant.

Attachment # 4 Proof of Tax Exempt Status
Provide proof of tax-exempt status. 501(c) and other tax-exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax-exempt status: articles of incorporation, bylaws, or proof of sales tax exemption.

Attachment #5 Proof of Texas State Incorporation (Sponsored only)
Sponsored entities wishing to apply as a sponsored incorporated organization must provide proof of Texas State Incorporation by submitting a copy of their Texas State Incorporation letter. The following items will not be accepted as proof of tax-exempt status: articles of incorporation, bylaws, or proof of sales tax exemption. *Sponsored applicants not providing proof of incorporation with the State will be considered an individual artist or unincorporated organization/group.*

Attachment #6 Board List
Provide a roster of your governing board, including names, e-mail and mailing addresses, telephone numbers, professions or areas of expertise, and ethnic make-up. For sponsored projects, list the sponsored organization's or individual's Advisory Board, if applicable.

Attachment #7, Form 990 (sponsoring organizations and 501(c) applicants)
Provide the first page of IRS Form 990 for your most recently completed fiscal year.

Attachment #8 Documentation
Provide a concise but representative sample of materials (résumés/bios, letters of support, promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, etc.), to acquaint reviewers with your organization and its programs. Each item should be labeled and numbered in the right, top corner. You may submit as much documentation as will fit in a 9"x12" envelope. No "oversized" (larger than 9"x12") items may be submitted. (Please Note: Letters of support from elected officials do not necessarily indicate general community support, and are discouraged to prevent violations of City Purchasing Procedure and Protocol.)

Section 7: Assurances

Please review carefully. Provide the signature of the authorized official, or board designee, including the date signed. Also provide the signature of the sponsored group if applicable.

Sample Budget Itemization

You are required to submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. **The following is a sample of such 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.

(p = projected) (c = confirmed)

PROJECT INCOME	**CASH**	**IN-KIND**	**TOTAL**
Line 3. Contracted services			
2 performances - 2 x $375 ea	$ 750 c		
Line 9. Corporate Support			
The Alexander Corporation	$2,000 c		
1 businesses @ $250	$ 250 p		
COA request	$5,000		
Total Revenue			**$8,000**
PROJECT EXPENSES			
Line 12 Non Employees			
Part time development associate			
$15 per hour X 200 hours	$3,000		
Part time administrative assistant			
$10 per hour X 100 hours	$1,000		
Line 13 Space Rental			
Allante Theatre Hall	$ 500		
2 performances - 2 x $250			
Line 15 Marketing, Promotion, Publicity	$3,180		
Newspaper Ads			
4 x $180 = $ 720			
1 x $250 = $ 250			
2 x $780 = $1,560			
Posters			
50 x $13 = $ 650			
Line 16 Other Expenses	$320		
Sponsorship Fees = $250			
Office Supplies = $70			
Total Expenses			**$8,000**

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.

Arts and Cultural Organization - An organization that either has Federal 501(c) status or is incorporated within the State if Texas.

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.

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

Core Programs – The main funding programs within the Cultural Arts Funding Programs. These funding programs are for specific arts/cultural projects that benefit the citizens of Austin and its Extra Territorial Jurisdiction (ETJ). The Core Programs have an annual application deadline of May 1 each year. Core Programs include Organizational Support, Project Support, and Project Support II.

Corporate Support – Cash support derived from contributions given for the proposed activities by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Cultural Arts - The conscious use of skill and creative imagination, especially in the production of aesthetic objects (music, dance, theater, folk art, literature, performance art, visual art, media, etc.).

Cultural Tourism – The use of the performing and visual arts, as well as food, festivals, architecture, and other phenomena that contribute to the cultural vitality of a city, in order to attract tourists to a specific city/geographic region.

Culturally Based Organization – An arts organization run by and for members of a specific culture, as understood by the commonly used elements of that term. An arts organization whose artistic efforts reflect a stewardship of a deeply rooted cultural heritage as reflected in the customs, traditions, language, history, art, and institutions of the represented group.

Dance - Including, but not limited to, ballet, jazz, avant-garde and modern, experimental, ballet folklorico, folk, ethnic, traditional, or historic dance forms and collectives of individual choreographers.

Earned Income – Revenue raised by selling items or services, such as admission, concessions, and space or equipment rental. Donations and grants are considered unearned income.

Educational Institutions - Public or private schools, colleges and/or universities.

Employee Costs -

Administrative – Payments for employee salaries, wages, and benefits specifically identified with this activity for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund-raisers, clerical staff such as secretaries, typists, bookkeepers, and supportive personnel such as maintenance and security staff, ushers, and other front-of-the-house and box office personnel.

Artistic - Payments for employee salaries, wages, and benefits specifically identified with this activity for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, actors, dancers, singers, musicians, instructors, puppeteers, etc.

Technical/Production - Payments for employee salaries, wages, and benefits specifically identified with this activity for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparers and installers, etc.

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

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

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

Fiscal Sponsor – An Austin based 501(c) nonprofit organization that serves as the sponsoring organization for an individual artist or for an arts group that is not incorporated with the State of Texas as a nonprofit organization.

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.

Incorporated Group – A group incorporated as a nonprofit with the State of Texas.

Individual Artist Project – Artistic work, activities, or services created/performed by an individual artist or a collection of artists not formally organized as a group. A group of artists collaborating on a project is not necessarily considered a formally organized group. A group that is not incorporated as a nonprofit with the State of Texas will be considered an individual artist project.

In-Kind – Services or goods contributed to an individual artist or organization, at fair market value, for which one would otherwise have to pay. Services or goods provided by individuals/organizations, their employees or their board members fulfilling board duties or duties of expertise which are attached to a Cultural Arts Division Cultural Services Contract 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.

Media Arts - Creating, producing, recording, presenting, promoting, or supporting film, video, audio, media programming, and multi-media installation. Areas of concentration include, but are not limited to, animation, live action, electronic image manipulation, documentary, drama, and multimedia productions.

Multidisciplinary - Fusing two or more art forms in a single event or programming. Only those projects that are not appropriate for funding in other artistic disciplines should apply for funding under Multidisciplinary. It is important that you refer to the appropriate discipline components when applying in this category.

Music - Classical, traditional, and new music including but not limited to symphonic, orchestral, opera, chamber, choral, contemporary, early, vocal, popular, concert band, jazz, ethnic, gospel, electronic, and computer music.

New Applicant – An organization or artist that has not received funding through the Core Cultural Arts Funding Programs for two cycles within the last five fiscal years.

Non-Arts Organization – A nonprofit 501(c) organization whose primary mission is not related to the arts but has a documented history of providing arts programming and/or services within the City of Austin and/or its Extra Territorial Jurisdiction (ETJ).

Non-Employee Costs -

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

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

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

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

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

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

Other Private Support – Cash support derived from cash donations given for this activity or a proportionate share of general donations allocated to this activity. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fund-raising events.

Other Unearned – Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Professional Development – Opportunities, workshops, or training that help staff members and/or individual artists enhance their artistic or administrative skills.

Public Art - A permanent or temporary installation of art in a publicly visible and/or accessible location. Note: Applicants proposing public art projects must obtain permission from the property owner prior to the application deadline.

Resident – A citizen of Austin or its Extra Territorial Jurisdiction (ETJ).

Service Organization - An organization that provides services related to the presentation, execution, management and exhibition of the arts.

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

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

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

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

Tourist – A person who is traveling from beyond a 50 mile radius of Austin and associated with overnight trips away from home in paid **or** unpaid accommodations Also defined per Texas State Code as an individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture.

Travel – All costs directly related to travel of an individual or individuals and specifically identified with the activity. Includes fares, hotel and other lodging expenses, taxis, per diem payments, toll charges, mileage, etc. For trucking, shipping, or hauling expenses, see Other Expenses.

Unearned Income – Revenue that is donated, such as grants and donor contributions.

Underserved Audiences – Those who lack access to arts programs, services, or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age, or other demonstrable factors; or those who do not generally have the opportunity to see their lives, culture or experiences reflected through the arts. This includes, but is not limited to, diverse racial, ethnic, cultural, age, and gender groups, and persons with disabilities.

Unincorporated Group – A group not incorporated within the State of Texas as a nonprofit organization. Applications on behalf of unincorporated groups are treated as individual artist applicants.

Visitor – A person who visits, as for reasons of friendship, business, duty, travel, or the like.

Visual Arts - Producing, presenting, promoting, exhibiting, recording, or supporting visual arts, both historic and contemporary, including, but not limited to, painting, sculpture, drawing, printmaking, ceramics, fiberglass, glassmaking, photography, jewelry, textiles, and new technology such as computer art, holography, interactive video, and laser works.

City Council

Mayor Lee Leffingwell
Place 1: Council Member Chris Riley
Place 2: Council Member Mike Martinez
Place 3: Council Member Kathie Tovo
Place 4: Council Member Laura Morrison
Place 5: Council Member Bill Spelman
Place 6: Mayor Pro Tem Sheryl Cole

Austin Arts Commission

Brett Barnes, Chair
Hal Katz, Vice Chair
Scott Daigle
Amy Wong Mok
Samuel Tinnon
Bruce Willenzik

City Administration

Marc Ott, City Manager
Rudy Garza, Assistant City Manager
Robert Goode, Assistant City Manager
Sue Edwards, Assistant City Manager
Bert Lumbreras, Assistant City Manager
Michael McDonald, Assistant City Manager
Ray Baray, Acting Chief of Staff
Kevin Johns, Director, Economic Growth and Redevelopment Services Office
Rodney Gonzales, Deputy Director, Economic Growth and Redevelopment Services Office
Rosy Jalifi, Assistant Director, Economic Growth and Redevelopment Services Office

APPENDIX “A”

COMPILING YOUR COMMUNITY INITIATIVES APPLICATION

DO:

- Use 8.5” x 11” single-sided white paper
- Use Times New Roman 12 pt. type
- Leave 1” margins
- Label each page with the section and/or attachment name upper right-hand corner of each page
- List the name of the organization and sponsored organization/individual name (if applicable) upper right-hand corner of each page
- Collate and number each page in the upper right-hand corner
- Use paper clips or binder clips to group each section or attachment
- Submit an original (no copies required)
- Sign the application
- Submit all documents in a 9”x12” envelope

DON’T:

- Use double-sided documents
- Use “title pages” before each section or attachment
- Use staples
- Use folders, document holders, plastic covers, etc.
- Use padded envelopes

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

FY 2013 Community Initiatives

APPLICATION & AGREEMENT

Section 1: Summary Information

Applicant Name	☐ Sponsored Project	Sponsored Project Name
Project/Activity Title	**Start Date**	**End Date**

Type of Sponsored Project – Select one only

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

Primary Artistic Discipline – Select one only

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

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

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

For CAD staff use only			
Arts Commission Review _____	☐ App Forms	☐ Org History	ADA Required? ☐ Y ☐ N
Award Amount $_____	☐ Narrative	☐ Tax Exempt	Insurance Required? ☐ Y ☐ N
Control Number - _____	☐ Itemization	☐ Board List	☐ General Liability
	☐ 990	☐ Documentation	☐ Liquor ☐ Auto
	☐ State Exempt		

Section 2: Applicant(s) / Project Information

Applicant

Applicant's Legal Name	Federal Tax I.D. Number	Other Common Name
Official Mailing Address		City State Zip
Physical Mailing Address		City State Zip
Telephone	Fax	
Applicant or Primary Partner Contact/Project Director		Title
Address		City State Zip
Telephone	Fax	Email
Sponsored or Other Partner Contact/Project Director		Website (URL)
Address		City State Zip
Telephone	Fax	Email
Board Chair		Title
Address		City State Zip
Telephone	Fax	Email

Project

Applicant Race Code	Sponsored Race Code	Project Race Code

Total Number of Artists Participating	Total Amount Paid to Artists $
Total Number of Austin/ETJ Artists Participating	Total Amount Paid to Austin/ETJ Artists $
Total Number of Individuals Benefiting	Total Number of Youth Benefiting

Section 3: Organizational Budget History – (Arts organization or sponsored group)

	FY 08 – 09 Actual	FY 09 – 10 Actual	FY 10 – 11 Actual	FY 11 – 12 Projected	FY 12 – 13 Proposed
Revenue					
Expenses					

Section 4: COA Funding History - (Arts organization or sponsored group information)

	2009-2010	2010-2011	2011-2012
COA Funding	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Was this project funded previously under a different organization name or sponsor?
☐ Yes ☐ No

If yes,	**Year:**	**Name:**

Section 5: Proposed Budget

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

PROJECT INCOME	CASH	IN-KIND	TOTAL
EARNED INCOME			
1. Total Admissions			
2. Total Other Earned Income			
3. TOTAL EARNED INCOME (Add Lines 1 and 2)			
UNEARNED INCOME			
4. Total Private Support (Corp, Foundation, Individual)			
5. Total Public Support (Government Grants)			
6. Total Other Unearned Income			
7. Applicant Cash			
8. TOTAL UNEARNED INCOME (Add Lines 4 – 7)			
9. COA Request Amount			
10. TOTAL CASH INCOME (Add Lines 3, 8, and 9)			
11. Total In-Kind Support (must equal In-Kind line 24)			
12. **TOTAL INCOME** (Add Lines 10 and 11)			

PROJECT EXPENSES	CASH	IN-KIND	TOTAL
13. Administrative Employee Costs			
14. Artistic Employee Costs			
15. Administrative Non-Employee Costs			
16. Artistic Non-Employee Costs			
17. Travel			
18. Space Rental			
19. Equipment Rental			
20. Supplies and Materials			
21. Marketing and Promotion			
22. Production/Exhibit Costs			
23. Other			
24. **TOTAL EXPENSES** (Add Lines 13-23, must equal Line 12)			

Section 6: Application Checklist

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

Application Form

- ☐ Section 1 Summary Information
- ☐ Section 2 Applicant Information
- ☐ Section 3 Organizational Budget History
- ☐ Section 4 COA Funding History
- ☐ Section 5 Proposed Budget Information
- ☐ Section 6 Application Checklist
- ☐ Section 7 Assurances (signed by Authorized Official)

Attachments:
Please indicate which attachments are enclosed with the application by checking the corresponding box. Each page of attachments must be labeled with the attachment number and name of the organization.

Required Attachments

- ☐ Attachment 1 Narrative
- ☐ Attachment 2 Budget Itemization
- ☐ Attachment 3 Organizational History
- ☐ Attachment 4 Proof of Tax Exempt Status
- ☐ Attachment 5 Proof of State of Texas Exempt Status
- ☐ Attachment 6 Board List
- ☐ Attachment 7 IRS 990 (first page only)
- ☐ Attachment 8 DOCUMENTATION (if required)

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

Mailing and Delivery Instructions

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

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

Applications should be sent or delivered to the following address:

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

Section 7: Assurances

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

1. The activities and services for which financial assistance is sought will be administered by the applicant organization;
2. Any funds received as a result of this application will be used solely for the project described;
3. The applicant has read, understands, and will conform to the intent outlined in the Community Initiatives Funding Program Guidelines;
4. The applicant will comply with Title VI of the Civil Rights Act of 1964, with labor standards under Section 5(j) of the National Foundation of the Arts and Humanities Act of 1965, with Section 504 of the Rehabilitation Act Amendments of 1974, with Title IX of the Education Amendments of 1972, with the Americans with Disabilities Act of 1990, with the Age Discrimination Act of 1975, and with the Drug Free Workplace Act of 1988;
5. The applicant will comply with Section 10(7)(b) of the Texas Commission on the Arts' Enabling Legislation, which prohibits the TCA and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program which includes obscene material as defined in Section 43.21 Penal Code of Texas;
6. The applicant is a nonprofit entity as defined by the I.R.S.;
7. The application has been duly authorized by an authorized official for the applying organization, a principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization; he/she must read and guarantee the compliance of the organization with the requirements listed. Sponsored applications must be signed by the principal of the nonprofit umbrella organization with legal authority to certify the information contained in the application and a representative of the sponsored group/individual;
8. The applicant understands that the City of Austin actively reviews and evaluates all aspects of the programs and processes and incorporates changes which may occur at any time throughout the funding calendar. Cultural Arts Division staff will provide updates on changes as they are adopted;
9. The City of Austin reserves the right to make special stipulations on how specific cultural contract funds may be spent;
10. None of my agents, representatives, subconsultants, nor I have undertaken or will undertake any activities or actions to promote or advertise any cultural arts funding proposal to any peer review panel members, 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;
11. The filing of this application by the undersigned, officially authorized to represent the applicant organization, has been duly approved by the governing board of the applicant organization.

☐ This application was approved by the applicant's board on _____
☐ This application is scheduled to be approved by the applicant's board on _____

Note: If the application has not been approved by the governing board, you must notify the City as soon as action is taken.

Applicant Authorized Official	**Partner / Sponsored Group / Individual (if applicable)**	**City of Austin**
_____	_____	_____
name (typed) title	name (typed) title	name (typed) title
_____	_____	_____
signature date	signature date	signature date