



# **City of Austin**

## **Cultural Arts Funding Program**

### CAPACITY BUILDING PROGRAM

### Guidelines and Application

Fiscal Year 2016



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

# Capacity Building Program FY 2016

## 1. PURPOSE

The City of Austin Economic Development Department's Cultural Arts Funding Program recognizes the unique role of arts and culture in ensuring a strong creative economy. The Capacity Building program is designed to strengthen the economic stability of arts and cultural organizations and individual artists to ensure strategic workforce development in the creative sector, to provide access to quality arts for its citizens, and to grow and sustain Austin's artistic and cultural assets. The program's targeted approach to the development of Austin's community cultural institutions further addresses the City's long term goals to increase and diversify production of arts and culture, preserve the character of Austin, and to enhance the presentation of Austin's cultural diversity, reflecting its demographics in all areas.

Capacity Building refers to developing and strengthening the skills, competencies, and abilities of people and communities to help realize their developmental goals to achieve measurable and sustainable results. The program is specific to development of critical infrastructure such as management, governance, financial resources, and administration and career systems.

The overall objective for this competitive solicitation is to establish contracts with individual artists and small and medium non-profit arts and cultural organizations for organizational and career development. Serving as an incubator, the grant of public funds provided herein will serve the City's goals of promoting local economic development and stimulating creative business activity.

### Goals

- To invest in the health of the creative and cultural ecosystem;
- To provide concentrated and targeted support to a variety of organizations and individuals for a measurable return on investment;
- To improve capability and skills to achieve growth and sustainability of individual artists and arts organizations;
- To increase public access to quality arts and culture;
- To grow and sustain artists and small and medium-sized arts and cultural organizations in Austin;
- To strengthen existing organizations and artists so that in turn field/market growth can occur for the balance of cultural services;

## 2. BACKGROUND

The purpose of the Cultural Arts Division is to nurture, preserve, and promote Austin's arts and creative industries in order to strengthen and sustain Austin's dynamic cultural vitality. The Cultural Arts Division functions in part as the Local Arts Agency for Austin with a purpose of strengthening the role of the arts in economic development, tourism, community development, and revitalization. The Division serves the creative community working in all art forms and disciplines and encourages neighborhood-based organizations and activities that promote art, imagination, and creativity to enhance the role of the arts as part of the daily fabric of community living.

On August 25, 2011, Austin City Council authorized an update to four previously commissioned studies relating to the impact of cultural activities on the local economy to reflect changes in the industry. The study was compiled into a report entitled *"The Economic Impact of the Creative Sector in Austin – 2012 Update"*. The study reports economic impact results and gives evidence of significant impact and overall value of arts, culture, and creative industries as a fundamental component of the economy. In 2010, the creative sector accounted for just over \$4.35 billion in output (about one third more than in 2005), \$2 billion in value-added, \$1 billion in labor compensation, over \$71 million in City tax revenues, and almost 49,000 permanent jobs. The role of the creative sector in Austin's economy (as measured by employment) has risen by about twenty-five percent over the past five years, a pace more rapid than the ten percent growth for the local economy as a whole, and reflects the fact that creativity (in its many facets) is increasingly important to the present and future regional economy. However, according to the study, business models are in flux and access to financial resources continues to be a challenge for all creatives working in the not-for-profit models.

Subsequent to the Creative Sector Economic Impact Study, a City of Austin Creative Sector Economic Impact Study Staff Report and Action Plan was submitted to Austin City Council on May 24, 2012 to address the needs of the creative sector through an implementation plan to improve the key areas such as Capacity Building.

In 2003, a report of the Cultural Vitality and Creative Economy Subcommittee was issued as part of the Mayor's Task Force on the Economy. The report provided recommendations on how to best support local cultural vitality and foster the continued growth of creative jobs, recognizing that strong cultural and social institutions help build the quality of life that attracts talented workers and directly employ many creative workers. The subcommittee members believe that supporting arts and cultural amenities is a critical aspect in expanding jobs and businesses in the creative sector.

In 2010, Austin City Council endorsed the *CreateAustin* Community Cultural Master Plan, which was the result of a two year process of cultural assessment, research, and community engagement undertaken to chart a course for Austin's cultural development over the next 10 years. The Capacity Building program responds to Recommendation #3 "to increase and focus business development and technical assistance services for nonprofit creative businesses, nonprofit cultural organizations, and individual creators to enhance management capacity and grow jobs, wealth, and economic impact of promising subsectors of the creative economy. Improving management effectiveness, marketing, and fundraising will enhance revenues."

Furthermore, the City of Austin Imagine Austin Comprehensive Plan, adopted by Austin City Council in 2012, recognizes that Austin's creative sector is key to our continued economic growth. The plan outlines a guiding principal to "provide paths to prosperity for all" by developing new economic sectors through partnerships between the business community, city government, and institutions to help employ a diverse workforce and expand opportunities. Prosperity for all means capitalizing on the city's creative industries, cultural heritage, and diverse population to position the city as a national and international center for innovation and knowledge-based industries. The plan's key findings for arts and creativity include:

- Arts and creative community struggles with issues of funding, affordable and appropriately-sized performance and practice space, housing, health and healthcare, and quality of life issues.
- City and private funding for local arts facilities and programs is critical to the ongoing strength of the arts in Austin.
- Workforce development programs need to provide job training for technological, arts-related occupations.

Through this solicitation, the Cultural Arts Division seeks to support the development of a creative and cultural labor force to maintain Austin's competitiveness and ensure that creativity remains central to Austin's present and future economy.

### 3. PROGRAM REQUIREMENTS

#### Eligibility

The Capacity Building initiative allows direct support of development activities for small and medium-sized organizations and individual artists to achieve their artistic, programming, and operational goals. The program offers funding support for eligible applicants based upon years in operation, operational budget size, and legal tax status.

All applicants must meet the following minimum eligibility requirements:

- All organizations must be a 501(c) arts or cultural organization in good standing with the Internal Revenue Service (as evidenced by a current IRS determination letter or copy of the most recent Form 990 filed with the IRS and identified in the organization's mission statement), OR be registered with the state of Texas as an organization with non-profit status;
- All individual artists or unincorporated groups must have an Austin-based 501c organization serve as a fiscal sponsor. The fiscal sponsor must have a paid Executive Director, an annual operating budget of at least \$50,000, and an active volunteer Board of Directors that meets at least three times a year.
- The organization's primary mission, as described in its mission statement and approved by its board of directors, is the production or presentation of arts and cultural programming;
- Organizations must have an active volunteer Board of Directors that meets at least three times a year;
- Applicants must reside within the City of Austin or its Extra-Territorial Jurisdiction (ETJ), and provide arts or cultural programming to Austin residents, visitors, and/or underserved communities and audiences;
- Applicants must have been in operation or have created art in Austin for a minimum of 3 years prior to the application deadline of December 14, 2015;
- Applicants must not have any outstanding Final Reports due to the Cultural Arts Division;
- Applicants may only submit one Capacity Building application per fiscal year (Fiscal Sponsors, however, may umbrella more than one individual artist or unincorporated group); and
- An applicant may only receive funding once every three years.

#### Award Levels

**Level I:** 501c Organizations with an annual budget of \$250,000 or less are eligible to apply for up to \$15,000. Applicants with 501c status, as evidenced by IRS Form 990, must be listed on Guidestar. The tax-exempt status must have been granted by the IRS at least one year prior to the grant application deadline of December 14, 2015.

**Level II:** Arts and cultural organizations with an annual budget of less than \$100,000 and without 501c status are eligible to apply for up to \$10,000. Applicants must be listed with the State of Texas as a non-profit organization.

**Level III:** Unincorporated groups without 501c status or State of Texas nonprofit status are eligible to apply for up to \$7,500.

**Level IV:** Individual artists are eligible to apply for up to \$7,500.

## Allocation of Funds

A minimum score of 75 is required to be eligible for funding. Depending on the number of eligibly scored applications, 4 awards will be made in Level I, 4 awards will be made in Level II, 5 awards will be made in Level III, and 5 awards will be made in Level IV. Award priority for any unused funds will be given to Level III and IV applicants. At least one culturally specific applicant in each award level will receive funding upon meeting the above eligibility requirements and scoring at least a 75.

All awardees are allowed to have one representative attend, at no charge, business classes provided by the City's Small Business Program.

## Funding Requests

Capacity Building funding may be used to support organizational infrastructure and business development in areas such as management, governance, financial resources, or administrative systems. Activities may include but are not limited to:

- Strategic or business planning
- Organizational assessments
- Board and/or staff leadership or administrative development
- Consultant fees directly related to management, governance, financial resources, or administrative systems
- Earned income development, including development of strategies to increase admissions, tuition, merchandise sales, or facility rentals
- Fund development training and research
- Marketing development training and research
- Development of collaborative strategies
- Technology upgrades may be considered with demonstrated need
- Instructional classes, workshops, or conferences
- Classes on website building, maintenance, and management

## Ineligible Expenditures

- Artistic projects/programs will not be funded
- Normal operating costs such as salaries, office supplies, or travel expenses
- Food and hospitality
- Fundraising events
- Bricks and mortar, website creation, capital improvements, renovations, real estate development, or other such building or physical space improvements
- Any activity funded through the Cultural Funding Programs such as Core Funding, Community Initiatives, Cultural Expansion Program, and Cultural Heritage Festivals Program

## 4. EVALUATION CRITERIA

Applications to the Capacity Building Program will be reviewed according to the following criteria. Each of the criteria total to a maximum of 100 points. A minimum score of 75 is required to be eligible for funding. Each application will be scored individually based on the criteria. A limited number of organizations/individual artists will be contracted through this competitive selection process.

### Organizational/Individual Need: 40 Points

- Does the applicant demonstrate a history of providing programs and services of high quality?
- Does the applicant produce/present quality work that contributes to the unique artistic/cultural landscape of Austin?
- Does the applicant demonstrate a specific organizational/professional development need for the type of activity proposed?
- How does the project strengthen the applicant's organizational/professional stability and long-term capacity as a cultural resource in the community?
- Does the applicant provide programs and services primarily to culturally-based or historically underserved/under-represented segments of the community?

### Management and Capability: 30 Points

- Does the applicant demonstrate skills needed to complete the proposed activities?
- Does the applicant demonstrate measurable involvement of culturally diverse populations?
- Is the applicant prepared to undertake the proposed activity in addition to performing its regular/ongoing programming and activities?

### Proposal Feasibility: 30 Points

- Do the proposal activities reflect a high administrative priority for the applicant's development?
- Is the scope and timeline proposed realistic and capable of being completed within the specified time period?
- Is there evidence of the anticipated impact on the community as well as the applicant from the Capacity Building Program's funding outcomes?
- Is the budget appropriate, complete, and reasonable for the proposed activities?

## 5. CONTRACT REQUIREMENTS

Applicants selected for support will enter into a contract that outlines the scope of services and the requirements of the agreement, including reporting requirements and legal issues applicable to the funding. All funds are to be used for the stated activities as a requirement of the agreement.

### Payments

An initial payment of 50% of the approved award amount will be made upon execution of the agreement and completion and submission of the Organization/Individual Artist Assessment Pre-Survey. A second payment of 40% will be made upon completion of Mid-Year Report Form. Mid-Year Reports must demonstrate completed activities as defined in the Scope of Work. A final payment of 10% will be paid after submission and approval of

the final report, completion of the Post-Survey, and presentation to the Austin Arts Commission. (See the reporting requirements section below.)

Contractors with outstanding reports from previous years are not eligible to receive any payments if they are in default of a previous cultural contract.

### Reporting Requirements

Funded applicants will be required to provide the following:

#### **1. Organization/Individual Artist Assessment Pre-Survey**

Prior to entering into the contract, funded applicants shall provide a pre-assessment survey to assess capacity. (See Capacity Assessment Grid - Venture Philanthropy Partners: <http://www.vppartners.org/sites/default/files/reports/assessment.pdf>)

#### **2. Mid-Year Report**

The Mid-Year report, due May 16, 2016, shall provide an update on project deliverables. Detailed in Section i of the application.

#### **3. Final Report and Post-Survey**

The final report and post-survey is due within thirty (30) days of the last deliverable/milestone or by October 30, 2016, whichever occurs first. Applicants must provide a tangible end product such as a certificate of completion for classes taken or a business, marketing, or similar plan with their final report.

#### **4. Final Presentation to the Austin Arts Commission**

In conjunction with submission of the final report and post-survey, Contractor shall make a five-minute summary presentation in person to the Austin Arts Commission no later than 90 days after submission of the final report and post-survey.

### Insurance

Contract applicants may be 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 may be required to carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

**Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).

**Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned, and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.

**Credit Requirements of the Cultural Arts Division of the City of Austin Economic Development Department (EDD):** Applicants receiving Capacity Building support are required to acknowledge the support of the City of Austin through the use of logos and credit lines on all marketing and promotional materials. Required logos can be found on the EDD Cultural Arts Division website ([www.austincreates.com](http://www.austincreates.com)), the credit line is: “[Applicant Name] is a recipient of the Capacity Building program from the Cultural Arts Division of the City of Austin Economic Development Department.”

## 6. TIMELINE

<b>October 21, 2015</b>	Post Capacity Building Program Guidelines and Applications
<b>November 3, 5, &amp; 7 2015</b>	Capacity Building application workshops
<b>December 14, 2015</b>	Deadline to submit application
<b>January 22, 2016</b>	Panel review of applications
<b>January 2016</b>	Pre-contract workshops held for contractors
<b>February 1, 2016</b>	Execute contracts and begin project
<b>May 16, 2016</b>	Interim report due
<b>September 30, 2016</b>	Project completed
<b>October 30, 2016</b>	Final report due

## 7. APPLICATION / INSTRUCTIONS

### 1. Letter of Interest

All applicants must submit a Letter of Interest (LOI) on organizational or individual artist letterhead. LOI may be a maximum of 2 pages in length and should briefly address the history of the applicant, the artistic mission, history of staff tenure (if applicable), and accomplishments to date.

### 2. Organizational chart

Applicants must submit an organizational chart with staff and board (officers, committee chair) designations, as applicable. For individual artists, this chart should describe advisory board members, collaborators, or contractors and other such business associates who provide professional assistance to the artist.

### 3. Application

#### a. Applicant Information

Please list the City Council District of the unincorporated group or individual artist applicant if applicable. To find your City Council District, go to <http://www.austintexas.gov/GIS/CouncilDistrictMap/> and enter your address.

For the Board Chair/Fiscal Sponsor information, individual artist and unincorporated groups must provide the contact information for their fiscal sponsor.

#### b. Staff Leadership

Please use the individuals listed in the Organizational Chart in Section 2 above to complete Section b – Staff Leadership.

#### c. Board Leadership

Please indicate the type of Board you have and provide information as is applicable.

#### d. Facility Information

Enter the information as it pertains to both the business/administrative side as well as the artistic side of your art.

#### e. Project Team Qualifications

The Project Team will support the applicant in successfully completing the project deliverables outlined in Section i.

Please list the board, staff, or collaborators that the applicant has designated to be part of the Project Team (leave the column blank if the information is not applicable for the person). Briefly describe the role and qualifications of each Leadership Team member as it relates to the capacity building proposal in the section below, "Qualifications of Project Team." Attach a separate page if needed.

f. Financial Management Information

For 501(c) applicants, please provide 990 forms for the years indicated if they are NOT already posted at [www.guidestar.org](http://www.guidestar.org). If you did not provide a 990 for a certain year, please provide proof of receipt of the 990-N (e-Postcard) for the requisite year.

For all other applicants, please provide total revenue and total expenses for the years indicated.

g. Financial Information

Please limit your response, if any, to one page.

h. Proposal Narrative

Please limit your narrative response to a maximum of three pages.

i. Project Deliverables

The Project Deliverables and Timeline should reflect when the activity(ies) is expected to be completed and summarize the total activity cost. The development activity must begin no sooner than February 1, 2016 and must be completed by September 30, 2016.

No financial match is required for compliance of the contract; however, additional investment of applicant resources may be necessary to achieve the goals of the capacity development plan. The budget must be specific to the activities for which funding is requested and separate from the general operating or artistic programming budget. The proposed development plan may not include other Cultural Arts Funding Programs funds or monies already being used to match other City funding. If your Project Deliverables total costs exceeds the maximum request amount, please list other income sources in the Tasks/Deliverables column.

Project Deliverables Example:

Activity	Tasks / Deliverables	Cost Summary	Completion Date
Board Development	Advisory Board membership and charter	\$500	March 15, 2016
Hire Strategic Plan Consultant	1. Procure consultant, and 2. Complete 3 strategic planning meetings with staff/board	\$5,000	May 15, 2016
Strategic Plan	1. Finalize Strategic Plan, and 2. Documentation of plan implementation if within the contract period	\$1,500	September 1, 2016
Arts Administrative certification	Attendance to professional development workshop or industry-related conference	\$3,000	August 31, 2016

j. Assurances

Please be sure both a representative for the applicant as well as a member of the Board of Directors or Advisory Board signs the application. If the applicant does not have a Board of Directors or Advisory Board, that signature may be left blank.

4. Current Year Annual Operating Budget

All applicants must submit a current year annual operating budget. If the applicant has a Board of Directors or Advisory Board, that Board must have approved the budget.

5. Documentation of Non-Profit Status (Level I and II applicants only)

- a. Copy of State of Texas designation of non-profit status from the Texas Secretary of State, OR
- b. *If designated as a 501c non-profit arts organization*, a copy of a signed IRS Form 990 Annual Tax Filings if NOT POSTED ON GUIDESTAR. To access your IRS Form 990, log onto [www.guidestar.com](http://www.guidestar.com).

6. Artistic Support Materials

3 copies of the list of the CURRENT programming of arts or cultural performances, exhibitions, activities, or programs that were/are open to the public with the date, title of the activity, and venue/location.

3 copies of the list of the NEXT year's programming of arts or cultural performances, exhibitions, activities, or programs that are open to the public with the date, title of the activity, and venue/location.

3 sets of Artistic Support Materials, which should be an appropriate combination of CD/DVD, books, or printed materials (programs, flyers, press clippings, press releases, etc.) as applicable to your artistic discipline or project. You are advised to check copies of electronic materials prior to submission. As panelists may not be familiar with you, the quality of the materials you submit may reflect upon the quality of your artwork. *If you have video posted online, provide an additional page listing a maximum of 3 web links where the panel can view your work.*

For questions, contact:

Jesús Pantel  
Contract Compliance Specialist Senior  
[jesus.pantel@austintexas.gov](mailto:jesus.pantel@austintexas.gov)  
(512) 974-9315

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

Completed Application and supplemental material are due by December 14, 2015.

Submissions received after the deadline will NOT be considered.

**Capacity Building Program Application**  
**FY 2016**

**a APPLICANT INFORMATION**

Fiscal Sponsor (if applicable): \_\_\_\_\_

Applicant's Legal Name: \_\_\_\_\_

Common Name, if different than above: \_\_\_\_\_

Federal ID No. (EIN), if 501c or Fiscal Sponsor: \_\_\_\_\_

Date Incorporated: \_\_\_\_\_

Non-profit State of Texas Designation  yes  no

Date filed: \_\_\_\_\_

Official Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Main Telephone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Website (URL): \_\_\_\_\_

City Council District: \_\_\_\_\_

Councilmember: \_\_\_\_\_

**Project Contact:** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ ext. \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**CEO or Executive Director (if applicable):** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Board Chair/Fiscal Sponsor:** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address (other than organization) \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ ext. \_\_\_\_\_

Email: \_\_\_\_\_

**b STAFF LEADERSHIP**

1. The organization's Executive or CEO is  Full Time  Part Time  Paid  Unpaid  N/A
2. Number of staff who are:  
Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Contractual \_\_\_\_\_ Interns \_\_\_\_\_ Volunteers (Unpaid) \_\_\_\_\_
3. Total number of paid staff: \_\_\_\_\_ (total of # full time + # part time + # contractual)
4. Tenure of current Executive Director: \_\_\_\_\_ Years | Tenure of Previous Executive Director: \_\_\_\_\_ Years

**c BOARD LEADERSHIP**

Please check one:  Board  Advisory Board  None

Race/Ethnicity	Full Board
1. African American	_____
2. Asian American	_____
3. Latino / Hispanic	_____
4. Native American	_____
5. Caucasian	_____
6. Multi-Racial	_____
TOTALS	_____

1. Board of Directors Gender Ratio # of Males \_\_\_\_\_ # of Females \_\_\_\_\_
2. Number of Board Members who participated in a formal board contribution during the current term: \_\_\_ of \_\_\_
3. Frequency of Board Meetings:  monthly  bi-monthly  quarterly  other: \_\_\_\_\_

**d FACILITY INFORMATION**

Administrative /  
Office Space

- Own
- Lease Commercial Office Space
- Donated Commercial Office Space
- Donated Residential Office Space (Administrative offices at CEO, Artistic Director, Board Member, or Individual Artist Home)
- No Administrative Offices
- Other (please explain): \_\_\_\_\_

**Check the  
Administrative  
Equipment the  
applicant has  
access to:**

- Telephone
- Answering system
- Copier
- Fax Machine
- Scanner
- Computer and Printer – Number of each \_\_\_\_\_
- Internet Access:  wireless  Broadband  T-1/T-3 dedicated lines
- Accounting/bookkeeping system:  
If checked, which software:  Excel  QuickBooks Other (please fill name): \_\_\_\_\_
- Contact Management System:  
If checked, which software:  Constant Contact  Patron Mail  Traditional Email
- Other Contact Management System(please name): \_\_\_\_\_
- Other Equipment (please explain): \_\_\_\_\_

**Space for  
Artistic Programs:**

- Own
- Lease or Rent Space for long-term
- Lease or Rent various spaces depending on the artistic program
- Donated Space
- All programs are outreach at other organization's locations
- Other Space (please explain): \_\_\_\_\_

If you lease space for artistic programs, please list the location(s). If more space is needed, please add an additional page:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**e PROJECT TEAM QUALIFICATIONS**

<b>Leadership Team Members</b>	<b>Staff Title</b>	<b>Years Working on Staff</b>	<b>Board Position</b>	<b>Years Serving on the Board</b>
Full Name: _____ Email: _____	_____	_____	_____	_____
Full Name: _____ Email: _____	_____	_____	_____	_____
Full Name: _____ Email: _____	_____	_____	_____	_____
Full Name: _____ Email: _____	_____	_____	_____	_____

Qualifications of Project Team (200 word limit):

\_\_\_\_\_

**f FINANCIAL MANAGEMENT INFORMATION**

1. Method of accounting:  Cash  Accrual
  
2. IRS Form 990's posted on Guidestar:  2012  2013  2014  
*If filing(s) not posted on Guidestar, attach signed hard copy filing as Supplemental Material.*
  
3. Applicant prepares the following financial statements for board review in the following frequency:  
Statement of Financial Position (balance sheet):  Monthly  Quarterly  Annually  other: \_\_\_\_\_  
Statement of Activities (income statement):  Monthly  Quarterly  Annually  other: \_\_\_\_\_  
Statement of Cash Flow:  Monthly  Quarterly  Annually  other: \_\_\_\_\_
  
4. Organizational Budget of current fiscal year approved by the Board of Directors, if applicable, on (MM/YYYY): \_\_\_\_\_

**g FINANCIAL INFORMATION**

You may include a brief statement to clarify points regarding the financial history in Section f. Please limit your statement to this page only. If you do not wish to include a brief statement, please leave this page blank.

\_\_\_\_\_

## **h** PROPOSAL NARRATIVE

Please limit your response to the following questions to no more than three pages.

- a. What are the applicant's artistic and programmatic goals over the next 12 months and what specific challenges does the applicant face in achieving those artistic and programmatic goals?
  
- b. What specific challenges does the applicant face in terms of establishing or building critical infrastructure (management, governance, financial resources, and administrative systems) over the next 12 months?
  
- c. What is the applicant's capacity development plan to confront the identified challenges and achieve its identified goals?
  
- d. How will the applicant measure the impact and success of the capacity development plan?

**i PROJECT DELIVERABLES**

The development activity must occur and be completed within February 1 – September 30, 2016. The Project Deliverable and Timeline should reflect the tasks required to accomplish the project, when the activity is expected to be completed, and a summary the total activity cost.

Activity	Tasks/Deliverables	Cost Summary	Completion Date

The authorized officials signing these assurances certify the following:

1. The applicant is a non-profit organization, duly incorporated in the State of Texas, with a functioning board of directors and bylaws; or the applicant is classified by the U.S. Internal Revenue Service, under Section 501(c) of the IRS Code, as a nonprofit, tax-exempt organization and that the IRS determination is current; or the applicant is an unincorporated group based in Austin, Texas; or the applicant is an individual artist who lives and works in Austin, Texas.
2. The applicant has read, understands and will conform to the policies and regulations of the Capacity Building program, as published in the 2016 Capacity Building program guidelines.
3. The applicant will comply with Section 10(7)(b) of the Texas Commission on the Arts' Enabling Legislation, which prohibits the TCA and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program which includes obscene material as defined in Section 43.21 Penal Code of Texas;
4. The applicant is responsible for the programs and services for which funding support is sought. Any funds received as a result of this application will be used solely for the purposes described in the application.
5. Neither the applicant nor any of its agents, representatives, or subconsultants, have undertaken or will undertake any activities or actions to promote or advertise any Capacity Building Program proposal to any peer review panel members, any member of any City Commission reviewing the proposals, any member of the Austin City Council or City staff except in the course of City-sponsored inquiries, or any interviews or presentations between the date that the application is submitted and the date of award;
6. The applicant is in compliance with all applicable federal, state and local laws.

The application submitted to the City of Austin has been duly authorized by two authorized officials for the applicant. At least one of the authorized officials is a principal of the applicant with the legal authority to certify the information contained in the application and sign contracts for the organization.

SIGNATURE # 1

Signature of Executive Staff

Date

Print Name:

Title:

SIGNATURE # 2

Signature of Board Chair/Fiscal Sponsor

Date

Print Name:

Title:

## k APPLICATION CHECKLIST

Compile the following documents in **HARD COPY**. *KEEP MATERIALS IN THE ORDER BELOW. ONE COPY SET. NO STAPLES. SLIP SHEET EACH SECTION W/ ONE COLOR PAPER.*

- Letter of Interest:** 1–2 pages on applicant’s history, mission, management history, and accomplishments to date.
- Organizational** chart with staff and board designations, as applicable.
- Application Form:** Application form and Assurances page (with original authorized signatures).
- Current Year Annual Operating Budget.
- Copies of signed IRS Form 990 Annual Tax Filings NOT POSTED ON GUIDESTAR as reported in Section F. If 2012 – 2014 filings are on Guidestar, you do NOT need to submit hard copies as a Supplemental Material.** To access your IRS Form 990, log onto [www.guidestar.com](http://www.guidestar.com).

### **ARTISTIC SUPPORT MATERIALS:**

- 3 copies of the list of the **CURRENT** programming of arts or cultural performances, exhibitions, activities or programs that were/are open to the public with the date, title of the activity, and venue/location.
- 3 copies of the list of the **NEXT** year’s programming of arts or cultural performances, exhibitions, activities or programs that were/are open to the public with the date, title of the activity, and venue/location.
- 3 sets of Artistic Support Materials, which should be an appropriate combination of CD/DVD, books or printed materials (programs, flyers, press clippings, press releases, etc.), as applicable to your artistic discipline or project. You are advised to check copies of electronic materials prior to submission. As panelists may not be familiar with your work, the quality of the materials you submit may reflect upon the quality of your programs. *If you have video posted online, provide an additional page listing at most 3 web links that the panel can view your work.*

Hard copies of Application and Supplemental materials may be  
**Hand Deliver to the Cultural Arts Division Office by 4:00 PM Monday, December 14, 2015**

or

**If mailed, postmark on or before Monday, December 14, 2015 to:**

Economic Development Department / Cultural Arts Division | 201 E. 2<sup>nd</sup> Street | Austin, TX 78701  
Attn: Capacity Building Program