

## FY 2015 Cultural Heritage Festivals Program

### APPLICATION & ASSURANCES

#### Section 1: Summary Information

<b>Applicant Name/Physical Street Address</b>	<input type="checkbox"/> <b>Sponsored Project</b>	<b>Sponsored Project Name</b>
<b>Project/Activity Title</b>	<b>Start Date</b>	<b>End Date</b>

**Type of Sponsored Project – Select one only**

- Registered as a State of Texas Non-Profit Organization  
 Individual/Unincorporated Organization/Group

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

When:

Where (including City District Number):

One sentence description of Festival Activities:

For CAD staff use only

App Forms

Narrative

Itemization

Board List

IRS

Form 990

Original

Copy 1

Copy 2

Copy 3

Control Number

16 CHFP \_\_\_\_\_

Documentation 1

Documentation 2

Documentation 3

Section 2: Applicant Information			
Applicant's Legal Name	Federal Tax I.D. No.	Other Common Name	
Official Mailing Address		City	State Zip
Telephone	Fax	Website (URL)	
Contact/Project Director ( <i>Not the same as Board Chair</i> )		Title	
Telephone	Fax	Email	
Board Chair ( <i>Not the same as Contact/Project Director</i> )		Title	
Address		City	State Zip
Telephone	Fax	Email	
Sponsored Contact/Project Director		Title	
Address		City	State Zip
Telephone	Website (URL)	Email	
Applicant Race Code	Sponsored Race Code	Project Race Code	
Project/Activity Title		District Number	

Section 3: Festival Budget History					
	2011-2012 Actual (CASH only)	2012-2013 Actual (CASH only)	2013-2014 Projected (CASH only)	2014-2015 Projected or Actual (CASH only)	2015-2016 Proposed (CASH only)
Revenue					
Expenses					

Section 4: COA Funding History						
	2012-2013		2013-2014		2014-2015	
COA Funding	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was this project funded previously under a different organization name or sponsor? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes,	Year:	Name:				

## Section 5: Projected Budget

The budget must balance. Total income (line 10c) must equal total expenses (line 17). Round all budget figures to the nearest whole dollar.

PROJECT INCOME	CASH	IN-KIND	TOTAL
<b>EARNED INCOME</b>			
1. Total Admissions			
2. Total Other Earned Income			
3. <b>TOTAL EARNED INCOME</b> (Add Lines 1 and 2)			
<b>UNEARNED INCOME</b>			
4. Total Private Support (Corp, Foundation, Individual)			
5. Total Public Support (Government Grants)			
6. Total Other Unearned Income			
7. Applicant Cash			
8. <b>TOTAL UNEARNED INCOME</b> (Add Lines 4 – 7)			
9. COA Projected Award (no more than 25% of your CASH budget)			
10. <b>TOTAL CASH INCOME</b> (add Lines 3, 8, and 9)			
11. Total In-Kind Support (must equal In-Kind line 17)			
12. <b>TOTAL INCOME</b> (Add Lines 10 and 11)			

PROJECT EXPENSES	CASH	IN-KIND*	TOTAL
13. Total Employee Costs			
14. Total Non-Employee Costs			
15. Space Rental			
16. Travel			
17. Marketing, Promotion, Publicity			
18. Total Other Expenses			
19. <b>TOTAL EXPENSES</b> (add Lines 11-16; must equal Line 10, 11, & 12)			

*\* In-Kind Artistic salary/time/fees may not be included in project budgets nor used as match.*

## Section 6: Internet Accessible Documentation

Internet Link:

## Section 7: Application Checklist

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

**Applicants must submit one original application and all of the required attachments.**

### Application Form

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

### Required Attachments

- Attachment 1: Narrative
- Attachment 2: Budget Itemization
- Attachment 3: Festival History
- Attachment 4: Bios
- Attachment 5: Board List
- Attachment 6: Proof of Tax Exempt Status
- Attachment 7: Form 990
- Attachment 8: Marketing Plan
- Attachment 9: Festival Sponsorship Levels
- Attachment 10: Documentation

**Envelope #1**  
"Original"

Application Form  
Attachment #1  
Attachment #2  
Attachment #3  
Attachment #4  
Attachment #5  
Attachment #6  
Attachment #7  
Attachment #8  
Attachment #9

**Envelope #2**  
"Copy 1"

Application Form  
Attachment #1  
Attachment #2  
Attachment #3  
Attachment #4  
Attachment #5  
Attachment #6  
Attachment #7  
Attachment #8  
Attachment #9

**Envelope #3**  
"Copy 2"

Application Form  
Attachment #1  
Attachment #2  
Attachment #3  
Attachment #4  
Attachment #5  
Attachment #6  
Attachment #7  
Attachment #8  
Attachment #9

**Envelope #4**  
"Copy 3"

Application Form  
Attachment #1  
Attachment #2  
Attachment #3  
Attachment #4  
Attachment #5  
Attachment #6  
Attachment #7  
Attachment #8  
Attachment #9

**Envelope #5**  
Documentation  
Attachment #10

**Envelope #6**  
Documentation  
Attachment #10

**Envelope #7**  
Documentation  
Attachment #10

## Section 8: Assurances

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

1. Funds will be administered and accounted for by the applicant and used for the specific purposes outlined in the application and agreement;
2. The activities and services for which financial support is sought will be administered by the applicant organization;
3. The applicant has read, understands, and will conform to the intent outlined in the Core Cultural Arts Funding Programs Guidelines;
4. The applicant is a nonprofit entity as defined by the I.R.S. or the State of Texas;
5. The application has been duly authorized by an authorized official for the applying organization, a principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization; he/she must read and guarantee the compliance of the organization with the requirements listed.
6. This application and agreement by the undersigned individual has been duly approved by the governing board of the applicant organization and agreed to by all parties.
7. The applicant will comply with the Cultural Arts Division Contract Requirements for the Cultural Arts Funding Programs, outlined in the terms of the contract;
8. 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 cultural arts funding 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 by City Council.
9. The filing of this application by the undersigned, officially authorized to represent the applicant organization, has been duly approved by the governing board of the applicant organization.

This application was approved by the applicant's board on \_\_\_\_\_

This application is scheduled to be approved by the applicant's board on \_\_\_\_\_

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

### Project Contact:

### Sponsored Project

\_\_\_\_\_  
Name (typed) Title

\_\_\_\_\_  
Name (typed) Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

### Board Chair/Member\* :

### City Official:

\_\_\_\_\_  
Name (typed) Title

\_\_\_\_\_  
Name (typed) Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date