City of Austin
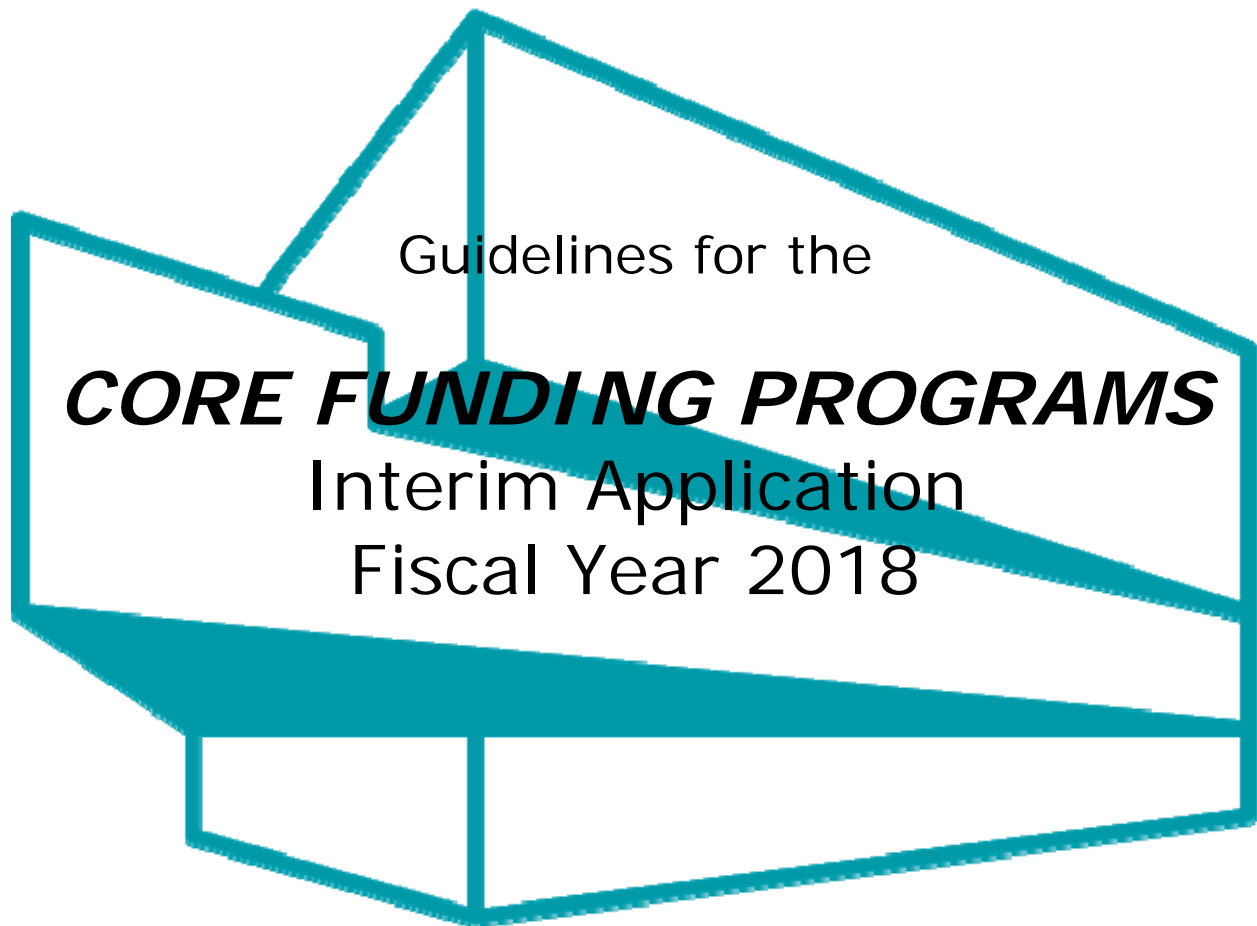## Cultural Arts Funding Program

Guidelines for the

CORE FUNDING PROGRAMS
Interim Application
Fiscal Year 2018

Cultural Arts
CITY OF AUSTIN
ECONOMIC
DEVELOPMENT

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

City Council

Mayor Steve Adler
District 1: Council Member Ora Houston
District 2: Council Member Delia Garza
District 3: Council Member Sabino "Pio" Renteria
District 4: Council Member Gregorio "Greg" Casar
District 5: Council Member Ann Kitchen
District 6: Council Member Jimmy Flannigan
District 7: Council Member Leslie Pool
District 8: Council Member Ellen Troxclair
District 9: Mayor Pro Tem Kathie Tovo
District 10: Council Member Alison Alter

Arts Commission

Maria Luisa "Lulu" Flores, Chair
Michelle Polgar, Vice Chair
Brett Barnes
Chris Bryan
Jaime Castillo
Richard "Bears" Fonte
Felipe Garza
Alissa McCain
Amy Wong Mok
Krissi Reeves
Bruce Willenzik

City Administration

Elaine Hart, Interim City Manager
Rey Arellano, Assistant City Manager
Sue Edwards, Assistant City Manager
Robert Goode, Assistant City Manager
Bert Lumbreras, Assistant City Manager
Mark Washington, Assistant City Manager
Ray Baray, Chief of Staff

Cultural Arts Funding Program
CORE FUNDING PROGRAM

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Cultural Arts Funding Program

INTRODUCTION

The Cultural Arts Division of the City of Austin Economic Development Department (ED) serves to encourage, develop and facilitate an enriched environment of artistic, creative, cultural activity in the City of Austin and its Extra Territorial Jurisdiction (ETJ). As a component of many services and activities, the Cultural Arts Division manages the funding and application process for nonprofit arts and cultural organizations and creative individuals for artistic and cultural services in the City of Austin. ***The City of Austin offers contracts for services identified through a competitive application and review process.***

This booklet contains requisite information and forms to assist qualified organizations and individuals interested in applying for interim year funding in the Core 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. The purpose of this program 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 and requirements prior to beginning the application process. The FY 2018 Interim 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. Program guidelines are reviewed periodically throughout the year; any changes adopted by the Austin Arts Commission will be distributed by Cultural Arts Division staff.

To be Eligible for Organizational Support, Project Support I & Project Support II:

- Interim Year Applicants must have previously been reviewed through the peer review panel process in Year One of the Two Year (Interim) Cycle, awarded funding and completed contract activities for FY 2016-2017 by September 30, 2017.
- Interim Year Applicants must meet the eligibility requirements as described in the FY 2016-2017 (Year One) Core Funding Programs Guidelines.

To re-cap the three specific Core Programs available:

ORGANIZATIONAL SUPPORT (OS)

The Organizational Support funding category provides funding to large nonprofit arts and cultural institutions for general operating expenditures, including artistic and administrative expenses, directly related to a year-long program of events. The program is only available to large organizations that have a minimum of $500,000 in unrestricted annual revenue. This program requires a 1:1 cash match.

PROJECT SUPPORT I (PS I)

The Project Support I funding category supports nonprofit arts and cultural organizations proposing seasonal support or for specific arts/cultural projects that deliver quality arts and cultural programming that do not meet Organizational Support eligibility requirements and/or choose not to apply in that program. The program requires a 1:1 match with 50% of the match allowable from documented in-kind.

PROJECT SUPPORT II (PS II)

The Project Support II funding category provides funding to smaller nonprofit arts and cultural organizations as well as state incorporated groups, who may apply under the sponsorship of a 501(c) organization for non-commercial arts/cultural projects.

This program is also available to other nonprofit non-arts organizations that meet the requirements for presenting quality arts programming for specific arts/cultural projects.

These projects are typically smaller, community-based activities with a limited scope and budget. The program requires a 1:1 match with 50% of the match allowable from documented in-kind.

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/or accessible to the public, must obtain permission from the *property owner* prior to the Cultural Contracts application deadline.

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 attached to the application. Without the property owner's written consent, the application cannot be processed or forwarded to the panel for review.

City of Austin Property – Artists proposing to install public art on City of Austin property must submit an Artwork Donation/Loan Proposal for approval by the Austin Arts Commission. The Arts Commission must approve the donation prior to entering into the contract and in no case later than 06/30/17. Prior to Arts Commission review please contact Cultural Arts Funding Program staff to get more information on the process. The City of Austin Artwork Donation & Loan Policy and application are on the City website: http://www.austintexas.gov/sites/default/files/files/EGRSO/art_donation_2014_v01.pdf If awarded funding this does not guarantee approval of Artwork Donation/Loan Proposal by the City of Austin for the proposed artwork.

To be Eligible for Project Support III (on an annual funding cycle):

<u>**PROJECT SUPPORT III**</u>
The Project Support III funding category provides funding to individual artists and unincorporated who apply under the sponsorship of a 501(c) organization for non-commercial arts/cultural projects. Individuals/groups must reside in Austin and have evidence of an artistic body of work or programming for a minimum of one (1) year prior to the application deadline. **See pages 32 - 34 for details of program requirements and evaluation criteria.**

PROJECT SUPPORT III applications are on a one-year funding cycle. There is no Interim Year as new applications will be required each year. A peer panel will review and score applications every year.

Funding Cycle for OS, PS I & PS II

The Core Cultural Funding Program for OS, PS I & PS II spans a comprehensive two (2) year cycle. Applications are required each year; however, scores are received in Year 1 and retained in Year 2. In each year, the following occurs:

> **YEAR 1:** Initial cultural funding application submission; program eligibility determination; peer panel application review and score; and cultural funding award determination

> **YEAR 2 (Interim Year):** Interim application submission; program eligibility determination; and cultural funding award determination. Year 2 proposed program/project should be similar in project scope to program/project proposed in Year 1. Acceptance of interim year applications is contingent upon completion of the Year 1 contract.

A review to assess the appropriate support category for each applicant based on an average of the applicant's total expenses for the two most recently completed fiscal periods will occur annually.

Participation in the Core Cultural Funding Programs is not guaranteed, nor is there a commitment to fund this program, or participating organizations/individual artists, at previous or current levels. Only one application per organization/individual artist is allowed. Applicants/recipients may not apply for funding to any other Core cultural funding program.

Funding Requests

Recurring Applicants

Recurring applicants are those that have previously completed a two year funding cycle. Funding requests must correspond to the Year 1 Program Category chosen by the applicant (Organizational Support, Project Support I, or Project Support II) and can be no more than that which was requested in Year 1 of the two year cycle.
EXAMPLE:

In FY17 Core application you requested $100,000, but you were awarded $70,500.

In the FY18 Core Application (the interim year) you would request $100,000 because that is what was requested in Year 1 of the funding cycle.

Projects must be similar in size and scope to that of Year 1 and support activities related to programming and projects that are open to Austin residents, visitors and tourists, and are consistent with the promotion and enhancement of the City of Austin as a cultural destination. Funding categories will be determined by an average of an applicant's total expenses for FY 2014 and FY 2015 operating budgets. Applicants applying in Organizational Support or Project Support I must be registered with 990s posted on Guidestar: **www.guidestar.org**.

First Time Applicants in PS II are applying for their Second Year of funding in the Two Year Funding Cycle

First time applicants (new) are those that have applied as a new applicant in Year 1 and are returning to apply in Year 2 of the two year funding cycle. Funding may be requested in an amount up to $10,000. All first time (new) applicants in Year 1 and Year 2 (interim year), regardless of budget size, are required to apply in the Project Support II program.

Organizational Support, Project Support I & Project Support II require a 1:1 match with 50% of the match allowable from documented in-kind.

CITY OF AUSTIN MISSION, 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 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
   - Promote the value of arts, culture, and creativity

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
   - Encourage partnerships and creative collaborations within the community

SOURCE OF CULTURAL FUNDING 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 17% 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)].

NEED ASSISTANCE?

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

In addition to these guidelines, for detailed information regarding the cultural funding process see Guidelines for the Core Funding Programs Fiscal Year 2017 (Year One of the Two Year Process) at www.austincreates.com.

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

Jesús Pantel
Contract Compliance Specialist Senior
jesus.pantel@austintexas.gov
Phone: (512) 974-9317

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

Laura Odegaard
Contract Compliance Associate
Laura.odegaard@austintexas.gov
Phone: (512) 974-6345

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

Open Office Hours
Every 2nd and 4th Tuesday of the month
9:00am – 12:00pm
No appointment necessary

TIMELINE

The following table provides an annual timeline for applications, review and final awards:

March 1   Core applications open

Workshops

Demystifying the Peer Reviewer Experience: A Discussion Panel		
A panel discussion highlighting the experience of the cultural funding program peer reviewers. Come learn about the peer reviewer perspective to gain a better understanding of what it is that peer reviewers look for in Cultural Arts Funding Program applications.		
March 7	6:00pm – 7:30pm	Cultural Arts Division Training Room - 201 East 2nd St
Core Application Workshop		
The FY18 Core Program Application Workshop will cover in detail how to complete the application OS, PSI, PSII & PSIII. Eligibility requirements and the contracting process will also be covered. Attendees are encouraged to bring their laptop or tablet. *NOTE: PSIII is the only Core Funding program accepting new applicants in FY18.*		
March 9	10:30am – 11:30am	Carver Branch Library - 1161 Angelina St
March 23	7:30pm - 8:30pm	Spicewood Springs Library - 8637 Spicewood Springs Rd
March 25	10:30am – 11:30am	Southeast Branch Library - 5803 Nuckols Crossing Rd
April 13	10:30am – 11:30am	African American Cultural Heritage Facility – 912-B East 11th Street
Enter the Matrix: Cultural Arts Funding Matrix Revealed		
Ever wonder how your cultural arts funding award amount is determined? This presentation will walk you through the funding matrix, the tool used to determine the annual funding award amounts for each applicant.		
March 28	12:00pm – 1:00pm	Cultural Arts Division Training Room - 201 East 2nd St
March 28	6:00pm – 7:00pm	Austin Playhouse - 6001 Airport Blvd
Cultural Arts Funding Applications In Focus: The Narrative and Budget		
This workshop will cover in detail the narrative and budget portions of Cultural Arts Funding Applications. Samples of successful narratives and budgets will be provided.		
April 8	12:00pm – 1:30pm	Cultural Arts Division Training Room - 201 East 2nd St
April 10	6:00pm – 7:30pm	University Hills Branch Library - 4721 Loyola Ln.

April 3   Deadline for submitting the "Artwork Donation/Loan Proposal" for public art projects on City property ONLY

May 1; 11:59 PM   **DEADLINE to submit Core Program application and attachments**

May   Cultural Arts Staff reviews applications and requests clarifying information from applicants

June/July   Project Support III Peer Review Panels

(Please note that these dates are subject to change)

June 26 - PS III DANCE & Literature Panels

July 10 – PS III Visual Art Panel

July 12 – PS III Music Panel

July 14 – PS III Theatre Panel

July 18 – PS III Media Arts/Film Panel

July 20 – PS III Multidisciplinary Panel

July/August   Arts Commission makes recommendation of funding allocation matrix to City Manager and City Council for approval.

Mid-September   City Council approves Cultural Contracts.
Applicants are notified of award status; awards are publicized.

Late September/   Pre-Contract workshops for contractors
Early October

IMPORTANT: Future contract awards are not guaranteed in the Core Cultural Funding Program, nor is there a commitment to fund this program, or participating organizations, at previous or current funding levels.

General Program Requirements

This section outlines minimum requirements for organizations, sponsored projects, and fiscal sponsors. All applicants must meet minimum requirements in addition to the program category requirements. See program requirements related to relevant funding category.

Minimum Requirements for All Applicants
Applicants must meet the following minimum requirements:
Applicants must be a 501c organization (as evidenced by IRS Form 990) located in Austin or its Extra-Territorial Jurisdiction (ETJ) and provide programs and services for citizens of Austin and/or the ETJ. Organizations applying under Organizational and Project Support must be registered on Guidestar.

Organizations applying in the **Organizational Support** category must have an active volunteer Board of Directors that meets at least three times a year. These organizations must be able to demonstrate a history of ongoing artistic/cultural programs for a minimum of five (5) consecutive years preceding the application deadline.

Organizations applying in **Project Support I** category must have an active volunteer Board of Directors that meets three times a year. These organizations must be able to demonstrate a history of ongoing artistic or cultural programs for a minimum of three (3) consecutive years prior to the application deadline.

Organizations applying in the **Project Support II** category must have an active volunteer Board of Directors that meet at least three times a year and have a history of ongoing artistic or cultural programs for a minimum of one (1) year prior to the application deadline. Contracted activities and services must occur within the City of Austin and/or its ETJ and be open and marketed broadly to residents, visitors and tourists.

NOTE: To be considered an incorporated organization under fiscal sponsorship an organization must be incorporated within the State of Texas as a nonprofit.

Individual artists and unincorporated groups applying in the **Project Support III** category must:
   1) have a 501c nonprofit organization apply on their behalf;
   2) have produced artistic work within their artistic expertise for a minimum of one (1) year prior to the application deadline; and
   3) be located in Austin or its ETJ for a minimum of one (1) year prior to the application deadline.

Contracted activities and services must occur within the City of Austin and/or its ETJ and be open and marketed broadly to residents, visitors and tourists.

Minimum Requirements for Fiscal Sponsors
All Fiscal Sponsors must adhere to the following requirements in addition to the "Minimum Requirements for All Organizations" shown above:

Fiscal Sponsors must
- Be a 501(c) organization located in Austin or its Extra-Territorial Jurisdiction (ETJ),
- Have a salaried Executive Director,
- have an active volunteer Board of Directors that meets at least three times a year,
- Been 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
  - at least five (5) years and have at least a $35,000 annual operating budget as evidenced by the most recently completed IRS Form 990

Additional Requirements for Both Sponsored Projects and Fiscal Sponsors
Each funding category may have additional requirements that determine an organization's ability to apply for and receive funding. Details are included in the funding category descriptions.

Fiscal Sponsors that apply on behalf of unincorporated or incorporated groups or individuals as the fiduciary agency must take on the legal responsibilities to carry out the contract. The City of Austin will directly contract with the Fiscal Sponsor. The Fiscal Sponsor will be responsible for all administration, financial management, reporting, and any other responsibilities associated with the completion of the project. Failure to comply with fiduciary responsibilities, contract compliance, and/or contract management requirements may result in loss of eligibility to serve as a Fiscal Sponsor. 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 the City of Austin.

The **Fiscal Sponsor** may charge up to 10% of the award amount as a sponsorship fee for serving as a fiscal agent in all applicable funding programs. Sponsored project activities must be independent projects, separate from the general activities of the Fiscal Sponsor. 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 Fiscal Sponsor. Applicable professional services provided by the Fiscal Sponsor may be considered as eligible expenses.

INELIGIBLE ORGANIZATIONS, ACTIVITIES, AND COSTS

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.

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

- 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

- 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

  In-Kind contributions (including unpaid, volunteer time) from applicant employees

*+ **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.

Selection Process and Contract Award

REVIEW AND AWARD PROCESS

Review for Organizational Support, Project Support I & Project Support II
Applications for Cultural Arts Funding are processed and reviewed in the following sequence:
1) applications are submitted online; 2) Cultural Arts staff reviews documents.

Review for PROJECT SUPPORT III
Only PS III Applications will be reviewed through a peer review panel process.
The peer review panel is nationally recognized as the most effective method for equitable allocation of funding for the arts. The City of Austin engages peer review panels comprising objective and knowledgeable arts professionals, artists, arts administrators, educators, and community representatives with arts expertise to review the applications. The panels include local panelists, as well as a small percentage of panelists representing a regional, state, and national perspective. Panels are structured to ensure the integrity of the process, absence of conflicts of interest, and diversity of aesthetic expertise to assure that resources are wisely and fairly allocated.

Peer Review Panel Process
Each application will be assigned a primary and secondary panel reader. Each of the primary and secondary readers receive complete applications and documentation and are responsible for presenting a summary of the assigned projects to the rest of the review panel members as part of the review process. All panelists will be encouraged to review the website links provided in the application.

The primary and secondary readers have the chief responsibility to thoroughly review the assigned applications and request clarification from staff regarding any questions concerning the application prior to the peer panel review meeting. City staff requests appropriate clarification from the applicant and forwards the response, as requested.

Each application is presented to the review panel by the panelists assigned as the primary and secondary readers. Applicants are encouraged to have representatives available to answer questions from peer review panelists.

During the panel review meeting, panels review artists' and organizations' documentation materials including samples of past work in. Panelists are directed to score the applications according to established criteria.

Applications are scored individually based on how they meet the evaluation criteria. Peer panelists do not compare one application to another.

Panel meetings are open to the public for observation only. All applicants are given an opportunity to respond to specific questions from the panel if called upon during the peer panel review process. No new materials may be distributed nor new information introduced to the panel at this time.

Peer Review Panel Composition by Funding Category

Project Support III: Applications for Project Support III funding are reviewed by discipline-based or multi-disciplinary panels.

Funding Process for All Applicants

Historically, available sources of funding for our programs are not sufficient to meet applicant demand. An applicant may request up to that amount which was requested in Year 1 of the two year cycle if applying in OS, PS I or PS II. While it is recommended that an applicant request the same funding amount as that of Year 1 (given project budget size correlates with such request), the reality is it is rare that an award amount duplicates that of the request. Larger organizations may get larger awards but smaller groups may receive a higher percentage of their budget. The final distribution of funding is dependent on, but not limited to, several factors: 1) projected available program funding; 2) number of applications submitted; 3) applicant score; and 4) number of applicants awarded funding. These variables factor into a final mathematical funding matrix. Please note that funding projections are dependent upon actual tax revenues collected.

The funding matrix provides parameters for the distribution of funds on an annual basis as is reviewed and recommended by the Austin Arts Commission Working Group, a working group appointed by the Austin Arts Commission.

Parameters include:
1) categorization of applicant by budgetary size;
2) maximum allowable award amount per category;
3) percentage of allowable budget funded per category; and
4) per point score deduction. These recommendations of matrix parameters, once approved by the Austin Arts Commission, are submitted to City Council for final authorization.

Note: Grounds for appeal are based on the peer panel review process; therefore, there is no appeal process during the interim year unless applicants are in PS III.

CONTRACTUAL REQUIREMENTS

Implementation
Following the approval of the funding recommendation, the applicant will submit a revised budget and project narrative. The City will enter into a contract with the organization or Fiscal Sponsor. The contract will establish procedures and responsibilities for both the City and the contractor.

The City will conduct monitoring activities throughout the year as required. These activities may include a site visit to verify compliance with contract requirements.

Insurance

Contract applicants and sponsored project artists or organizations are required to carry insurance as outlined below and must **provide the Cultural Arts Division Office with a current Certificate of Insurance prior to entering into a contract**. Insurance costs should be included in the applicant budget and, as such, should be researched prior to submitting the application. These costs are an allowable budgetary expense if awarded funding. More specific insurance requirements are included in the Cultural Services Agreement.

The contractor and sponsored project artists or organizations 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:

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
Certificates of Insurance must be 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.

CERTIFICATES OF INSURANCE SHALL CONTAIN THE FOLLOWING:
1. Proper office of the insurer,
2. Locations and operations to which the insurance applies, and
3. Expiration date of coverage.

The following endorsements MUST be attached to the policy:
1. City of Austin, Economic Development Department, Cultural Arts Division, 201 East 2nd Street, Austin, TX 78701 as an additional insured,
2. Waiver of Subrogation in favor of the City of Austin, and
3. 30 day cancellation clause obligating the insurance company to notify the Cultural Arts Division Office and City Purchasing Office, Insurance Processing, 124 W. 8th St., Ste., 310, Austin, Texas 78701 of cancellations or material changes.

Marketing
Contractors will be required to post all city-funded events and projects on the arts calendar www.NowPlayingAustin.com. Contractors will be required to acknowledge the City's support in all appropriate materials and media by using placing the Cultural Arts Division Logo and Publicity Statement on all marketing materials.

Reports

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. Prior year Final Report documents are available for review at www.austincreates.com.

PROCESS FOR APPEAL for PS III Applications only

Operational Procedure

The Arts Commission and the City of Austin Cultural Arts Division of the Economic Development Department (EDD) have adopted a policy that provides for a process of appeal by an organization or individual whose application for funding was not approved. The City Manager makes final decisions in all matters in dealing with the award of cultural contracts based on the recommendations of the peer review process, staff input, and the Arts Commission recommendations. Arts Commission meetings are public meetings held throughout the year, and provide opportunities for citizen comments to funding program guidelines, general and specific Arts Commission and Division policies, objectives, budget requests, and other matters. During these meetings, public comment from organizations, artists and members of the public is encouraged.

Grounds for Appeal

An organization or individual whose application for requested funding in excess of $5,000 has been reviewed and not approved for funding shall be entitled to pursue a process of appeal based upon technical aspects of the application review and determination process. Requests for an appeal must be grounded in consideration of the following technical aspects of the application/review/award process: 1) Arts Commission or staff administrative error, 2) conflict of interest, or 3) presentation of misinformation.

The subjective opinions of application reviewers, panels, and commission are not subject to appeal, nor are the scores assigned in the application review process grounds for appeal. Issues of eligibility, guidelines, policy, or funding amounts are NOT part of the Funding Determination Appeal Process. Grounds for appeal are based on the peer panel review process; therefore, there is no appeal process during the interim year.

Appeal Process

The appeal process is a review of decisions reached on an application as originally submitted or as amended in response to Cultural Arts staff inquiries. New application information and subsequent application clarification are not considered in the appeal process. The following six steps of the appeal process are outlined below:

1. Preparation for Appeal

Contact the Cultural Arts staff to request a summary report which describes the basis on which the decision was made and to discuss the review/determination process. This should be accomplished immediately upon notification of award.

Based upon discussions with staff and further study of the determination, if there is a decision to continue appeal then immediately proceed to the next step.

2. Notification of Intent to Appeal

Submit a written "intent to appeal" within 30 days from the date of the City funding notification letter. This correspondence must be addressed to the Cultural Arts Program Manager and should include information identifying the applicant and specific project, and a brief discussion on the basis on which an appeal is being made (administrative error, conflict of interest, or presentation of misinformation). Submission of a written "intent to appeal" within 30 days from receipt of the funding notification will initiate step 3.

3. Conference

Following receipt and review of the "intent to appeal", the Cultural Arts Program Manager will schedule a staff/appellant conference. The purpose of this conference is to informally review and discuss the recommendations of the peer review panel and the action taken by the Austin Arts Commission.

In response to a written statement of intent to appeal, City staff will provide appropriate guidelines and questions to determine the basis for appeal in preparation for the staff/appellant conference. At least two days prior to the meeting, the Appellant must provide the Cultural Arts Program Manager written answers to the questions.

Based upon the findings of the conference, a report is developed which outlines the discussion (e.g. key facts, areas of consensus, agreement, and concern, etc.) The report will be made available to the Appellant as soon as possible (within one week of the meeting). If the appellant's concerns are not resolved, the Appellant may proceed to the next step.

4. Formal Review

Within two weeks after the receipt of the meeting report, should the appellant's concern remain unresolved, the appellant should submit a written request for formal review. A letter, based only upon those appealable issues and evidence considered at the informal review that remain unresolved, should be submitted to the ED Director. The issue(s) must be specific and clearly set forth in the letter. The appellant should give care to determine if correction of the error would likely result in a positive funding determination before requesting a formal review. (For example: If the correction of the error would likely provide an additional ten points to the application score, and the application score was forty points below the funding mark, proceeding with a formal review would not be productive.)

5. Appeal Hearing

After receipt of the request for a formal review, the ED Director will schedule a formal appeal meeting with the Austin Arts Commission's Appeal Working Group within sixty (60) days. The working group will be chaired by the Austin Arts Commission Vice Chairperson or his/her designee, a member of the review panel, and any others appointed by the Austin Arts Commission Chairperson. A maximum of three (3) appellant representatives may attend the meeting.

After review of the materials presented, the Appeal Working Group will prepare a recommendation to the Austin Arts Commission for consideration at its next scheduled meeting. A copy of the working group report and notification of the date of the Austin Arts Commission meeting at which the recommendation will be made will be provided to the appellant. If a finding in favor of the appellant is determined, a recommendation to initiate the final step in the process will be forwarded to the ED Director.

6. Appeal Funding Approval

The City will reverse the previous funding decision and provide priority funding from its next available resources, with the following considerations: at a level commensurate with other similar contracts, at a special level based on City priorities, at a reduced level based upon the current status of the activity, or at an adjusted level based on funds available.

ROLES AND RESPONSIBILITIES

Austin City Council

- o Establishes overall cultural funding policy and annual program budget;
- o Authorizes all contracts made under the Cultural Arts Funding Programs to arts and cultural organizations; and
- o Appoints members of the Austin Arts Commission

Austin Arts Commission

The Austin Arts Commission is responsible for the following tasks:
- o Serves as an advisory body to the City Council in all arts-related matters, including long range planning, allocations process, and coordination with the comprehensive plan;
- o Promotes close cooperation between the City and all private citizens, institutions, and agencies interested in or conducting activities relating to the arts in the city, so that all art resources within the city may be coordinated to maximize promotion and support of the arts in the city;
- o Facilitates communication between arts organizations; and
- o Fosters and assist the development of the arts in the city.

Review Panels

- o Participates in training on scoring applications using established evaluation criteria;
- o Evaluates applications using established criteria and within guidelines established in the Panel Handbook; and
- o Performs other tasks as assigned to panels or individual panelists.

City Staff

- o Administers policies under direction of the ED Director and City Manager;
- o Provides support to the Austin Arts Commission and it's working groups;
- o Facilitates peer review panels, documents and verifies panel findings, and reports to the Arts Commission; and
- o Administers cultural contracts with organizations and individual artists.

Preparing Your Application (OS, PS I & PS II)

Before preparing your application, fully read these guidelines and application instructions as well as referencing the FY 2018 Core Funding Guidelines. The guidelines provide important information about types of projects the City will fund and the criteria by which your application will be reviewed.

Section 1: Summary for OS, PS I & PS II

Project Title OR Sponsored Project Name (if applicable)
Provide a brief title of proposed activity

SP - If you are fiscally sponsored, your fiscal sponsor will provide the name of the Sponsored Project.

Amount Requested
Enter the amount of funding you wish to request. Please note you are limited to the amount you requested (not what you were awarded) in your FY17 application.

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

SP - If you are fiscally sponsored, your fiscal sponsor will provide the name and contact information of the primary contact of the person managing their sponsored projects within their organization.

Organization Information
Enter the legal name, and address of the applicant as recorded with the IRS. Use exact spellings.

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.

If you have not yet registered with the City of Austin Vendor Registration or if you need to search for your vendor registration please visit
https://www.austintexas.gov/financeonline/vendor_connection/index.cfm
If you have questions about registering as a vendor please contact the Vendor Registration Office at (512) 974-2018.
SP - If you are fiscally sponsored, your fiscal sponsor will provide the name and contact information of their organization.

NOTE: Changes to this data will be reflected on all other applications in your ZoomGrants Account.

CEO/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, your fiscal sponsor will provide the information requested.*

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. Only the primary account holder may 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 **CANNOT** 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.

Board Chair and their email address **MUST** be different from those of the applicant.

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

Applicant District Number
Select your organization's City of Austin voting district number (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, the fiscal sponsor will enter their 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. Your fiscal sponsor will provide their organization's race code 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 represent 50 percent or more of staff, board, or membership.

Fiscal Sponsor Eligibility
Indicate which of 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 - Fiscal Sponsors must meet all of the listed criteria. If your fiscal sponsor fails to meet one or more of the criteria, then they are NOT eligible and your Sponsored Project will need to find an alternative organization to provide fiscal sponsorship before completing the application.

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

Section II: Eligibility for OS, PS I & PS II

Question 1. Verify that your organization received funding in FY17.
You must have received funding in Organizational Support, Project Support I, II or III in FY17 in order to be eligible to apply for funding in FY18.

Question 2. Start Date
Enter the start date of your activity. This date must be within the period of October 1, 2017 through September 30, 2018.

Question 3. End Date
Enter the end date of your activity. This date must be within the period of October 1, 2017 through September 30, 2018.

Once you have completed all the questions in Section II. Eligibility hit the "Submit Eligibility" Button.

COLLABORATORS ARE ABLE TO SUBMIT THE ELIGIBILITY FORM

NOTE: 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 for OS, PS I & PS II

Question 1. Select Funding Program Level
Please select one of the funding program levels from the list provided. Remember that this should be the same funding program you applied in FY17.

Question 2. 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 3. 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.

Question 4. Change in Project from year 1 to year 2
Please indicate if any of the listed changes occurred.

Question 5. Project Narrative
If you had any major changes to your Project Activities, as indicated by your response to question 4, please provide an explanation for the change. If you do not anticipate any major changes please type "No" in the text box.

Questions 6. Applying under the umbrella of a fiscal sponsor
If you are not applying under the umbrella of a fiscal sponsor please select "no" and skip to Question 18.

SP – Select "Yes" and complete the SP contact information in questions 7 through 15.

Questions 7-15. Sponsored Project Contact Information
Please provide the name, address, telephone number, and email address of the primary contact of the sponsored project.

Question 16. 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 district map at
http://www.austintexas.gov/GIS/CouncilDistrictMap/.

Question 17. 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 18. Organizational History
If an applicant or sponsored project has received Cultural Arts Funding Programs funding under a different name or with a different sponsor, enter the name used in previous applications.

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

Section IV: Budget & Project Summary for OS, PS I & PS II

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. These amounts are NOT your City of Austin funded amount, nor is it your total project budget (Line 24 from the budget).

THESE AMOUNTS 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 USED IN EVALUATING POTENTIAL AWARD AMOUNTS.

Proposed Budget: INCOME & EXPENSES
The proposed budget is utilized in evaluating the applicant's budgetary capability of satisfying the 1:1 matching requirement for Organizational Support and Project Support I & II.

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 (line 24) **must** be at least double the COA award request amount (line 9) in the budgets for *Organizational Support and Project Support I & II*.

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

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.

Once you have completed Section IV. Budget and Activity Summary, click NEXT to move on to Section V. Attachments.

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 in the DESCRIPTION BOX.

The following is a sample budget. **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.

NOTE: You may not include other Cultural Arts Funding Programs funds, including those which are already being used to match other City funding.

PROPOSED BUDGET - PROJECT INCOME

PROJECT INCOME	CASH	DESCRIPTION	TOTAL
Earned Income			
1. Total Admissions	$ 3,600	240 x Avg $15 ticket -- $3600. Tickets prices range between $10 - $25	$ 3,600
2. Total Other Earned Income	$		$ 0
3. TOTAL EARNED INCOME	**$ 3,600**		**$ 3,600**
Unearned Income			
4. Total Private Support (Corp, Foundation, Individual)	$ 2,500	Four Individual Donors, secured (1 at $1500; 2 at $500)	$ 2,500
5. Total Public Support (Government Grants)	$		$ 0
6. Total Other Unearned Income	$		$ 0
7. Applicant Cash	$ 900	Post-it and the Paper Clips cash on hand	$ 900
8. TOTAL UNEARNED INCOME	**$ 3,400**		**$ 3,400**
9. CORE Funding Request Amount	$ 20,000	COA Cultural Arts Project III Request Amount	$ 20,000
10. TOTAL CASH INCOME	**$ 27,000**		**$ 27,000**
11. Total IN-KIND SUPPORT (must equal Total In-Kind Column in Line 24 from the Project Expenses below)	$ 5,000	2 Box Office Assistants (20hrs x $20/hr x 2) -- $800 In-Kind; 4 Production Assistants $100/night x 3 nights x 4) -- $1200 In-Kind; Audience Development and Outreach -- $350 In-Kind; Rehearsal Space, (120 hrs x $20/hr) -- $2400 In-Kind; Admin. Consultation Fee, (10hrs x $25/hr) -- $250 In-Kind	$ 5,000
12. TOTAL INCOME (displayed below, calculated automatically on page refresh)	$ 32,000	Total Income	$ 0
Total	**$ 32,000**		**$32,000**

PROPOSED BUDGET - PROJECT EXPENSES

PROJECT EXPENSES	CASH	IN-KIND	TOTAL	Description
13. Administrative Employee Costs	$ 2,000	$	$ 2,000	Administration Fee, (40 hrs x $25/hr) -- $2000
14. Artistic Employee Costs	$ 2,000	$	$ 2,000	Artist fee -- $2000
15. Administrative Non-Employee Costs	$ 1,750	$ 250	$ 2,000	Administrative Assistant, (20 hrs x $25/hr) -- $500; Assistant Administrator Fee (50 hrs x $25.hr) -- $1250; Admin. Consultation Fee, (10hrs x $25/hr) -- $250 In-Kind
16. Artistic Non-Employee Costs	$ 10,800	$	$ 10,800	Principal Artistic Collaborator Artist Fee, $2000; Core Dancer Artist Fees ($1000ea x 3) -- $3000; 3 Dancer Artist Fees ($800ea x 3) -- $2400; Musician Artist Fee -- $800; Writer Fee -- $600; Lighting Designer -- $500; Sound + Video Designer -- $500; Graphic Artist (poster, program, web, press) -- $400; Videographer -- $400; Photography Documentation, -- $200
17. Travel	$	$	$ 0	
18. Space Rental	$ 2,000	$ 2,400	$ 4,400	Venue Rental, (2 weeks at $1000/week) -- $2000; In-Kind Rehearsal Space, (120 hrs x $20/hr) -- $2400
19. Equipment Rental	$ 1,000	$	$ 1,000	Lighting Equipment Rental (2 weeks at $400/wk) -- $800; Sound and Video Equipment Rental (pa, projector, speakers, laptop interface) -- $200
20. Supplies and Materials	$ 600	$	$ 600	Costume materials, fabric, paint, misc. -- $600;
21. Marketing and Promotion	$ 850	$ 350	$ 1,200	Publicist/Marketing (25 hrs x $25/hr) -- $625; Postcards/Printing (500 Postcards at $125) -- $125; Facebook advertising -- $100; Audience Development and Outreach -- $350 In-Kind
22. Production/Exhibit Costs	$ 3,900	$ 2,000	$ 5,900	Stage Manager -- $700; Stage Crew (6 persons x $250ea) -- $1500; Production Manager -- $600; Box Office -- $400; Programs/Printing (400 programs at $100) -- $100; Visual Artist/Stage Designer -- $600; 2 Box Office Assistants (20hrs x $20/hr x 2) -- $800 In-Kind; 4 Production Assistants $100/night x 3 nights x 4) -- $1200 In-Kind
23.Other	$ 2,100	$	$ 2,100	Fiscal Sponsorship Fee (8% of $20,000) -- $1600; Miscellaneous/emergency expenditures (materials and supplies, costuming, equipment rental, etc.) -- $500
24. TOTAL EXPENSES	**$ 27,000**	**$ 5,000**	**$ 32,000**	

Attachment #1 (REQUIRED BY ALL)
501(c) applicants Form 990
Provide a copy of the **first page only** of IRS Form 990, 990 PF, 990 EZ or 990 N evidencing Fiscal Year 2014 and Fiscal Year 2015 finances.

NOTE: 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 #2 (REQUIRED by PS II non-501(c)s only)
Proof of Texas State Incorporation
Incorporated organizations (including those umbrella'ed by a fiscal sponsor) applying in Project Support II must provide proof of Texas State Nonprofit Incorporation by submitting a copy of their Texas State Letter of Exemption (Certificate of Filing).

The following items will not be accepted as proof of State of Texas nonprofit 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 #3 (REQUIRED BY ALL)
Board List
Provide a roster of your governing board, including
- names,
- e-mail
- mailing addresses,
- telephone numbers,
- professions or areas of expertise,
- and ethnic make-up

SP – For sponsored projects, list the sponsored project's Advisory Board, if applicable.

Attachment #4 (REQUIRED by OS only)
Independent Audit/Financial Review
This is required for applicants in Organizational Support ONLY. An independent audited financial statement, prepared by a certified public accountant, for the most recently completed fiscal period is required. Compilations will not be accepted.

Attachment #5 (REQUIRED BY ALL)
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. 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.

Attachment #6 (REQUIRED BY ALL)
Insurance Information Form
Enter your organization's pertinent contact information into the Insurance Information Form. If serving as a fiscal sponsor, list that 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.*

Delivery Instructions

Applications must be submitted online on **Monday, May 1, 2017**

Please note that if you are fiscally sponsored it is your fiscal sponsor who will be submit the application on behalf of the sponsored project. Contact your fiscal sponsor for their internal deadlines and requirements.

The online application can be found here
http://www.austintexas.gov/department/core-cultural-funding-programs

<u>Late applications will NOT be accepted.</u>

Project Support III

Purpose

The purpose of the Project Support III program is to provide support for sponsored projects of groups/individual artists without 501(c) status.

The program serves to stimulate programming that is reflective of Austin's rich and diverse community and to encourage artistic excellence and innovation, accessibility to the arts, and the promotion of cultural tourism.

Funding is available to independent, professional artists and unincorporated groups across all artistic disciplines, living and working in Austin, who contribute to the cultural vitality of our community.

A 501(c) nonprofit organization ("Fiscal Sponsor") that applies on behalf of an individual or unincorporated group takes legal responsibility to carry out the contract as the fiduciary agent. The City of Austin will directly contract with the Fiscal Sponsor. The Fiscal Sponsor will be accountable for all administration, financial management, reporting, and any other responsibilities associated with the completion of the project. Failure to comply with fiduciary responsibilities, contract compliance, and/or contract management requirements may result in loss of eligibility to serve as a Fiscal Sponsor. 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 the City of Austin.

A Fiscal Sponsor may charge up to 10% of the City award amount as a sponsorship fee for serving as a fiscal sponsor. A sponsored project cannot be used to fund activities or events put on or provided by the Fiscal Sponsor.

Eligibility Requirements for Individual Artists and Unincorporated Groups

The City of Austin will fund professional artists and/or groups without State of Texas nonprofit status across all disciplines:

- Who currently reside in Austin and have been a resident of Austin for a minimum of 1 year;
- Who have been active on a regular basis for a year in Austin and/or its Extra-Territorial Jurisdiction (ETJ) exhibiting, publishing, presenting, and/or performing work in Austin venues, or by offering art-related activities to Austin citizens, visitors and tourists;
- Who have created a recognized body of original work within an artistic discipline over a sustained period of time and who are pursuing this work as a means of livelihood and/or a way to achieve the highest level of professional recognition;
- Who provide samples of past work in manuscript, photo, video, and/or recorded format
- Who ensure that all funded performances, exhibitions, and/or presentations are open and broadly marketed to the public; and
- Who apply under the sponsorship of a 501c nonprofit organization.

Public Art Projects

Please refer to pages 4-5 for details regarding proposals for public art projects.

Project Support III

What Will Be Funded
Funding may be used for development and completion of new work(s) and activities, and the related artistic fees, production costs, supplies, project coordination, marketing, and other necessary project expenses related to public events and activities. See pages 13 - 14 for specific activities and organizations that will not be supported. Contact Cultural Arts Division staff if you have questions about budgetary or any other issues.

A public exhibition(s), performance(s) or presentation(s) broadly marketed to the public is required for any given funding year for all projects. On rare occasions, approval may be obtained prior to submitting the application if the public event or activity occurs in the Interim Year (Year 2). If approval is given, the artist must document plans to work with community partners who can provide assistance in exhibition and/or performance showcases. Contact Cultural Arts Staff should you have questions.

Funding Requests
Requests up to $20,000 are allowed in the Project Support III Program for Individual Artists and Unincorporated Groups.

First Time Applicants
All First Time Applicants, regardless of budget size, are REQUIRED to apply in the Project Support II program if they are an organization OR in the Project Support III program if they are a sponsored project. An applicant is considered new if they have not received funding through the Cultural Arts Funding Program for two cycles within the last five (5) fiscal years.

In both Year 1 & Year 2, First Time Applicants may request up to $10,000 or 25% of their unrestricted expenditures, whichever is less.

The project budget must be specific to the activities outlined in the application for funding.

Applicants may submit only one application. Specific projects may only receive funding through one application. Individual artists and unincorporated groups may not be funded as a primary artist/collaborator in a different cultural funding application.

Matching Funds
A 1:2 match is required for all awards. Up to half (1/2) 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 cash matching funds. Funding from another City of Austin contract may not be used as a match to the Core Cultural Funding Program contract in the given fiscal year.

Project Support III

Each of the following three criteria total to a maximum score of 100 points. A score of at least 75 points must be earned for the application to receive a funding recommendation.

Artistic Excellence and Innovation: 40 Points
- Describe the group's or artist's mission and vision.

- Describe the proposed activities. Provide details: list specific date(s), time(s), programming, participant(s), location(s), etc.

- How do the proposed activities demonstrate excellence and contribute to Austin's unique cultural landscape and continued recognition as a center for arts and culture (regionally, statewide, nationally, or internationally)?

- Describe your experience producing/presenting artistic work. What artist(s) will be involved? Provide supporting documentation that can include previous works, recognition, education and experience of the core artistic team as evidenced through the letters of support and artistic documentation.

Administrative Capability: 20 Points
- Describe the business experience and skills of your core administrative team.

- Describe your financial history and financial practices? Please explain significant changes in your Section 4, Organizational Budget History, if any.

- Describe your proposed budget. Is it appropriate and reasonable? What other sources of income will be used to successfully accomplish the proposed activities?

- Please list three primary goals for your proposed project. How will you measure success?

Economic, Cultural, and Social Impact: 40 Points
- Describe your marketing plan. Who is your target audience and how will you reach them? How does the proposed activity promote tourism and the hotel and convention industry? (Please see marketing tip sheet in the guidelines)

- How do the proposed activities provide a measurable economic contribution throughout the community, including expansion of tourism, and the hotel and convention industry, employment of local artists and leveraging of dollars?

  DEFINITION OF CULTURAL EQUITY Cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.

- How do you demonstrate a history of inclusiveness and cultural equity through your collaborators, and audience and/or how does it demonstrate efforts to diversify its audiences and administration?

- How will you incorporate cultural equity into your proposed activities?

Narrative Instructions

The narrative is vitally important to the panel reviewers, as it tells the story of your project and includes details about the proposed activities. It is the primary document that reviewers will use to evaluate the merit of your proposal based on the criteria outlined on the previous page. <u>The narrative should be written so that it can be easily understood by someone not familiar with your organization.</u>

The narrative must respond to the specific evaluation criteria from pages 33-34. Provide a detailed description of the specific program activities for which funding is requested (who, what, when, where, why, and how). Your narrative should address the total scope of activities for which funding is requested.

In your narrative, be sure to include things such as: major project activities, goals, objectives, outcomes, partners, schedules and timelines, target audience(s) and community(ies) served, key individuals and artists involved, etc. Overall, the narrative should address how your organization/project will support the encouragement, promotion, improvement, and/or application of the arts related to the presentation, performance, execution, and exhibition of any major art forms.

Project Support III Application Instructions

Applications must be submitted online. Before preparing your application, fully read the guidelines and application instructions as well as referencing the FY 2018 Core Program Guidelines. The guidelines provide important information about types of projects the City will fund and the criteria by which your application will be reviewed.

IMPORTANT NOTE FOR SPONSORED PROJECTS

If you are applying under the umbrella of a 501(c) (aka Fiscal Sponsor) YOU MUST RECEIVE AN INVITATION FROM YOUR FISCAL SPONSOR BEFORE YOU MAY BEGIN YOUR APPLICATION.

Your fiscal sponsor MUST initiate your application. They will complete "Section I. Summary" for you. They will then invite you to be a "collaborator". Once you receive the emailed invitation you may begin completing "Section II. Eligibility."

If you begin the application without an invitation from your fiscal sponsor your application will not be accepted and you will have to start your application over once you receive the invitation from your fiscal sponsor. NO EXCEPTIONS.

If you or your fiscal sponsor have questions about starting the application please contact Anne-Marie McKaskle-Davis at Annemarie.mckaskle@austintexas.gov or call 512-974-7854.

Application Instructions

Sponsored Project Name
Provide the name of the Sponsored Project.

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

> **Project Support III**
> Individuals and Unincorporated Groups – *Maximum request of $20,000*
> First Time Individual & Unincorporated Groups - *Maximum request of $10,000*

Applicant Information
Your fiscal sponsor will provide the name and contact information of the primary contact of the person managing sponsored projects within their organization. This does not necessarily need to be the Executive Director, but should be the person that we contact if Cultural Arts Division Staff has questions regarding the application.

Fiscal Sponsor Organization Information
Enter the legal name, and address of the fiscal sponsor as recorded with the IRS. Use exact spellings.

THIS INFORMATION **MUST MATCH EXACTLY** TO WHAT IS LISTED ON YOUR CITY OF AUSTIN VENDOR REGISTRATION

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.

If you have not yet registered with the City of Austin Vendor Registration or if you need to search for your vendor registration please visit
https://www.austintexas.gov/financeonline/vendor_connection/index.cfm

If you have questions about registering as a vendor please contact the Vendor Registration Office at (512) 974-2018.

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 Fiscal Sponsor's Organization.

Collaborators

Fiscal sponsors will use the collaborator feature to give each sponsored project access to their application. Please note that collaborators cannot amend the information in Section I. Summary. Additionally, Fiscal Sponsors will submit each application on behalf of each sponsored project application. Please be sure to list all collaborators as Additional Contacts.

Fiscal Sponsors may have earlier application submission deadlines than the May 1st. Please contact your Fiscal Sponsor to see if there are additional deadlines that you should be aware of.

Multiple people may be invited to be a Collaborator on a single application. This feature allows additional people to have a separate log in to work on an application.

Collaborators CANNOT submit, archive, or delete applications.

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 **fiscal sponsor** to certify the information and enter into contracts. This person should be a member of the fiscal sponsor's board 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 **CANNOT** 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.

Board Chair and their email address **MUST** be different from those of the applicant.

Applicant District Number

Select the Fiscal Sponsor's City of Austin voting district number (1 through 10 or ETJ). 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/.

Applicant Race Code

Fiscal Sponsors 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.

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.

Fiscal Sponsor Eligibility
Indicate which of 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 - Fiscal Sponsors must meet all of the listed criteria. If your fiscal sponsor fails to meet one or more of the criteria, then they are NOT eligible and your Sponsored Project will need to find an alternative organization to provide fiscal sponsorship before completing the application.

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

Section II: Eligibility

Question 1. Organizational Eligibility
Select the statement that best describes your organization/you.

SP - If you are fiscally sponsored, please answer for your sponsored group or if you are an individual artist select the individual artist statement.
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 awards in Project Support III. Up to one half of the match (50%) is allowable as well-documented in-kind support.

Funds acquired and used to support activities specified in the application will only 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. Start Date
Enter the start date of your activity. This date must be within the period of October 1, 2017 through September 30, 2018. Funded activities cannot begin before October 1, 2017 and must be completed no later than September 30, 2018.

Question 7. End Date
Enter the end date of your activity. This date must be within the period of October 1, 2017 through September 30, 2018. Funded activities cannot begin before October 1, 2017 and must be completed no later than September 30, 2018.

Question 8. New Applicant
Please indicate if this is the first time that you/your organization have applied for Cultural Arts Funding.

Question 9. Fiscal Sponsor Vendor Code
Please enter your Fiscal Sponsor's Vendor Code. If you don't know your Fiscal Sponsor's Vendor Code you can search for it here under "Business Name":
https://www.austintexas.gov/financeonline/vendor_connection/search/svname.cfm

Once you have completed all the questions in Section II. Eligibility, hit the "Submit Eligibility" Button.

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

Online Video Documentation
If you would like to provide online video documentation you may embed your video directly into the application. You may only embed one video, but you may include links to other videos in your documentation 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 text box below.

Question 1. Select Funding Level
Please select one of the funding levels from the list provided. Remember that all funding levels are based on Annual CASH Expenses except for FIRST-TIME Applicants.

If you have not received funding at least twice in the previous five fiscal years through the Core Cultural Arts Funding or Community Initiatives Programs, you will be considered a first-time applicant.

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 district 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 14-16. 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.

Indicate if your project/organization is focused on arts education, arts services or neither.

Based on your Primary Artistic Discipline response in the previous question, please tell us what specific media or artistic discipline your proposed activities will involve.

Examples of media or disciplines:
sculpture, documentary film, photography, modern dance, Jazz, Kabuki, Ballet Folklorico, textiles, zine, podcast, poetry, etc.

This is not a comprehensive list, so feel free to describe your work in your own words.

Questions 17-29. Project Narrative Questions

The Project Narrative will be reviewed based on the Project Evaluation Criteria (Artistic Excellence and Innovation, Administrative Capability and Economic, Cultural, and Social Impact). 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 half a page of text.

Question 30-32. Organizational History

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

If applicable, please indicate the dates that the Sponsored Project has received funding, NOT the fiscal sponsor.

If the 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 description of the Sponsored Project including history and activities. Be sure to include the organization's mission statement. Leave the final paragraph for description of the fiscal sponsor.

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

Operating Budget History
Enter annual operating budget 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 (Line 24 from the budget). The Total Income and Total Expenses should reflect the sponsored project's **ENTIRE ANNUAL OPERATING BUDGET**.

The budget history will be reviewed when determining the eligibility requirement "…of ongoing artistic/cultural programs for a minimum number [of years based on selected program.]" In addition, budget history is used in evaluating potential award amounts.

Proposed Budget: INCOME & EXPENSES
The proposed budget is utilized in evaluating the applicant's budgetary capability of satisfying the 1:2 matching requirement for Project Support III.

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 (line 24) **must** be at least 1.5 times the COA award request amount (line 9) in the budgets for *Project Support III.*

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
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.

Once you have completed Section IV. Budget and Activity Summary, click NEXT to move on to Section V. Attachments.

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 in the DESCRIPTION BOX.

The following is a sample budget. **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.

NOTE: You may not include other Cultural Arts Funding Programs funds, including those which are already being used to match other City funding.

PROPOSED BUDGET - PROJECT INCOME

PROJECT INCOME	CASH	DESCRIPTION	TOTAL
Earned Income			
1. Total Admissions	$ 3,600	240 x Avg $15 ticket -- $3600. Tickets prices range between $10 - $25	$ 3,600
2. Total Other Earned Income	$		$ 0
3. TOTAL EARNED INCOME	**$ 3,600**		**$ 3,600**
Unearned Income			
4. Total Private Support (Corp, Foundation, Individual)	$ 2,500	Four Individual Donors, secured (1 at $1500; 2 at $500)	$ 2,500
5. Total Public Support (Government Grants)	$		$ 0
6. Total Other Unearned Income	$		$ 0
7. Applicant Cash	$ 900	Post-it and the Paper Clips cash on hand	$ 900
8. TOTAL UNEARNED INCOME	**$ 3,400**		**$ 3,400**
9. CORE Funding Request Amount	$ 20,000	COA Cultural Arts Project III Request Amount	$ 20,000
10. TOTAL CASH INCOME	**$ 27,000**		**$ 27,000**
11. Total IN-KIND SUPPORT (must equal Total In-Kind Column in Line 24 from the Project Expenses below)	$ 5,000	2 Box Office Assistants (20hrs x $20/hr x 2) -- $800 In-Kind; 4 Production Assistants $100/night x 3 nights x 4) -- $1200 In-Kind; Audience Development and Outreach -- $350 In-Kind; Rehearsal Space, (120 hrs x $20/hr) -- $2400 In-Kind; Admin. Consultation Fee, (10hrs x $25/hr) -- $250 In-Kind	$ 5,000
12. TOTAL INCOME (displayed below, calculated automatically on page refresh)	$ 32,000	Total Income	$ 0
Total	**$ 32,000**		**$32,000**

PROPOSED BUDGET - PROJECT EXPENSES

PROJECT EXPENSES	CASH	IN-KIND	TOTAL	Description
13. Administrative Employee Costs	$ 2,000	$	$ 2,000	Administration Fee, (40 hrs x $25/hr) -- $2000
14. Artistic Employee Costs	$ 2,000	$	$ 2,000	Artist fee -- $2000
15. Administrative Non-Employee Costs	$ 1,750	$ 250	$ 2,000	Administrative Assistant, (20 hrs x $25/hr) -- $500; Assistant Administrator Fee (50 hrs x $25.hr) -- $1250; Admin. Consultation Fee, (10hrs x $25/hr) -- $250 In-Kind
16. Artistic Non-Employee Costs	$ 10,800	$	$ 10,800	Principal Artistic Collaborator Artist Fee, $2000; Core Dancer Artist Fees ($1000ea x 3) -- $3000; 3 Dancer Artist Fees ($800ea x 3) -- $2400; Musician Artist Fee -- $800; Writer Fee -- $600; Lighting Designer -- $500; Sound + Video Designer -- $500; Graphic Artist (poster, program, web, press) -- $400; Videographer -- $400; Photography Documentation, -- $200
17. Travel	$	$	$ 0	
18. Space Rental	$ 2,000	$ 2,400	$ 4,400	Venue Rental, (2 weeks at $1000/week) -- $2000; In-Kind Rehearsal Space, (120 hrs x $20/hr) -- $2400
19. Equipment Rental	$ 1,000	$	$ 1,000	Lighting Equipment Rental (2 weeks at $400/wk) -- $800; Sound and Video Equipment Rental (pa, projector, speakers, laptop interface) -- $200
20. Supplies and Materials	$ 600	$	$ 600	Costume materials, fabric, paint, misc. -- $600;
21. Marketing and Promotion	$ 850	$ 350	$ 1,200	Publicist/Marketing (25 hrs x $25/hr) -- $625; Postcards/Printing (500 Postcards at $125) -- $125; Facebook advertising -- $100; Audience Development and Outreach -- $350 In-Kind
22. Production/Exhibit Costs	$ 3,900	$ 2,000	$ 5,900	Stage Manager -- $700; Stage Crew (6 persons x $250ea) -- $1500; Production Manager -- $600; Box Office -- $400; Programs/Printing (400 programs at $100) -- $100; Visual Artist/Stage Designer -- $600; 2 Box Office Assistants (20hrs x $20/hr x 2) -- $800 In-Kind; 4 Production Assistants $100/night x 3 nights x 4) -- $1200 In-Kind
23. Other	$ 2,100	$	$ 2,100	Fiscal Sponsorship Fee (8% of $20,000) -- $1600; Miscellaneous/emergency expenditures (materials and supplies, costuming, equipment rental, etc.) -- $500
24. TOTAL EXPENSES	**$ 27,000**	**$ 5,000**	**$ 32,000**	

Attachment #1
FISCAL SPONSOR DOCUMENTATION
Provide the IRS Determination Letter, most recently completed 990 and board list of the Fiscal Sponsor.

Attachment #2
RÉSUMÉS/BIOS
Provide the résumés or bios of key artists and decision makers involved throughout the project. If applying on behalf of a sponsored project, the resumes/bios should be those that correspond to that sponsored project.

Attachment #3:
LETTERS OF SUPPORT
Provide no more than five letters of support. Letters of support should be current, reinforce the worth of project activities, and come from the community/constituents served. Provide letters of support from people other than the key members of the collaboration/partnership. (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.)

Attachment #4
DOCUMENTATION
Provide a concise but representative sample of materials from previous work (promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, etc.). If you provide a link to online documentation you are not required to upload additional documentation. You may upload multiple documents and/or links.

Attachment #5
PEER REVIEW PANEL PDF
Provide a PDF document no more than 5 pages long with representative images from your Attachment #4 Documentation materials. This document will be projected during your peer review panel, which is open to the public.

Attachment #6
INSURANCE INFORMATION FORM
Enter the Sponsored Project's pertinent contact information into the Insurance Information Form. Answer questions 1 thru 9 by marking yes/no/NA, lending explanation if needed. This form will determine your Insurance requirements. The fiscal sponsor should not complete this form on behalf of their sponsored projects.

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 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.

Delivery Instructions

Applications must be submitted online on **Monday, May 1, 2017**

Please note that your fiscal sponsor will be submitting the application on behalf of the sponsored project. Contact your fiscal sponsor for their internal deadlines and requirements.

The online application can be found here
http://www.austintexas.gov/department/core-cultural-funding-programs

<u>Late applications will NOT be accepted.</u>

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.

☐ Is the proposed project compatible with the mission and goals of your organization?

☐ Is your application narrative similar in scale and scope to that which was listed in Year 1?

☐ 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?

☐ It is suggested Year 2 funding requests remain the same as that of Year 1 funding requests (not award amount). Generally, contract awards are less than the amount requested. Have you considered how partial funding may impact the implementation of your project?

☐ Are marketed programs or project activities accessible to the general public? Are programs or project activities accessible to persons with disabilities?

Application Preparation

☐ Have you completed all the application (Sections I – V), and uploaded all the required attachments?

☐ Have you contacted your fiscal sponsor to let them know your application is complete? Remember, your fiscal sponsor will have an earlier deadline than May 1 as they will need to submit the application for you.

☐ Is your cash flow sufficient to ensure that your project can begin while you wait for your City funding to arrive?

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
- ☐ 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 its primary mission to produce, present or promote arts and culture.

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 Private Vehicle Report – 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. 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 organizations 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.

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.

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. Guidestar can be found at www.guidestar.org.

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. Examples of formal organization include incorporating as a nonprofit organization or forming a Limited Liability Corporation.

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 artists in a funded project, 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, in order to build the organizations 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 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 Programs or Community Initiatives 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.

Non-Commercial - An activity that is not commercial as defined under Commercial under this Section.

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 170(c) 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. Do include gross proceeds from fund-raising events.

Other Unearned – Revenue derived from sources not listed in other categories and may 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.

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

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.

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

Sponsored Project - The individual or group that is under the umbrella of the 501 (c) organization, or fiscal sponsor

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, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, 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.

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.