City of Austin
Cultural Arts Funding Program

Community Initiatives Program
Online Application Guidelines

Fiscal Year 2017
October 1, 2016- September 30, 2017

Cultural Arts Division
CITY OF AUSTIN

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

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Cultural Arts Funding Program
COMMUNITY INITIATIVES

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Cultural Arts Funding Program
COMMUNITY INITIATIVES

INTRODUCTION

The City of Austin Economic Development Department (ED) 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). The 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 cultural destination for visitors and tourists throughout the world.

All applicants are required to read the guidelines and application instructions for details of program eligibility, requirements and evaluation criteria prior to beginning the application process. The FY 2016 Community Initiatives Program Guidelines are adopted by the Austin Arts Commission in an effort to streamline the application/review process and to maintain accountability and integrity of the allocation of public funds. Cultural Funding staff actively review and evaluate 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.

GUIDELINES AT A GLANCE

Community Initiatives funding is available to arts groups, non-arts groups, and individual artists that produce or present arts activities and are not already receiving funding through the Cultural Arts Division's Core Funding or Cultural Heritage Festivals Programs. The Community Initiatives 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 or non-arts organization residing in Austin or its Extra Territorial Jurisdiction (ETJ), with a budget history of ongoing artistic/cultural programs for a minimum of one year prior to the application submittal date;

OR

- An individual artist residing in Austin or its Extra Territorial Jurisdiction (ETJ), with a budget history of ongoing artistic/cultural programs for a minimum of one year prior to the application submittal date and **MAY** apply under the umbrella of a 501(c) Austin based fiscal sponsor;

OR

- An Unincorporated/Incorporated arts or non-arts group based in Austin or its Extra Territorial Jurisdiction for a minimum of one year prior to the application submittal deadline, with a budget history of ongoing artistic/cultural programming. Unincorporated/Incorporated groups **MAY** but are not required to apply under the umbrella of a 501(c) Austin based fiscal sponsor.

Requirements for Eligible Applicants

- Proposed project activities must be a public event that is open and advertised to Austin residents, visitors, and tourists, and consistent with the promotion and enhancement of the City of Austin as a cultural destination;
- Applicant must not be currently receiving funding from the Cultural Arts Division Core Funding Program or Cultural Heritage Festivals Program

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). Applications are accepted on a month to month basis. 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 will be funded per fiscal year. Funding awards allocated from this program may not be used toward activities funded by any other City of Austin contract or funding program in any given fiscal year.

Funding Requests

- Maximum request of $5,000

Funding is dependent upon organizational budgetary size. Application budgets must be specific to this application's proposed activities.

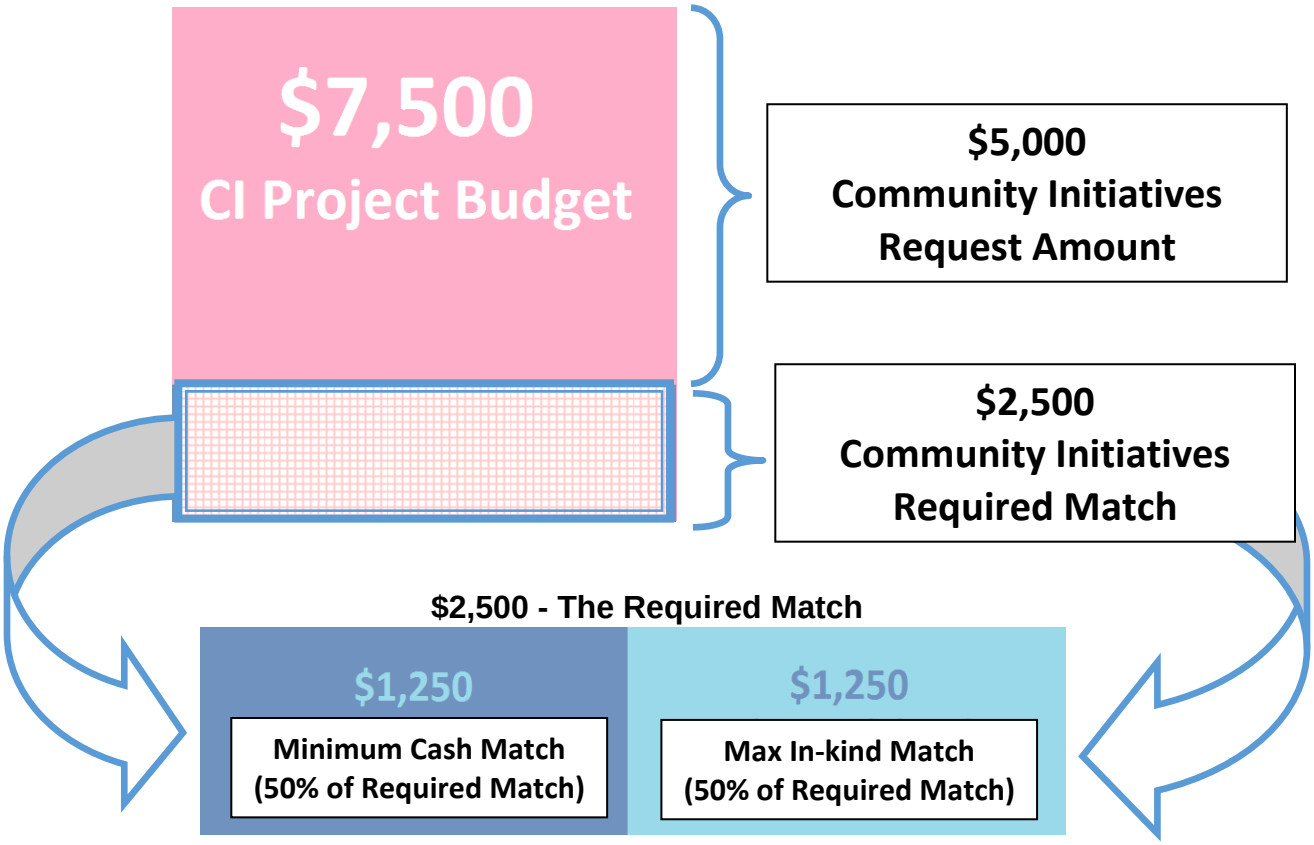
Matching Requirements

A 1:2 (half) match is required for all awards. Up to one half of the match (50%) is allowable as 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. **NOTE:** Once awarded you may accept a smaller award amount if there is a concern about meeting the matching requirements.

Matching Requirements Example

$5,000 (your request amount)
+ $1,250 (minimum cash match)
+ $1,250 (In-kind match or additional cash match)

$7,500 (TOTAL PROPOSED BUDGET)



- Request amount MUST be matched by a minimum of half of the request.
- At least 50% of the match must be in cash expenses.
- Remaining matching funds may be cash expenses or in-kind contributions.
- Your match can exceed the request too!!

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 25th of each month.

Your application must be submitted 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.

CI Application Due	for	Activities Beginning On or After
July 25, 2016		October 1, 2016
August 25, 2016		November 1, 2016
September 25, 2016		December 1, 2016
October 25, 2016		January 1, 2017
November 25 2016		February 1, 2017
December 27, 2016		March 1, 2017
January 25, 2017		April 1, 2017
February 25, 2017		May 1, 2017
March 25, 2017		June 1, 2017
April 25, 2017		July 1, 2017
May 25, 2017		August 1, 2017
June 25, 2017		September 1, 2017

APPLICATIONS MUST BE SUBMITTED ONLINE:

http://www.austintexas.gov/department/auxiliary-cultural-funding-programs

NEED ASSISTANCE?

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

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

Jesús Pantel
Contract Compliance Specialist, Sr.
jesus.pantel@austintexas.gov
Phone: (512) 974-9315

Anne-Marie McKaskle-Davis
Contract Compliance Specialist
annemarie.mckaskle@austintexas.gov
Phone: (512) 974-7854

Visit us for Open Office Hours:
Every 2nd and 4th Tuesday each month
9am-12pm
No appointment necessary

Cultural Arts Division Office
201 East 2nd Street
Austin, TX 78701
www.austincreates.com

CITY OF AUSTIN VISION AND GOALS

City of Austin Mission

The mission of the city of Austin is to be the most livable city in the country where all residents participate in its opportunities, its vibrancy and its richness of culture and diversity.

City of Austin Vision

The City of Austin envisions a culturally vibrant city where:

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

ELIGIBILITY REQUIREMENTS

Minimum Requirements for Applicants

A. **501(c) arts or non-arts organization** *(as evidenced by a current IRS determination letter or copy of the most recent Form 990 filed with the IRS)*

OR

B. **Unincorporated or Incorporated Groups without 501(c) designation** *(MAY apply under the umbrella of a fiscal sponsor)*

OR

C. **Individual Artists** *(MAY apply under the umbrella of a fiscal sponsor)*

And meet each of the following requirements:

1. **MUST** be a resident, or be based in Austin or its ETJ for at least a one (1) year prior to the date the application is submitted.

2. The proposed activity **MUST** be an event 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).

3. **MUST** have produced artistic work within your artistic expertise with a budget history of same for a minimum of one (1) year prior to the application deadline

Minimum Requirements for Fiscal Sponsors

Fiscal Sponsors must

- Be a 501(c) organization located in Austin or its Extra-Territorial Jurisdiction (ETJ),
- Have an active volunteer Board of Directors that meets at least three times a year, Have a salaried Executive Director, and
- Be in existence for at least one (1) year and have at least a $50,000 annual operating budget as evidenced by the most recently completed IRS Form 990, **OR**
- Be in existence for at least five (5) years and have at least a $25,000 annual operating budget as evidenced by the most recently completed 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

Nonprofit 501(c) organizations applying on behalf of, unincorporated/incorporated groups, or individual artists as the fiduciary agency assume the legal responsibilities of the sponsored project to meet all contractual obligations. The City of Austin will enter into a Cultural Services Agreement with the fiscal sponsor who is then responsible for all administration, financial management and reporting associated with the completion of the project. The sponsoring organization may charge up to a 10% sponsorship fee for serving as an umbrella in all applicable programs. A sponsored project's activity must be an independent project, separate from the general activities of the sponsoring organization. Applications for a sponsored project may not be for an extension of an organization's regular programs and/or services; nor may a sponsored project's project be utilized to fund activities, events, or services presented 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 project (or a public project 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 application for review by the Arts Commission. The Arts Commission must approve the donation prior to entering into the contract and in no case later than 7/30/17. To arrange the Arts Commission review, please contact Cultural Arts Funding Program staff. Artwork Donation/Loan Review application forms are available at
http://austintexas.gov/sites/default/files/files/EGRSO/art_donation_2014_v01.pdf
. If awarded funding, this does not guarantee approval of Artwork Donation/Loan application by the City of Austin for the proposed artwork.

INELIGIBLE ORGANIZATIONS AND ACTIVITIES

The City of Austin will NOT fund, nor allow as a match:

- Programming that is not open and marketed to the general public
- Governmental agencies or public authorities
- Educational institutions, including public or private schools, colleges and/or universities
- Applicants that have a "delinquent" status with the Cultural Arts Funding Programs
- An operating deficit or budget shortfall projected for the funding period or incurred within previous fiscal periods
- Previously completed activities
- Religious and/or sectarian programming or any programming and or services that are solely for the promotion of or consumption by a specific religious order and/or a particular sect
- Cash reserves or endowments of any kind, as awarded funds are to be expended within the designated funding period
- Capital expenditures, purchase, repair or renovation of equipment or real property, including construction, renovation or purchase of equipment and/or real property. In the case of neighborhood art and design projects, funding may be requested for research, planning, design and/or fabrication of art projects, but not for general construction, reconstruction, landscaping, or other costs that can be considered capital expenditures.
- Established, regularly occurring arts events

The City of Austin will NOT fund, nor allow as a match (continued):

- Applicants whose nonprofit status has been revoked by the Internal Revenue Service
- Programs and/or services of Austin-based arts and cultural organizations that benefit other cities or regions
- Projects that benefit a commercial business or activity
- More than one application per eligible program per fiscal year
- Sponsored projects that benefit the Fiscal Sponsor or are an extension of the Fiscal Sponsor's programs or services
- Fundraising groups and/or "friends of" organizations that exist primarily to support an artistic organization/group
- Foundations with a principle purpose of making grants to unrelated organizations or individuals. Foundations are eligible to serve as Fiscal Sponsors, however
- Activities concurrently receiving funding through other City of Austin Cultural Funding Programs
- Activities concurrently receiving funding through other City of Austin Department Programs

Ineligible Project Costs include (cannot be used as match), but may not be limited to, the following:

- Costs associated with the start-up of a new organization
- Direct project costs incurred more than 60 days prior to the grant starting date
- Any fund-raising expenses, including but not limited to entertainment, reception or hospitality functions expenses
- Consultants who are members of an applicant's staff or board
- Payments to students or interns whose employment is tied to class credit
- Cultural Funding Services Agreement (contract) management costs, writing fees, sponsorship fees, or any other contract management fees. <u>They may be used as match, however, if occurring during the Agreement Fiscal Year.</u> +
- Operating costs not associated with the project
- Purchase of gifts, awards, cash prizes, scholarships, contributions or donations
- Food or beverages, unless essential to the project. Contact CAD staff to verify eligibility of any food or beverage expenses +
- Existing deficits, fines, contingencies, penalties, interest or litigation costs
- Internal programs at colleges or universities
- Curriculum development or curricular activities such as creation of textbooks or classroom materials
- Scholarly or academic research, tuition, and activities which generate academic credit or formal study toward an academic or professional degree

Ineligible Project Costs include (cannot be used as match), but may not be limited to, the following (continued):

- Travel of Applicant or Sponsored Individual/Organization's administrative staff. +

  Exception: Mileage is allowed at the approved per diem rates when accompanied by a completed City of Austin Cultural Funding Private Vehicle Report. Travel activity must be essential to the project. Travel for research is not an eligible project cost.
- Purchase of Gasoline
- Property Taxes or any other tax with the exception of retail sales or payroll tax
- Audits unless required per cultural funding contract
- Membership fees
- The purchase of computer software/hardware
- Mass produced commercial products
- In-Kind contributions (including unpaid, volunteer time) from sponsored project individual artists, applicant employees or applicant board members

+ Ineligible activities MAY be included in the project(s) budget as expenses or match.

Contact Cultural Arts Division Staff for questions or clarifications of eligible project expenditures and match contributions.

CONTRACTUAL REQUIREMENTS

Implementation

With approval by the Austin Arts Commission of the funding recommendation, pre-contract materials will be forwarded to the applicant outlining specific dates for their completion and submission.

Pre-contract materials include:

- Submission of Insurance certificate that meets the City of Austin Requirements (based on Insurance Assessment submitted with application)
- Completion of Online Mandatory Orientation found at the link below
    - http://www.austintexas.gov/department/auxiliary-cultural-funding-programs

All requested pre-contract materials are due prior to the City entering into a contract with the organization. Failure to submit pre-contract materials prior to the outlined specific date may result in the nullification of the funding award. The Community Initiatives Application & Agreement must be signed by the City, with required insurance in effect and all pre-contract Mandatory Orientation, prior to the event date.

The organization will submit required 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.

Publicity Requirements

Acknowledgment of the City of Austin must be displayed in all materials and announcements for your funded project. We ask that you credit the City of Austin with the same level of recognition given to funders at a similar level.

For print materials, the Cultural Arts Division logo is required.

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CITY OF AUSTIN

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In addition, a phrase acknowledging support from the City of Austin is required:
"This project is supported in part by the Cultural Arts Division of the City of Austin Economic Development Department."

For radio or television broadcast, we require the following language:
"This project is supported in part by the Cultural Arts Division of the City of Austin Economic Development Department."

For television broadcast, display of the Cultural Arts Division logo is required.

We reserve the right to change the language of the required acknowledgement of City of Austin support, as well as the right to disallow the use of our logo and acknowledgment of our support.

Logo files are available to download at
www.austintexas.gov/department/core-cultural-funding-programs

In addition, all contractors are required to list their event on **www.NOWPLAYINGAUSTIN.com.** For further information or clarification, please contact your contract administrator

Americans with Disabilities Act Requirements

All funded applicants must take Americans with Disabilities Act (ADA) training. You may fulfill this requirement by completing a short open book quiz which will be provided to you by CAD staff. Additionally, all contracted events must be ADA compliant.

Insurance Requirements

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 will be included in the pre-contract materials if you are awarded funding. Sponsored projects must also meet the insurance requirements or be insured through the sponsoring organization. The contractor 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 Development Department, 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 512-974-6379 (fax) of cancellations or material changes

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.

NOTE for JULY 25th AND AUGUST 25th Applicants:
The earliest a check will be issued is Mid-November of any given fiscal year. Please keep this in mind as you plan your funded activities.

NOTE for JULY 25th Applicants:
If you submit your CI application on July 25th please be aware that if you are awarded funds the funding is contingent on the Austin City Council approving the City budget for the upcoming new fiscal year (October 1 is the beginning of the City's fiscal year). The City Budget will not be approved until mid-to-late September. CAD staff will notify you once the funding has been approved by the City Council.

Reports

If awarded funding, a final report will be required within thirty days of the programming cessation, which shall be no later than October 30 of any given fiscal year. Please note that if you are awarded funds you are required to attend a final report workshop. Final report workshops will be held monthly. Workshop dates and locations will be posted on the Cultural Arts Division website – www.AustinCreates.com

The report will require:

- Proof of award and match monies expended,
- A variety of demographics data,
- Proof the funded programming was executed,
- Proof of use of required publicity verbiage and logo(s).

Failure to submit an acceptable final report will make the applicant and/or sponsored project ineligible to apply for future funding from the Cultural Arts Funding Programs. See the Final Report form at http://www.austintexas.gov/department/auxiliary-cultural-funding-programs to review the type of information required.

EVALUATION CRITERIA

Cultural Arts Division Staff will review applications based on eligibility requirements and the satisfactory completion of all 5 Section of the application including the Narrative Questions listed below. Applications that meet the requirements as outlined in these guidelines will be forwarded to the Austin Arts Commission for final review and approval of funding award.

Narrative 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 Austin's artistic and cultural community?

Artistic/Cultural Merit

3. Describe your experience producing/presenting artistic work. Include previous works, accolades, education and experience of the core artistic team.

Administrative Capability

4. Describe your experience producing/presenting artistic works with a focus on your administrative and business skills. Include previous works, accolades, education and experience of the core administrative team.
5. Please list three primary goals for your project. How will you know if have achieved those goals once your activity has concluded?

Economic, Cultural, and Social Impact

6. Describe your marketing plan. Please include details regarding how you intend to reach Austin residents, visitors and tourists. Describe how you will reach out to the hotel/motel industry.
7. To what degree will your activity incorporate artists or artistic works from or for historically underserved communities? How does the proposed activity meet any community social or cultural needs?
8. How is the proposed programming/project accessible to audiences with disabilities?

Preparing Your Application

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. Please note that if you applying on behalf of a Sponsored Project look for this symbol as it will provide you with additional information specifically for Sponsored Project Applicants - **SP**

Section I. Summary

SP - If you are fiscally sponsored, your Fiscal Sponsor will complete all of Section I. Summary. The information entered into Section I. Summary should be from the Fiscal Sponsor. This is their contact information, their board contact and they must verify that they meet the Fiscal Sponsor Eligibility Requirements. The only information in Section I that should come from the Sponsored Project is the Project Title (this should be the name of the Sponsored Project NOT the name of the proposed activity) and the Request Amount.

Project Title

Provide a brief title of proposed activity. For example you if you are requesting funds for a production of Hamlet, you might enter Hamlet or ABC Theater Company's Production of Hamlet. The Project Title should be representative of your proposed project activity.

Amount Requested

Enter the amount of funding you wish to request. Please note the following maximum award:

- MAXIMUM REQUEST AMOUNT - **$5,000**

Applicant Information

Enter the first name, last name, telephone number and email address of the primary contact for this Community initiatives application. This does not necessarily need to be the Executive Director, but should be the person that we should contact if Cultural Arts Division Staff has questions regarding the application.

> **SP -** If you are fiscally sponsored, please provide the name and contact information of the primary contact at the organization that is fiscally sponsoring you.

Organization Information

Enter the legal name, and address of the applicant as recorded with the IRS. Use exact spellings and punctuation. This information MUST MATCH EXACTLY to what is listed on your City of Austin Vendor Registration (https://www.austintexas.gov/financeonline/vendor_connection/index.cfm). Do not use abbreviations unless part of the official name as listed in your vendor registration account.

> **SP -** If you are fiscally sponsored the name and contact information of your fiscal sponsor goes here.

NOTE: Changes to this data will be reflected on all other applications for this organization

Executive Director

Enter the first name, last name, Title and email address of the Executive Director of the Applicant Organization.

> **SP** - If you are fiscally sponsored, please provide the information requested of the Executive Director of your fiscal sponsor.

Collaborators

If you have multiple people working with you on your application you may invite them to be a Collaborator. This feature allows you to invite additional people to log in and work on an application with you but will provide them with their own log-in. Collaborators can only edit application questions.

Collaborators cannot submit, archive, or delete applications.

> **SP** - If you are fiscally sponsored, your fiscal sponsor will use this feature to give you access to your application. Please note that as a collaborator you will not be able to amend the information in Section I. Summary. Additionally, your Fiscal Sponsor will submit your application on your behalf. Do not wait until last minute to notify your fiscal sponsor that your application is ready for submission.

Additional Contacts

Additional Contacts will be copied on all emails sent to the application owner regarding this application. Additional Contacts do not have access to the application to make edits but they are included on any email communications regarding the application. *Enter **ONLY** email addresses separated by a comma. No names. No titles. No phone numbers.*

ADDITIONAL INFORMATION

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. This person should be a member of your board's Executive Committee, generally the Board Chair unless the Board Chair is the person already listed in the Applicant Information section above. Alternative Authorizing Officials may be the Board Vice-Chair, Treasurer or Secretary.

NOTE:

- This individual and the person listed in the Applicant Information section above **CAN NOT** be the same. If the person listed in the Applicant Information section is also the board chair please list another executive level board member in the Authorized Official section.
- The only exception is for individual artists who without a fiscal sponsor
- Board Chair and their email address **MUST** be different from those of the applicant.

> **SP** - If you are applying as a sponsored project please provide the contact information of the board chair of your Fiscal Sponsor.

Applicant District Number

Select your organization's City of Austin voting district number (may be 1 through 10). The district number should be based on the physical address provided in Section 2. You can access district location via the interactive redistricting map at http://www.austintexas.gov/GIS/CouncilDistrictMap/.

> **SP** - If the application is on behalf of a sponsored project, enter the fiscal sponsor's City of Austin voting district number.

Applicant Race Code

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.

> **SP** - Sponsored Projects will report their Race Code in Section III. Application Questions. Please only provide the Race Code for your fiscal sponsor in Section I. Summary.

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.

Fiscal Sponsor Eligibility
Indicate which of the following Fiscal Sponsor Eligibility Criteria your organization meets. Check all Criteria that apply to your organization. You are not required to serve as a fiscal sponsor even if you meet all the eligibility criteria. This question is for internal Cultural Arts Funding Program purposes only.

> **SP** - Sponsored Projects should indicate the criteria that their fiscal sponsor meets. If your fiscal sponsor fails to meet one of the criteria, then your sponsor is NOT eligible and you will need to find an alternative organization to provide you with fiscal sponsorship before you may apply for funding.

Once you have completed Section I. Summary, click NEXT to move on to Section II. Eligibility

Section II. Eligibility

Question 1. Applicant Type

Select the statement that best describes your organization/you.

If none of the statements apply to you or your organization then you are not eligible to apply for funding.

Question 2. Residency Verification

Please let us know when your organization or if you are an individual artist when you located to Austin or its Extra Territorial Jurisdiction (ETJ)? This can be your incorporation date if you were founded in Austin. Please provide the month and year.

Question 3. Artistic Expertise Verification

Please verify that you have you produced artistic work within your artistic expertise with a budget history of the same for a minimum of 1 year prior to the application deadline by selecting yes.

If you have not produced artistic work in your area of artistic expertise at least one year prior you are not currently eligible to apply for funding.

Question 4. Matching Requirement Verification

Applicants must provide 1:2 matching funds for all awards. Up to one half of the match (50%) is allowable as well-documented in-kind support. Only funds acquired and used to support activities specified in the application will be accepted as matching funds. If you are able to meet the matching requirement select “Yes”. If you are not able to meet select “No”. You will not be eligible to apply for funding if you are unable to meet the matching requirement.

Question 5. Nonprofit Arts Event Verification

The project that you wish to fund must be a nonprofit arts event, which exists for educational or charitable reasons, and from which its shareholders or trustees do not benefit financially. This does not mean that you are not allowed to make a profit or that you are not able to pay yourself of other participants. Any money earned by a non-profit organization must be retained by the organization, and used for its own expenses, operations and programs.

If your proposed activity is not a nonprofit arts event then it is not eligible for funding. If you are not sure if your event is a nonprofit arts event please contact Anne-Marie McKaskle-Davis at Annemarie.Mckaskle@AustinTexas.gov or call 512-974-7854.

Question 6 & 7. Start Date/End Date

Enter the dates of your activity. Include implementation and activity completion date. These dates must be within the period of October 1, 2016 through September 30, 2017.

> **SP** - If the application is on behalf of a sponsored project’s project, the start/end date will correspond with that sponsored project’s activity.

Funded activities cannot begin before October 1, 2016 and must be completed no later than September 30, 2017. The start date must be at least 60 days after the application due date.

Submit Eligibility Form

Once you have completed all the questions in Section II. Eligibility, ***scroll up to the top of the page and hit the “Submit Eligibility Form” Button.*** You can find it just under the orange text that reads “Undecided/Not Submitted”.

You will NOT be able to complete the remainder of the application until CAD staff has approved your eligibility to apply.

Section III. Application Questions

Embed a Video (Optional)

You may provide online video documentation by embedding your video directly into the application. You may only embed one video, but you may include links to other videos in Section V. Attachments

If you wish to embed a YouTube video simply go to the video that you wish to embed, click the SHARE button and select the tab labeled "EMBED". Then simply copy and paste the highlighted HTML code into the box below.

Please note that copying and pasting a link to a website where a video is posted will not EMBED the video into your application. You must copy and paste the EMBED CODE (HTML Code provided by the service hosting your video online like YouTube or Vimeo) as directed above.

Question 1. Sponsored Project Verification

Please indicate if you are applying as a Sponsored Project.

If you are NOT applying on behalf of a sponsored project please skip to question 13 – Project Race Code.

> **SP** - If the application is on behalf of a sponsored project you will be required to complete questions 2-12.

Questions 2-10. Sponsored Project Contact Information

> **SP** – Provide the contact information for sponsored project by completing questions 2 through 10.

Question 11. Sponsored Project District Number

Select your organization's City of Austin voting district number (may be 1 through 10). The district number should be based on the physical address provided in Question 7 above. If the address provided is a PO Box, please select the district number of the physical address of the sponsored individual artist/group.
You can access district location via the interactive redistricting map at http://www.austintexas.gov/GIS/CouncilDistrictMap/ .

Question 12. Sponsored Race Codes

Sponsored Project 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.

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 represent 50 percent or more of staff, board, or membership.

Question 13. 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

Question 14. Primary Artistic Discipline

Select ONE artistic discipline 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.

Questions 15-22. Project Narrative Questions

The Project Narrative will be reviewed based on the Project Evaluation Criteria on page 15. The narrative is vitally important as it tells the story of your project, and should include details such as the "who, what, when, where, why, and how much." The narrative should be written in direct response to the Project Narrative Questions. You are limited to 1500 characters per question, approximately two paragraphs.

Question 23-25. Organizational History

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

> **SP** – If applicable, please indicate the dates that the fiscally sponsored organization has received funding, NOT the fiscal sponsor.

If an applicant or sponsored 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.

Provide a brief description of the applicant organization including history and activities. Be sure to include the organization's mission statement.

> **SP** – If application is on behalf of a sponsored individual or (un)incorporated arts organization/group this information should reflect that individual, group, or organization, leaving the final paragraph for description of the applicant (fiscal sponsor).

Once you have completed Section III. Application Questions, click NEXT to move on to Section IV. Budget and Activity Summary.

Section IV. Budget and Activity Summary

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. When given the option of "Projected/Actual", click whether the amount entered is "Projected" or "Actual". This number is NOT your City of Austin funded amount, nor is it your project budget (Total Expenses from the budget). This amount should reflect your entire annual operating budget.

> **SP** – If the application is on behalf of a sponsored project, enter budget information for the sponsored individual/organization/group NOT the fiscal sponsor.

The budget history will be reviewed when determining the eligibility requirement "…of ongoing artistic/cultural programs for a minimum of one year". In addition, budget history is used in evaluating potential award amounts.

NOTE: The Budget History will not display a Total other than $0. Please disregard the total line in this table.

Proposed Budget: INCOME & EXPENSES

The proposed budget is utilized in evaluating the applicant's budgetary capability of satisfying the 1:2 matching requirement (see page 4, "Matching Requirements"). Budget needs to clearly show public event expenses.

Complete the budget paying attention to the budget definitions.

NOTE: A detailed description of each line item total must be provided in lieu of a budget itemization.

Income
Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the "Description" Box provided.

Expenses
Include all expenses for this project. List cash expenses under cash column. All expenses must be fully explained in the "Description" box.

The Total Budget **must** be at least double the Community Initiatives Request Amount (line 9).

NOTE: ***The total calculations will only appear once you have clicked the "REFRESH" button at the top of the page in the green bar.***

Project Summary

PROJECT SUMMARY - Provide a clear and concise project summary listing your program/performance/event(s), the date or dates the event or events will occur, the name and address of the venue and the district number where the venue is located. If you do not know the district number for the venue follow this link and use their address to find the district number: http://www.austintexas.gov/GIS/CouncilDistrictMap/

The Project Summary will be the basis for the scope of services for which the applicant will be contracted.

> **SP** – If the application is on behalf of a sponsored project this summary should correspond to that sponsored project's programming.

Section V. Attachments

Attachment # 1 Proof of Tax Exempt Status

501(c) Organizations and Fiscal Sponsors must provide proof of tax-exempt status. 501(c) and other tax-exempt organizations must 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.

> **SP** – If applying as a sponsored project, submit the IRS Determination letter of your Fiscal Sponsor.

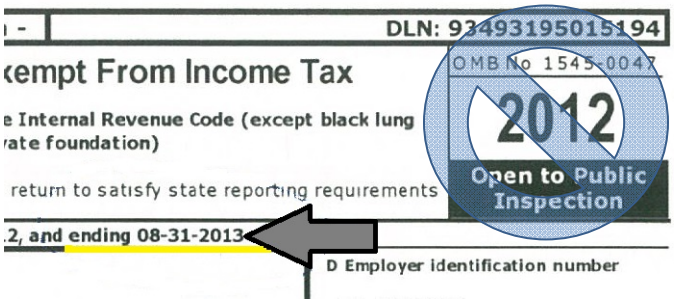
Attachment #2 Board List

Provide a roster of your governing board (sponsored project Advisory Board may be submitted as well), including:

- names,
- e-mail
- mailing addresses,
- telephone numbers,
- professions or areas of expertise,
- and ethnic make-up

Attachment #3, Form 990 (fiscal sponsors and 501(c) applicants)

501(c) Organizations and Fiscal Sponsors must provide a copy of the first page of IRS Form 990, 990 PF, 990 EZ or 990 N evidencing Fiscal Years 2013 & 2014 finances.



If your organization does not operate on a calendar fiscal year you can determine the fiscal year of your 990 by looking at the tax year ending date instead of the year listed on the top right corner of the form.

Attachment #4 Documentation

Provide a concise but representative sample of materials (Link to your website, résumés/bios, letters of support, promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, etc.).

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.)

If you provide a link to online documentation you are not required to upload additional documentation. You are only required to upload additional documentation if you do not provide a link to online documentation.

Attachment #5 Insurance Information Form

Enter your organization's pertinent contact information into the Insurance Information Form. If serving as a fiscal sponsor, list the sponsored project as well as your organization name. Answer questions 1 thru 9 by marking yes/no/NA, lending explanation if needed. This form will determine your Insurance requirements.

> **SP** – If you are applying on behalf of a sponsored project you must complete this form, NOT your fiscal sponsor.

Attachment #6 Accessibility Assessment: Accessibility Quiz

Review the Artworks NEA Tip Sheet and the ADA Fact sheet, which can be found in the document library, then complete the Reaching Out to Customers with Disabilities Quiz. Submit the completed quiz with your CI application.

> **SP** – If you are applying on behalf of a sponsored project you must complete this form, NOT your fiscal sponsor.

Attachment #7 Signed Assurances Document

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

Please be sure to include the date that your board has or will be approving this application. If the application is scheduled to be approved after submission, it is the applicant's responsibility to notify Cultural Arts Division staff of the board approval date.

NOTE: Applicants applying under the umbrella of a fiscal sponsor must have a signature in both the Authorized Official line and the Sponsored Organization/Individual line. All other applicants will only need a signature on the Authorized Official line.

Sample Budget

You are required to submit a full description of each figure in your budget. That description is to be submitted on the budget form.

<u>The following is a sample budget.</u> **NOTE**: The numbers used in the budget samples are presented solely as examples of format. These numbers are examples and 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 to clearly understand all components of the proposed budget.

Example Project Budget: PROJECT INCOME

PROJECT INCOME		CASH TOTAL | DESCRIPTION	
Earned Income			
1. Total Admissions	$ 1,250	$ 0	**$10 x 125 attendees**
2. Total Other Earned Income	$	$ 0	*Expample: Merchandise sales, Consessions*
3. TOTAL EARNED INCOME	**$0**	**$0**	
Unearned Income			
4. Total Private Support (Corp, Foundation, Individual)	$	$ 0	*Individual donations, business sponsorships, & other founation grants designated for this activity*
5. Total Public Support (Government Grants)	$	$ 0	*Other State or National Grants that you plane to use on the proposed activity*
6. Total Other Unearned Income	$	$ 0	
7. Applicant Cash	$	$ 0	*Any cash on hand that you intend to use on the proposed activity*
8. TOTAL UNEARNED INCOME	**$0**	**$0**	
9. COA Request Amount	$ 5,000	$ 0	Community Initiatives Request Amount
10. TOTAL CASH INCOME	**$ 0**	**$0**	
11. Total IN-KIND SUPPORT (must equal Total In-Kind Column in Line 24 from the Project Expenses below)	$ 1,250	$ 0	**Venue Rental**
12. TOTAL INCOME (displayed below, calculated automatically on page refresh)	$ 7,500	$ 0	
Total	**$7,500**		

Example Project Budget: PROJECT EXPENSES

PROJECT EXPENSES	CASH	IN-KIND	TOTAL	Description
13. Administrator Fees	$ 1,000	$	**$1,000**	$500 - Project Director/Producer; $250 - Bookkeeper; $250 - Admin Assistant
14. Artist Fees	$ 2,750	$	**$2,750**	$1,000 - Awsome Jazz Band Fee, $500 x 2 - Actors fee, $250 x 3 - Stage Hand Fee
15. Space Rental	$	$ 1,250	**$1,250**	Donated Venue Rental - 6 hour rental at *Super Cool Venue* valued at $1,250
16. Marketing and Promotion	$ 1,000	$	**$1,000**	$150 - Paid Social Media ads $500 - Radio Ad, $250 - Print Ads, $100 - Printing of Flyers & Programs
17. Production/Exhibit Costs	$ 1,000	$	**$1,000**	$500 - PA, Speakers, Mic, Lighting rental; $500 - Set and prop materials - paint, brushes, lumber, screws
18. Insurance	$ 500	$	**$500**	Event Insurance Fee - $500
19. Other	$	$		
Total	**$ 6,250**	**$1,250**	**$7,500**	

Helpful Tips: Application Preparation & Submission

Before submitting your application, test yourself with these questions. If you can answer each question "Yes", you have prepared your application to be submitted. If any of your answers are "No", you may want to revisit your application.

- Do you meet the eligibility requirement of "…residing in Austin or its Extra Territorial Jurisdiction with a budget history of ongoing artistic/cultural programs for a minimum of one year"?
- Is the proposed project compatible with the mission and goals of your organization?
- Does your proposed project fall within the intended purposes of this funding source?
- Does your project budget demonstrate the ability to meet the matching requirements? (If not, what would be the appropriate or adjusted request amount in order to meet matching requirements?)
- Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses, etc. appropriate?
- Funding awards may be less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
- Is your cash flow sufficient to ensure that your project can begin while you wait for your City funding to arrive?
- Are marketed programs or project activities accessible to the general public? Are programs or project activities accessible to persons with disabilities?

Helpful Tips: Planning for Cultural Tourism

The expenditures of the Hotel Occupancy Tax revenue are intended to cultivate and promote cultural tourism. For the arts, cultural tourism can provide an opportunity for greater earned income. Cultural tourism programs are the catalyst for new audiences and dollars, helping artists and arts organizations to grow stronger in these days of declining federal grants and increased competition for dollars at foundation and corporate levels. For tourism, arts and culture are the expressions of a community's heart and soul. Together they form an image that sets the city apart and creates anticipation and excitement for the traveler *(Americans for the Arts, MONOGRAPHS; January 2007*).

Cultural tourism will be a concerted focus for the Cultural Arts Division in the coming years in an effort to grow and expand the visibility of Austin's unique and talented arts community. The city recognizes and relies on all of the amazing marketing and programmatic successes already being achieved by cultural contractors. In addition, the Cultural Arts Division will be exploring collective and strategic opportunities to promote Austin's arts and cultural offerings. In an effort to maximize the benefits of a collective marketing approach as a way to extend the visibility of your organization, you are asked to initiate one of the following action items during the planning and implementation of your annual program or projects.

- Link your website to www.NowPlayingAustin.com and Post all non-city-funded events and projects to Now Playing Austin
- Note nearby lodging facilities through promotional materials and website related to a program.
- Partner with an area hotel for a block of rooms for visiting artists or for out of town audience members and promote the negotiated lodging rate in marketing materials.
- Invite front-line staff of the hospitality industry to attend an event as a guest and to encourage them to become a spokesperson for your organization or project.
- Drop program/project collateral materials to Austin Convention and Visitors Bureau and/or to travel centers
- Coordinate collective marketing with similar or comparable organizations or projects by advertising in a statewide, national or international publication.
- Become a member of Travel Industry Association of America (TIA)
- Plan for an effective social media outreach strategy for tourism-related audience development

In addition to its direct economic impact, tourism can improve quality of life and build community. When the arts and tourism communities' work together to highlight the unique character of a place, they can harness market forces to educate and entertain visitors, preserve cultural assets, and engender community pride in its heritage and way of life *(Americans for the Arts; http://www.artsusa.org)*

Definitions

Activity – Refers to the specific project or range of operations proposed for Cultural Funding.

Admissions – Revenue derived from fees earned through sales of services. Include ticket sales of proposed events, sales of workshops, etc., to other community organizations, government contracts for specific services, performances or residence fees, tuition, etc.

Applicant Cash – Funds from the applicant's resources allocated to this project.

Audience Development – An activity which is undertaken specifically to meet the needs of existing and potential audiences and to help arts (and cultural) organizations to develop on-going relationships with audiences. It can include aspects of marketing, commissioning, programming, education, customer care and distribution.

Arts and Cultural Organization - An organization that either has Federal 501 (c) status or is incorporated within the State of Texas, and has a primary mission to produce, present or promote arts and culture.

Authorized Official – A principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization. Generally, the Executive Director, CEO, or Board President/Chair/Co-Chair are considered authorized official

Capital Expenditures – Expenses for purchases of building or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., and expenses for additions to a collection; or, 2) Funds used to acquire a long term asset. A capital expenditure results in depreciation deductions over the life of the acquired asset.

City of Austin Cultural Funding Mileage Report Form – A report required to be turned in after project completion in order to utilize expenses incurred operating a private vehicle as part of the project budget or match.

Commercial – An arts project/activity prepared, done, or acting with sole or chief emphasis on salability, profit, or success of a product or service.

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

Core Programs – The main funding programs within the Cultural Arts Funding Programs. These funding programs are for specific arts/cultural projects that benefit the citizens of Austin and its Extra Territorial Jurisdiction (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 – *(also see Non-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 –A nonprofit corporation with 501(c) status who applies for financial support on behalf of another organization or individual in order to enable the latter to receive the benefits of tax exempt status. There are several forms which fiscal sponsorship can take, but in every case, the fiscal sponsor takes responsibility for external parties that the funding will be utilized for tax exempt, charitable purposes as defined in the internal revenue code.
(Also See Sponsoring 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.

GuideStar – An informational website that gathers and publicizes information about nonprofit organizations.

Incorporated Group – Artistic work, activities, or services created/performed by a collection of artists formally organized as a group that has acquired the State of Texas Letter of Exemption (Certificate of Filing).

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 Contributions – Services or goods contributed to an individual artist or organization for which one would otherwise have to pay. **Services or goods provided by sponsored individual artists, contract agency employees, or board members are not considered in-kind services.**

Literature - Readings, workshops, and the publication of works of local writers including poetry, scripts, fiction, non-fiction, and sound or performance works. Projects of literary nonfiction such as essays, creative writing depicting actual events, biography, autobiography, or other prose must be deemed worthy of support as an art form.

Marketing – All costs for marketing, publicity, and/or promotion specifically identified with the activity. Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters directly connected to promotion, publicity, or advertising.

Marketing Capacity – An organization's core marketing skills and capabilities, programs, and evaluation, used to build the organization's effectiveness and sustainability.

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

Multidisciplinary - Fusing two or more art forms in a single event or programming. Only those projects 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-Commercial - An activity that is not commercial as defined under Commercial under this Section.

Non-Employee Costs - *(also see 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).

Restricted Revenues - All funds, temporary or permanent (including institutional funds), for which a donor or other external agency has placed a stipulation for the purpose of which those funds are to be expended.

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

Sponsored Project – An individual artist or Texas State incorporated or unincorporated arts group applying under the umbrella of a 501(c) nonprofit organization.

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. *(Also see Fiscal Sponsor)*

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

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

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

Tourist –An individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture (Texas State Tax Code Chapter 351(p.1)).

Travel – All costs directly related to travel of an individual or individuals and specifically identified with the activity. Includes fares, hotel and other lodging expenses, 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.

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 will not discriminate based upon race, creed, color, religion, national origin, sexual orientation, gender identity, disability, veteran status, sex or age, in compliance with Chapter 5-4-2, Austin City Code
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. Neither the applicant nor any of its 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 member of any City Commission reviewing the proposals, any member of the Austin City Council, or any 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, has been duly approved by the governing board of the applicant organization (501 (c) or fiscal sponsor).

☐ This application was approved by the applicant's board on _____
☐ This application is scheduled to be approved by the applicant's board on _____
☐ Not Applicable, as applicant is not a 501(c) nor fiscally sponsored by a 501 (c)

Note: If the application is scheduled to be approved by the governing board, you must notify the City as soon as action is taken.

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