

FY 2013 Cultural Expansion Program

APPLICATION & AGREEMENT

Section 1: Summary Information

Applicant Name

Project/Activity Title

Start Date

End Date

Organization Size (annual operating budget)

- Organization operating budget equal to or greater than \$100,000
- Organization operating budget less than \$100,000

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

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

For CAD staff use only

- | | | | |
|--------------------------------------|---|-----------------------------------|--|
| <input type="checkbox"/> App Forms | <input type="checkbox"/> Board List | <input type="checkbox"/> Original | <input type="checkbox"/> Documentation 1 |
| <input type="checkbox"/> Narrative | <input type="checkbox"/> IRS | <input type="checkbox"/> Copy 1 | <input type="checkbox"/> Documentation 2 |
| <input type="checkbox"/> Itemization | <input type="checkbox"/> Form 990 | <input type="checkbox"/> Copy 2 | <input type="checkbox"/> Documentation 3 |
| <input type="checkbox"/> Org History | <input type="checkbox"/> State of Texas | <input type="checkbox"/> Copy 3 | |

Control Number 13 CEP_____

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/Authorized Official		Title
Address		City State Zip
Telephone	Fax	Email
Applicant Race Code		Project Race Code
Project/Activity Title		Start Date End Date

Section 3: Organizational Budget History					
	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected or Actual	2011-2012 Projected	2012-2013 Proposed
Revenue					
Expenses					

Section 4: COA Funding History						
	2009-2010		2010-2011		2011-2012	
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 10c) must equal total expenses (line 17). 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			
10a. TOTAL CASH INCOME (add Lines 3, 8, and 9)			
10b. Total In-Kind Support (must equal In-Kind line 17)			
10c. TOTAL INCOME (Add Lines 10a and 10b)			

PROJECT EXPENSES	CASH	IN-KIND	TOTAL
11. Total Employee Costs			
12. Total Non-Employee Costs			
13. Space Rental			
14. Travel			
15. Marketing, Promotion, Publicity			
16. Total Other Expenses			
17. TOTAL EXPENSES (add Lines 11-16; must equal Line 10 a, b, and c)			

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.

Applicants must submit one original application and three copies (totaling 4) of the application and all of the required attachments.

Application Form

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

Required Attachments

- Attachment 1: Narrative
- Attachment 2: Budget Itemization
- Attachment 3: Organizational History
- Attachment 4: Board List
- Attachment 5: Proof of Tax Exempt Status
- Attachment 6: Form 990, 990 PF, 990 EZ or 990 N
- Attachment 7: DOCUMENTATION

PACKAGING

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

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

<input type="checkbox"/> Envelope #7
Documentation
Attachment #7 |

Section 7: Assurances

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

1. Funds will be administered and accounted for by the applicant and used for the specific purposes outlined in the application and agreement;
2. The activities and services for which financial support is sought will be administered by the applicant organization;
3. The applicant has read, understands, and will conform to the intent outlined in the Core Cultural Arts Funding Programs Guidelines;
4. The applicant is a nonprofit entity as defined by the I.R.S.;
5. 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.
6. This application and agreement by the undersigned individual has been duly approved by the governing board of the applicant organization and agreed to by all parties.
7. The applicant will comply with the Cultural Arts Division Contract Requirements for the Cultural Arts Funding Programs, outlined in the terms of the contract;
8. 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 between the date that the application is submitted and the date of award by City Council.

Project Contact:

Board Chair:

Name (typed)

Title

Name (typed)

Title

Signature

Date

Signature

Date