

Funding Guidelines

THE ARTS



City of Richardson 2019-2020 Arts Grants

For additional information contact:

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City of Richardson
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972-744-4210
shanna.sims@cor.gov

Deadline: July 26, 2019, 5:00 p.m.
Late Submissions will not be accepted

**RICHARDSON CULTURAL ARTS COMMISSION
ARTS FUNDING GRANTS
GUIDELINES AND INSTRUCTIONS**

OVERVIEW

Cultural Arts Commission Background

The Cultural Arts Commission serves as the advisory board to the City Council and city management in matters involving the promotion of close cooperation between the city and private citizens, institutions and agencies interested in or conducting activities relating to the arts. The Commission shall be responsible for:

- making recommendations to the city council relative to expenditures of city funds for the purposes of promoting and sustaining the arts in the city.
- serving as a review board for the funding of proposed programs within the community that are to be funded from allocations made by the City Council from hotel/motel occupancy tax.
- making recommendations on the allocation of funding for historical preservation and/or restoration that are to be funded by the allocation of funds from the hotel/motel occupancy tax.
- providing and assisting in the development of the arts in the city by providing a biannual “state of the arts” assessment to the City Council.

Cultural Arts Commission Mission

To help create a vibrant and viable arts community in which diverse, high quality arts opportunities are available to Richardson residents and visitors.

Cultural Arts Commission Goals

The Cultural Arts Commission Goals are:

- increase the impact of existing cultural assets through increased accessibility, effective delivery of services, preservation of local heritage resources, examination of public and private support, and improved visibility;
- realize the potential for broad civic impact through contributions to the overall well-being of Richardson’s community, cultural tourism, and coordination between stakeholders and the community at large; and
- ensure that the needs and aspiration of Richardson’s community into the future are met through a variety of cultural activities, opportunities, and facilities; growth of citizen participation; partnership development; and value for all age groups.

Arts Funding Available

The City of Richardson Cultural Arts Commission offers financial assistance for the costs associated with a full season of projects, performances, or events within a twelve-month period as well as costs associated with a single project. Funding assistance is limited to no more than 50% of the applicant's season or project expenses.

Funding from the City of Richardson is available for the encouragement, promotion, improvement and application of the arts, including music (instrumental and vocal), dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, television, radio, sound recording, and the arts related to the presentation, performance, execution and exhibition of these major art forms; and historical preservation and restoration.

The Cultural Arts Commission will also on occasion provide start up support for newly formed organizations.

Eligibility

Eligibility requirements to receive arts financial assistance from the City of Richardson are:

- Applicants must be non-profit corporations holding letters of determination from the IRS showing 501(c)(3) status or be entities of government.
- Applicants must have been chartered and pursuing their mission for at least one year prior to the application deadline as indicated by the date on the organization's letter of determination from the IRS indicating 501(c)(3) status.
- Projects of the applicant should serve residents of or visitors to Richardson and should be open and accessible to the public. At least one public offering must occur within the City of Richardson.
- Projects of the applicant must be completed between October 1 and September 30 of the current grant cycle.
- Administrative, technical, capital and project support will be considered. Projects, which are designed as fund-raising activities, will not be funded. Travel, lodging, and expense accounts of officers will not be funded.
- Applicants must develop multiple revenue streams to financially support projects.
- Incomplete applications or proposals that do not meet the guidelines will not be accepted.

Criteria

The Cultural Arts Commission uses the following criteria to evaluate grant requests:

- Focus on Richardson
- Impact on the community
- Furthering the Cultural Arts Master Plan
- Financial health of the art organization
- Attendance at art workshops
- Quality of application and materials

Grantee's Responsibilities

- The Chairman of the Richardson Cultural Arts Commission will appoint a member of the Commission to serve as a liaison to the Grantee.
- The Cultural Arts Commission reserves the right to make periodic checks on grant projects and grant finances during the period covering the actual project as a part of the evaluation process.
- Arts Organizations must comply with the provisions of the Americans with Disabilities Act.

- Grantee must maintain financial books and records of the funded project and of their operations as a whole for at least two years after the conclusion of the funded project should the City of Richardson require an audit. These books and records must create a clear audit trail for the revenues and expenses of the funded project upon request.
- Grantee will be required to attend all Richardson Cultural Arts Commission hosted workshops on specific topics of interests to Grantees. Attendance at the Fall and Spring workshops is mandatory and future grant funding may be impacted by an organization's lack of attendance.
- At the conclusion of any funded project, the Grantee shall submit to the City a detailed and comprehensive financial report covering all receipts and expenditures for the funded project using a final project form provided upon receipt of the grant award. A narrative report of the project should be submitted; where appropriate, the grantee should also include visuals of the project. Grantee shall include in all promotion, publicity and advertising, whether written or verbal, the following credit line: ***"This organization is funded in part by the City of Richardson through the City of Richardson Cultural Arts Commission."*** Grantees can also use the Cultural Arts Commission logo in lieu of the credit line. After awarding of the grant, the City of Richardson will send to each Grantee several options for this funding acknowledgement. The City of Richardson will provide a high-quality logo to those Grantees that are interested in including it on print or digital materials.
- Grantee will be required to provide a list of programs and performances to the City Manager's Office (shanna.sims@cor.gov) on a quarterly basis so this information can be listed on the City of Richardson's cultural arts and event calendar prior to the events. The grantee is required to provide an update to the City of Richardson regarding any changes to their planned performance schedule in a timely manner.
- Grantee shall be willing to submit changes to its proposed project/season schedule.

PROCEDURES AND PROCESSES

Application Procedures

- Grant applications are considered on an annual basis. Applications will be made available online in June 2019. **The deadline to turn in applications is Friday, July 26, 2019 at 5:00 p.m. Late applications will not be accepted.**
- Prior to July 18, 2019, applicants may submit to city staff a preliminary application packet for city staff to preview for completeness and accuracy. ***Please indicate that this is a "preliminary application packet" when it is submitted.*** After the staff preview, applicants may refine their preliminary application packet and submit a final application packet. All final application packets are due by the stated application deadline.
- Applications must be submitted using the forms supplied by the Cultural Arts Commission. All materials must be submitted using a font size of 10 or larger.

Review Process

The City of Richardson Cultural Arts Commission is responsible for making recommendations to the City Council relative to expenditures from the hotel/motel occupancy tax for proposed programs promoting and sustaining the cultural arts in the City. The Commission consists of seven members appointed by the Richardson City Council. Following are the steps of the grant review process.

1. Staff receives applications and reviews them for completeness and accuracy.
2. Complete applications are forwarded to Cultural Arts Commission Members for review. Incomplete applications will not be forwarded on for review by the Cultural Arts Commission.
3. Applicants should be prepared to respond to questions from the Cultural Arts Commission concerning changes in their organization or the current status of their organization and new programming or strategic directions for the grant period. Each applicant is limited to two representatives and will have approximately 10-15 minutes with the Cultural Arts Commission during this interview portion of the application process. Applicants should be prepared to describe the upcoming season and revenues and expenses for the upcoming season.
4. Cultural Arts Commission members will evaluate applications and interviews and make recommendations for funding.
5. Recommendations are forwarded to the City Council for the final awarding.
6. Funding shall be available for disbursement according to the following schedule.
7. Amount awarded with the final approval of the Richardson City Council.
8. A final project report will be due by July 24, 2020 or by September 30, 2020 if an organization's season is not concluded by July 24, 2020.

Evaluation Process

Cultural Arts Commission members will use the following information in making Arts Grants recommendations:

- funding available
- the completed application form (adherence to submission guidelines and clarity)
- the current amount of funds requested
- the amount of funds requested and granted in the past
- the criteria shown on page 3 of these guidelines

INSTRUCTIONS

Financial Definitions

Refer to the definitions listed to complete the financial form included in the application on page 4.

Expenditures

Staff Salaries - funds paid to employees of the applicant organization

Professional Services - fees paid for artistic or technical services (i.e. directors, producers, designers, and technical crews)

Facilities Rental - rental cost of facilities used throughout the fiscal year for such things as performances, office space, and warehouse space

Travel & Transportation - costs for both salaried staff and contract professionals in addition to all related costs involved with transporting physical property

Rentals (other than facilities) - any form of rental other than facilities

Supplies & Materials - includes items such as office supplies and materials, supplies for costumes, materials for framing, displays, graphic and signage requirements, art supplies, and properties

Publicity & Promotion - fees paid for all promotional efforts

Printing - cost of printing programs, tickets, newsletters, catalogues, prospectuses, etc.

Postage - postage costs for items such as stamps, bulk mailings, and delivery services

In-Kind Services - dollar value of all services and/or goods donated to the applicant organization by members or outside interests. In-kind expenditures should only appear on the new line below the postage line. (i.e. Volunteer staff salaries and donated professional services should be included on this line only.)

Revenues

CAC Funds - amount of funds you are seeking from the Cultural Arts Commission

Admissions - proceeds from all ticket sales or admission fees

Sales - proceeds received from the sale of specialty items

Membership - funds paid by the applicant organizations members (i.e. dues)

Individual Donations - all funds received from individual donors

Corporate Donations - all funds received from corporate donors

Foundation Support - all funds received from foundations

State Funds - all funds received from state arts grants or state organizations

In-Kind Services - dollar value of all services and/or goods donated to the applicant organization by members or outside interests (please refer to "In-Kind Services" under the Expenditures section)

Attachments

Please submit all attachments in electronic format to artsgroups@cor.gov by the deadline of Friday, July 26, 2019.

Following is the list of materials to be submitted with an application:

Attachment 1: Completed Application

Attachment 2: FY19-20 upcoming season budget for all events/activities of the organization

Attachment 3: FY17 Balance Sheet

Attachment 4: FY17 Income Statement

Attachment 5: FY18 Balance Sheet

Attachment 6: FY18 Income Statement

Attachment 7: 2018 IRS Form 990, unless not required to file including all required schedules (Form 990, Form 990-EZ and proof that a Form 990-N has been filed are all acceptable)

Attachment 8: Applicant organization's Internal Revenue Service Letter of Determination on 501(c)(3) status

Attachment 9: A copy of the organization's strategic plan. The strategic plan must be current and reviewed annually. Please list the date last reviewed.

Attachment 10: Using the outline below as a guide, provide a typewritten narrative about your grant request that is no longer than 2 total pages. Bulleted lists are encouraged. Please specifically list your organization's mission statement in the narrative. All materials must be submitted using a font size of 10 or larger.

Narrative:

Using the list below, please provide a written narrative that is no longer than two pages in length that provides information about your organization and your grant request. All materials must be submitted using a font size of 10 or larger. Bulleted lists are encouraged.

- 1. Applicant Organization** – Describe the applicant organization including its mission statement, scope of services and day-to-day operations. Describe what steps you are taking to strengthen your organization.
- 2. Season** - Outline the season for which the applicant organization is seeking funding. Include details such as scope, theme, activities, schedule, target audience, estimated attendance for each activity and benchmarks used to determine the success of each event.

3. **Evaluation Criteria** - Read page 3 of the Arts Grants Guidelines and summarize the applicant organization's fulfillment of the evaluation criteria.
4. **Facilities** - Identify where the applicant organization's events and rehearsals are currently held.
5. **Marketing Efforts** - Describe your organization's marketing plans for the coming season. Provide specifics on any programming changes planned to attract a larger and/or more diversified audience.

Submittal Instructions

Electronic submission of the application and promotional items through the City's website is preferred.

Organizations not submitting their application electronically should submit their information to:

Richardson Cultural Arts Commission
c/o Shanna Sims-Bradish
City of Richardson
411 West Arapaho Road - Suite 201
Richardson, Texas 75080
(972) 744-4210 phone
(972) 744-5803 fax
shanna.sims@cor.gov email

A preliminary application packet may be submitted to RCAC Staff prior to Friday, July 18, 2019. ***Please indicate that this is a "preliminary application packet" when it is submitted.*** The preliminary application packet will be previewed for completeness and accuracy and returned to the applicant organization with comments. Applicants may then refine their preliminary application and submit a final application. **All final applications are due by Friday, July 26, 2019 at 5:00 p.m.** The due date and time will be strictly enforced. **NO EXCEPTIONS WILL BE MADE.**

APPLICANT CHECKLIST:

Please submit information in the following order:

- Completed Application
- Fiscal Year 19-20 Budget for the Upcoming Season
- Fiscal Year 2017 Financial Statements; Pro-forma or prepared by 3rd Party Accountants _____
 - Balance Sheet
 - Income Statement _____
- Fiscal Year 2018 Financial Statements; Pro-forma or prepared by 3rd Party Accountants _____
 - Balance Sheet
 - Income Statement
- 2018 IRS Form 990.
 - Please List which 990 Form was used: 990-N, 990-EZ or 990: _____
- IRS Letter of Determination on 501c3 Status
- Organization's Strategic Plan. The strategic plan must be current and reviewed annually. Please list the date last reviewed.
- Narrative