

**INSTRUCTIONS**  
**2013 CULTURAL ARTS CORE PROGRAMS**  
**PRE-CONTRACT FUNDING MATERIALS**  
**(Due by 11/16/12)**

**REVISED BUDGET AND NARRATIVE FORM**

*E-mail with your organization's applicant name in the subject line to your assigned Cultural Arts Division Administrator:*

*A – C: Jesus Pantel, [jesus.pantel@austintexas.gov](mailto:jesus.pantel@austintexas.gov)*

*D – Z: Barbara Sparks, [barbara.sparks@austintexas.gov](mailto:barbara.sparks@austintexas.gov)*

Section 1: Summary Information

- Applicant/sponsor name and address = Organization name and address
- Sponsored project = mark box if this is a sponsored project, otherwise leave blank
- For Whom? = list sponsored project's name if sponsored, otherwise leave blank
- Project Title = Project/Season Title; End Date: List date of final Program/project
- Core or Community Initiatives = Check Core Programs

***NOTE: If you are sponsoring a project, this form must be completed for your organization as well as the project (or each project) you are sponsoring.***

Project Revision

- Mark whichever box pertains to your particular situation

Revised Narrative = What, where, when for the use of your funding award =

- Bullet point format - be concise, brief and to the point
- List specific event(s), project(s), season
- List beginning and end dates of project(s), event(s), season

***NOTE: IF YOU ARE NOT SURE OF THE EXACT DAY - LIST BEGINNING AND END, MONTH AND YEAR. Project begin date IS the beginning of the City's fiscal year 10/1/12 or the date of the first event AND Project end date IS the last performance/program/activity rounded to the end of the month. \*The end date is dictated by the final program/project date and may not be manipulated by personal contractor choice.***

Revised Budget Information - Income

- Earned Income - List all income as it applies to the appropriate line item number
- Pay special attention to the "hints" on line 3, 8, 10 and 12; these will aide you to properly fill out the form

Revised Budget Information - Expenses

- List amounts as it applies to the appropriate line item number within each of the columns
  - COA (your funding award), Applicant Cash, In-Kind, Total

***NOTE: EXPENSES MUST EQUAL INCOME; Line 9=Line 24 (COA);  
Lines 3+8=Line 24 (App. Cash); Line 11=Line 25 (In-Kind);  
Line 12=Line 26 (Total)***

## Itemization

You must provide an itemization for both the **income and expense** side of your budget. There is no form provided. You must prepare this yourself. It should be a mirror image of your budget with further explanation (and/or breakdown of per line item entries) as to how you arrived at each amount stated for each line item number. List line item numbers on the itemization.

## **INSURANCE INFORMATION FORM** (Fax or e-mail to Carol Vance)

- Enter your organizations pertinent information
- If sponsoring an individual, list that person as well as your Organization name
- If sponsoring an individual, this form will need to be completed for your organization as well as the sponsored individual
- Answer questions 1 through 7 by marking yes or no
- Fax or e-mail, **along with your revised narrative, budget and itemization**, to Carol Vance (see form for e-mail and fax information)
- Risk Management will review your project and determine your Insurance requirements forwarding those requirements to Cultural Arts Funding Staff
- Notify your assigned Cultural Arts Division Administrator that the form has been sent

## **INSURANCE ASSESSMENT AND CERTIFICATE OF INSURANCE**

- An “Insurance Requirements Assessment” will be forwarded to you prior to, or with, the contract
- \*All contractor’s and sponsored projects are required to provide proof of insurance in the form of a certificate of insurance as is assessed by Risk Management
- It is important that you contact your carrier/agent to insure included in their distribution list is: City of Austin, Cultural Arts Division, 301 E. 2<sup>nd</sup> Street, Austin, Texas 78701, as well as, the City of Austin, Attn: Insurance Processing, 124 W 8th St., Ste. 310, Austin, Texas 78701. If needed, contact your contract administrator for e-mail and fax information.
- The City of Austin/Cultural Arts Division should be listed as the Certificate Holder
- Funding cannot be initiated until the insurance certificate is in proper order

*\*NOTE: Please note, if your insurance certificate issue date is more than six months old, an updated certificate is required including the three required endorsements – City of Austin as an additional insured, Thirty Day Notice of Cancellation and Waiver of Subrogation. If any of these endorsements are not offered by the carrier/underwriter, a statement of same from the carrier will be accepted in lieu of the endorsement. A contract cannot be completed until Risk Management has assessed each circumstance and determined insurance required per contractor. An insurance certificate is then required displaying the necessary requirements. **This can be time consuming, so it is to your benefit to initiate this part of the process as your first priority.***

## REQUIRED INSURANCE ENDORSEMENTS

### General Business Liability

#### Thirty Day Notice of Cancellation – Endorsement CG 0205, or equivalent coverage

##### **Addressing the Thirty (30) Day Notice of Cancellation Endorsement**

It appears as though some of the insurance agents think we are only looking for this notation on the certificates of insurance. This is NOT the case. This is a contractual requirement which can be proven by providing a copy of the insurance requirements from the City contract.

Historically the City had accepted the note in the bottom right hand corner of the previous ACORD as evidence of this coverage. With that option now eliminated, we must use other forms of evidence of this endorsement.

The City of Austin contract documents clearly state that an ENDORSEMENT providing 30 Day Notice of Cancellation is required on each policy. If they can issue the endorsement but are unable to add the language to the certificate of insurance, ask them to provide a copy of the actual endorsement.

If the carrier/underwriter company does not offer the 30 Day Notice, tell them we are requiring a statement to that effect from the **carrier/underwriter** for file documentation. This may be in the form of an email.

#### Waiver of Subrogation – Endorsement CG 2404, or equivalent coverage

#### City of Austin as an Additional Insured – Endorsement CG 2010, or equivalent coverage

***NOTE: IF YOU ARE ASSESSED TO PROVIDE BUSINESS AUTOMOBILE LIABILITY IN ADDITION TO GENERAL BUSINESS LIABILITY, THE SAME ENDORSEMENTS MUST ATTACH TO THE AUTOMOBILE LIABILITY: THIRTY DAY NOTICE OF CANCELLATION: Endorsement TE 0202A, or equivalent coverage; WAIVER OF SUBROGATION: Endorsement TE 2046A, or equivalent coverage; CITY OF AUSTIN AS AN ADDITIONAL INSURED: Endorsement TE 9901B, or equivalent coverage.***

## ACCESSIBILITY ASSESSMENT FORM

*(Fax or e-mail to Dolores Gonzalez)*

- Enter your organization's pertinent information.
- If sponsoring an individual, list that person as well as your organization name.
- If sponsoring an individual, this form will need to be completed for your organization as well as the sponsored individual.
- Answer questions 1 - 16 by circling yes or no. Enter explanations if necessary.
- Fax or e-mail to Dolores Gonzalez (see from for e-mail and fax information)
- Notify Barbara Sparks that the form has been sent

# MANDATORY PUBLICITY STATEMENT

**Check this document for your required logo(s) and verbiage that must be displayed on all electronic and written materials. Required logo(s) and verbiage will vary amongst contractors and those they are sponsoring.** See our website at [www.austincreates.com](http://www.austincreates.com), “Cultural Contracts” link, for jpeg format of the logo(s).

## MARKETING

Contractor shall list any and all events on [NowPlayingAustin.com](http://NowPlayingAustin.com), including but not limited to all programs, performances, workshops, screenings, book signings, etc., as shown on the Work Statement (Revised Narrative) attached to the Contract as “Attachment A”.

## NEW CONTRACTORS TO THE CULTURAL CONTRACTING PROCESS

In order to receive a funding check you must register your organization as a vendor with the City of Austin. You may do this in one of two ways as described below:

### Method One

Complete and sign a Company Profile Form and W-9 form. Fax or e-mail this to Barbara Sparks.

### Method Two

Complete vendor registration on-line at [www.austintexas.gov](http://www.austintexas.gov). Notify your contract administrator that you have completed on-line registration. (FYI: You will have to forward a signed W-9 form to Purchasing once registered in order for registration to be complete.

## SPONSORSHIP AGREEMENTS

*(For sponsoring organizations only)*

- Fill in all blanks.
- Sponsorship fee can be no more than 10%.
- Both organization and sponsored entity must sign.
- **Keep the original form.** This will become part of your contract once Pre-contract materials are completed. You will then insert this into your contract before forwarding to our office. This is your contract between your organization and the sponsoring entity.

\*Completed contracts are due in duplicate no later than Friday, December 7, 2012. Contracts must have an original signature and may be hand carried or mailed to your contract administrator at: City of Austin Cultural Arts Division, Attention: “Insert Contract Administrator Name”, 201 E. 2<sup>nd</sup> Street, Austin, Texas 78701.

***NOTE: ALL FORMS CAN BE FOUND ON OUR WEBSITE AT [WWW.AUSTINCREATES.COM](http://WWW.AUSTINCREATES.COM), “CULTURAL FUNDING” LINK.***