



APPROVED
BY THE CITY COUNCIL

APR 10 1990

OFFICE OF THE
CITY CLERK

5.8

DEPARTMENT OF PARKS
AND COMMUNITY SERVICES

ROBERT P. THOMAS
DIRECTOR

G. ERLING LINGGI
ASSISTANT DIRECTOR

WALTER S. UEDA
DEPUTY DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

March 15, 1990

1231 I STREET
SUITE 400
SACRAMENTO, CA
95814-2977

916-449-5200

DIVISIONS:
CROCKER ART MUSEUM
GOLF
METROPOLITAN ARTS
MUSEUM AND HISTORY
PARKS
RECREATION
ZOO

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: City of Sacramento Arts Funding Program

SUMMARY

This report recommends approval of: 1) use of \$25,000 for City arts funding program called "New Works"; and 2) attached New Works grant guidelines.

BUDGET AND FINANCE COMMITTEE ACTION

The Budget and Finance Committee approved the attached report at their meeting of April 3, 1990 for referral to the full City Council.

RECOMMENDATION

It is recommended that the City Council, by resolution, approve the use of \$25,000 for a City arts funding program called "New

the use of \$50,000 for a city-wide lighting program called "Mem
It is recommended that the City Council of Sacramento approve

RECOMMENDATION

COUNCIL:

At its meeting of March 1, 1960 for reference to the City of
The Budget and Finance Committee approved the attached report of

BUDGET AND FINANCE COMMITTEE ACTION

MEMORANDUM TO THE CITY:

That lighting program called "Mem Marka": and it is suggested that
The report recommends approval of: 1) use of \$50,000 for City

SUMMARY:

SUBJECT: City of Sacramento Area Lighting Program

HONORABLE MEMBERS IN SESSION:

SACRAMENTO, CALIFORNIA
CITY COUNCIL


MARCH 15, 1960

City Council
March 15, 1990
page two


Works", and approve New Works grant guidelines.

Respectfully submitted,


Wendy Ceccherelli, Director
Metro Arts Division


Robert P. Thomas, Director
Parks and Community Services

Recommendation Approved:


Walter J. Slupe
City Manager

KH/NW2-CC1

1950
1951
1952

Working with the appropriate law enforcement agencies.

Respectfully,
Sincerely,

James G. Thompson, Director
Federal Bureau of Investigation

Robert E. Thomas, Director
Texas and Community Security

Recommendation Approved:

Robert E. Thomas
Director

100-90000

APPROVED
BY THE CITY COUNCIL

RESOLUTION NO. 90-276

APR 10 1990

ADOPTED BY THE SACRAMENTO CITY COUNCIL

OFFICE OF THE
CITY CLERK

ON DATE OF _____

RESOLUTION APPROVING USE OF \$25,000 ALLOCATED
IN FY 1989-90 BUDGET TO BE ADMINISTERED BY THE
SACRAMENTO METROPOLITAN ARTS COMMISSION FOR NEW
WORKS GRANT PROGRAM AND APPROVAL OF NEW WORKS GRANT
GUIDELINES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. That \$25,000 allocated in the FY 1989-90 budget be administered by the Sacramento Metropolitan Arts Commission for the New Works grant program to individual artists.
2. That the City Council approved the attached guidelines for the New Works grant program.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____



DEPARTMENT OF PARKS
AND COMMUNITY SERVICES

CITY OF SACRAMENTO
CALIFORNIA

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March 15, 1990

916-449-5200

WALTER S. UEDA
DEPUTY DIRECTOR

DIVISIONS:
CROCKER ART MUSEUM
GOLF
METROPOLITAN ARTS
MUSEUM AND HISTORY
PARKS
RECREATION
ZOO

**Budget and Finance Committee
Sacramento, California**

Honorable Members in Session:

SUBJECT: City of Sacramento Arts Funding Program

SUMMARY

This report recommends approval of: 1) use of \$25,000 for City arts funding program called "New Works"; and 2) attached New Works grant guidelines.

BACKGROUND INFORMATION

The Sacramento Metropolitan Arts Commission requested \$500,000 from the City Council at the FY 1989-90 budget hearings to start a new arts funding program. The Council allocated \$25,000 to begin the program and an additional \$25,000 subject to mid-year budget review.

The Arts Commission currently administers three grant programs, including the New Works program, which funds the creation and production of new works of art by individual visual, performing, and literary artists. The philosophy of New Works is to foster the individual creative process by providing opportunities for Sacramento-based artists to create original works of art, to experiment with new forms of artistic expression, and to grow professionally. The program encourages and recognizes talented, local artists in all disciplines who, as yet, may have not achieved commercial success.

This program has been administered by the Arts Commission since 1985 and in four years has commissioned 77 artists for a total of \$77,862. The New Works program has been recognized as a state and national model. Past funding for the program has come from private donations, corporate support, the National Endowment for the Arts, and the California Arts Council. A funding source for the 1990 New Works Program had not been identified.

At its October 11, 1989, meeting, the Arts Commission recommended that the City's \$25,000 allocation fund the 1990 New Works program, with the stipulation that no less than fifty percent of grant funds be awarded to multi-cultural artists. The revised guidelines were reviewed by the City Attorney's office and the City's Affirmative Action Officer and approved by the Arts Commission (Attachment A).

The guidelines include eligibility requirements, application, and review process. The guidelines state that artists must reside within Sacramento County and activities and/or exhibitions must be presented within the City and/or County of Sacramento. Artists will be recommended for funding on the basis of artistic merit by a peer panel of arts professionals and practicing artists appointed by the Arts Commission. The panel will make recommendations to the Arts Commission for approval. The Arts Commission's recommendations will then be forwarded to City Council for final approval.

FINANCIAL DATA

The City Council has allocated \$25,000 from the FY 1989-90 City General Fund budget in support of new arts funding programs to be administered by the Arts Commission.

POLICY CONSIDERATIONS

The Sacramento Metropolitan Arts Commission has over a decade's experience in administering grant funds in support of the arts. City Council has supported the arts through the allocation of \$25,000 this fiscal year and has in previous years approved funding for such groups as the Sacramento Symphony and Sacramento Ballet. In January 1987, the City approved draft guidelines for arts funding (Attachment B) but allocated no money.

MBE/WBE EFFORTS

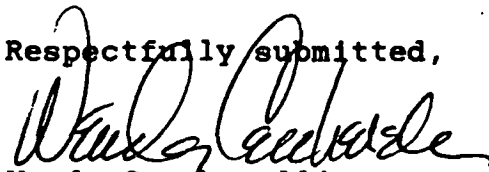
For the New Works Program, it is recommended that at least fifty percent of regranting funds be awarded to multi-cultural artists.

RECOMMENDATION

It is recommended that the Budget and Finance Committee approve this report and refer it to the full City Council for action. Further, it is recommended that the City Council, by resolution:

- 1) Approve the use of \$25,000 for City arts funding program called "New Works";
- 2) Approve the New Works grant guidelines (Attachment A).

Respectfully submitted,



Wendy Ceccherelli
Director, Metro Arts Division

Recommendation Approved:

Approved:

Jack R. Crist
Deputy City Manager



Robert P. Thomas, Director
Parks and Community Services

KH/NW2-CC1
Attachments

March 27, 1990
All Districts

Contact person: Wendy Ceccherelli, Director, Metro Arts
Division, 449-5558

NEW WORKS AWARDS PROGRAM
GUIDELINES AND APPLICATION - 1990

INTRODUCTION

The purpose of the New Works Awards Program is to increase resources and opportunities for individual literary, performance, and visual artists in the local community by making grants available for the artists to compose, choreograph, write, or develop an original work. The grants are provided for specific projects. It is essential that the selected works be produced, thus the applicant artist must apply with an appropriate sponsor. Sponsor eligibility is detailed in application.

The grants are awarded in a competitive process. This involves a formal written application which is reviewed by a panel made up of arts professionals and Commissioners. Panel recommendations are reviewed by the Awards Committee and their recommendations are made to the full Commission. Final approval rests with the full Commission.

This program is funded by the City of Sacramento.

GENERAL FUNDING POLICIES

Grant monies will be awarded at a minimum of \$1,000.00 to a maximum of \$2,500.00. The maximum amount awarded for a project will be \$2,500.00. These amounts will be disbursed to each selected proposal according to the proposal's competitive ranking, amount requested, and the appropriateness of the amount to carry out the project.

No less than 50% of the available funding will be awarded to multi-cultural applicants. For this grant program, multi-cultural applicants must be from an Asian, African-American and other Black cultures, Hispanic/Chicano(a)/Latino(a), Native-American, Pilipino or Pacific Islander community.

While the grants are primarily designed to support an individual's project, groups of two to three artists may apply in a collaborative effort to produce a single project. In such cases, fair, equitable division of funds must be delineated in the application. All artists collaborating on the project must meet eligibility requirements.

This program is designed to encourage local artists to create new, original works of art. The intent of this program is not to support recycled, revised, or previously completed material. Preliminary concepts, sketches, or research may have been accomplished before application, but the completion and production of the work must fall within the grant cycle.

In preparing your proposal, remember that the request must be to support an artist to carry out a specific project. Only one proposal per individual or collaborative group of two to three artists may be submitted. Sponsors, however, are not limited in the number of projects they may support.

Requests should be made with the understanding that this program's resources are finite and that the review panel may approve an amount less than requested.

Applicants are encouraged to realistically assess and thoroughly document the amount of money needed to complete the project identified in the proposal so that sponsors are clear about their responsibility. For example, written estimates of typesetting, printing, site rental, or other costs should be available to document the budget.

All rights to the New Works are reserved by the artist(s). Artists are encouraged to protect their New Work with appropriate copyright.

GRANT FUNDING

All projects funded by this program must take place between _____ . Project expenses must be incurred within the project begin and end dates.

ELIGIBILITY REQUIREMENTS

INDIVIDUAL:

1. The artist must be a resident of Sacramento County and work with a sponsor within Sacramento County.
2. The artist must be able to demonstrate no less than a five year history of practicing work within their discipline, including three years in a creative capacity within the area of specialization as designated in the application.
3. The artist must be able to demonstrate general proficiency in their discipline. This includes submission of three brief examples of work. Artists are requested to submit samples in media most appropriate to their art form. For example, applicants in dance might submit a videotape (VHS 1/2 inch format), musicians an audiocassette, poets a manuscript. Visual artists are requested to submit ten slides in an 8 1/2" X 11" clear plastic sheet.
4. Artists must apply in collaboration with a sponsor.
5. Artists may apply in collaboration with more than one sponsor if needed, but the responsibilities of each must be clearly delineated.

SPONSOR:

The responsibility of the sponsor (in cooperation with the artist) is to produce, house, publish, exhibit, or otherwise facilitate all or part of the work as specified in the application. This may include providing materials or supplies.

1. The sponsor must be located within Sacramento County.
2. The sponsor must have an artist or administrative staff person available for coordination of the project. This person must be available by telephone and must be directly involved in the project and in regular contact with the artist.

3. The performance or exhibition of the New Work must be made available to the public in Sacramento County.
4. The sponsors may include, but are not limited to: arts organizations; schools; churches; libraries; ethnic, social service, neighborhood or community organizations or institutions; government agencies; businesses or corporations; galleries, and in some cases individuals.

NOTE: A sponsor may be a non-profit or for profit entity. There is no restriction as long as the sponsor can carry out the responsibility of producing the New Work. Artists are encouraged to be innovative in seeking sponsors. The Sacramento Metropolitan Arts Commission welcomes the involvement of non-traditional sponsors such as corporations or private businesses as sponsors of New Work projects. These new collaborations can broaden involvement in the arts in our community.

5. Visual artists must exhibit their New Work for a period of no less than two weeks. At least one week must be within the grant cycle.
6. Programs or activities funded through the New Works Awards Program must be accessible to the physically disabled.
7. The sponsor must describe the publicity campaign which will be undertaken to promote the New Work.

REVIEW CRITERIA

All eligible applications are reviewed by a body of independent peer panelists. They are selected on the basis of their thorough knowledge and understanding of this area's arts community, and exceptional proficiency within their disciplines. Review criteria include:

1. Artistic quality and originality of the proposed new work (weighted by a factor of 2).
2. Demonstrated ability of the artist (weighted by a factor of 1).
3. Feasibility of the project as determined by:
(weighted by a factor of 1)
 - a. Demonstrated commitment of the sponsor to produce/exhibit the work.

- b. Logical timeline.
 - c. Appropriateness of project budget and ability to carry out proposal with amount of funds projected.
- 4. Accessibility to the public (weighted by a factor of 1).
 - 5. Ability to reach new audiences and efforts at multi-cultural involvement and geographical outreach (weighted by a factor of 1).

MATCHING REQUIREMENTS

The New Works Awards Program is not meant to cover 100% of a project's cost. The award is to cover the artist's fee for creative development of the project. This money is not intended to defray production cost. It is meant to reimburse the working artist(s) for the time and creative effort in writing or developing the work. We require that the sponsor help finance the cost of producing the work either through cash or in-kind donations.

WHAT WE DO NOT FUND

- 1. We do not fund arts organizations. The grant is for individual artists.
- 2. We do not fund activities not open to the general public.
- 3. We do not fund projects not presented in Sacramento County.
- 4. We do not fund out of County travel.

WHAT TO SUBMIT

The applicant must submit nine collated copies of the completed application and attachments as delineated below:

- 1. Application with project budget.
- 2. Artist's resume, maximum two pages.

3. Samples of artist's original work. Please note, submission of another artist's work in which you have performed does not qualify. Samples must be of artist's own work. If you are a literary or performing artist, please submit no more than three short examples. Please use media most appropriate to your art form. For visual artists, please submit ten slides in an 8 1/2" X 11" clear plastic sheet. Artists submitting videotapes must use the 1/2 inch VHS format recorded at the fast speed.
4. Reviews or flyers about the artist's work, maximum of three examples.

APPLICATION ASSISTANCE

All applicants are strongly urged to attend an orientation workshop, presented by the Arts Commission, on program guidelines and the application process. The workshop will be held on _____.

If you require additional information, please call the Sacramento Metropolitan Arts Commission, 449-5558. Appointments can be made on an individual basis to review the guidelines and application process.

SELECTION PROCESS

The application is received by the Sacramento Metropolitan Arts Commission and screened by staff to ensure completeness and that the applicant meets eligibility requirements. If additional information is needed, the applicant will be contacted. However, it is the responsibility of the applicant to submit a complete and accurate application as of the deadline. Applications that are eligible and complete will be evaluated by a review panel.

The panel will make artistic evaluations and its recommendations will be presented to the Awards Committee. The Awards Committee will review the panel's findings and make recommendations to the full Commission. Applicants wishing to respond to the panel's recommendations regarding their proposals must do so in writing to Chair, Sacramento Metropolitan Arts Commission, 800 Tenth Street, Suite 1, Sacramento, CA 95814. Please respond no later than _____.

Applicants are welcome to attend the Commission's monthly meeting scheduled for _____, when the full Commission will determine New Works Awards.

SELECTION AND QUALIFICATIONS
OF REVIEW PANELISTS

The New Works Awards Review panel will be made up of no more than five non-Commissioners. Commissioners will be assigned as ex-officio, non-voting members to serve as advisors. All panelists must meet the following qualifications:

- * Respected in his/her professional field.
- * Thorough knowledge of Sacramento's arts community.
- * Capable of engaging effectively in panel process.
- * Open minded and responsible.

Panelists may not submit an application for a New Works Award as either an artist or a sponsor or benefit directly in any way from a grant.

DEADLINE

Applications must be postmarked or delivered in person to the Sacramento Metropolitan Arts Commission by 5:00 pm, _____.
Late applications will not be accepted.

NOTIFICATION

Applicants will be notified by mail of the panel decisions.

CREDIT

In any event or exhibition sponsored through the New Works Awards Program, the following credit shall appear in all publicity, printed programs, publications, and announced verbally at the event:

"Funded in part by the New Works Awards Program of the Sacramento Metropolitan Arts Commission with support from the City of Sacramento."

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"Funded in part by the New Works Awards Program of the Sacramento Metropolitan Arts Commission with support from the City of Sacramento."

INSTRUCTIONS

How to fill out an application for the New Works Awards Program:

Complete all items on application. Limit your response to the space provided. Instructions are keyed to numbers on the application form.

1. Applicant Name: Enter artist's legal name, mailing address, day and evening telephone numbers.
2. Complete Social Security Number.
3. Enter the dates the project will begin and end. Projects may not begin before _____, and must end no later than _____.
4. Check artist's discipline.
5. Requested amount: The figure listed should represent the artist's fee for creative development of the project. This money is not intended to defray producing costs. It is meant to reimburse the working artist(s) for the time and creative effort in writing or developing the work.
6. Complete applicant survey. (One survey for each artist applicant.)
7. Complete, in the space provided, a description of your project. A project is defined as (1) an activity with a specific beginning and end date; and (2) is a new original work in the literary, performance, or visual arts.
8. Sponsor Name: Include legal name of sponsor along with address, telephone number (day and evening numbers) of sponsor contact who will be in regular contact with the artist.
9. Check block for sponsor type.
10. Description of sponsor and responsibility assumed by sponsor in production of the New Work.
11. Certification and Signatures: Signatures by the artist(s) and authorized agent of the sponsor.
12. Project Budget: Please provide information only as it relates to this project. See attached form, page 14.

How to Submit: Please submit your proposal in the following order:

- A. Application Form, pages 9-13;
- B. Project Budget, page 14;
- C. Artist's resume, maximum two pages;
- D. Samples of artist's work, maximum of three short examples or ten slides if visual artist;
- E. Reviews and flyers about the artist's work, maximum of three examples.

APPLICANT MUST SUBMIT NINE COLLATED COPIES OF THE COMPLETED APPLICATION AND ATTACHMENTS.

APPLICATION FORM
NEW WORKS AWARDS PROGRAM
1990
Sacramento Metropolitan Arts Commission

-
1. a. Applicant Name: _____
Address: _____
Telephone: (Day) _____ (Evening) _____
- b. Applicant Name: _____
Address: _____
Telephone: (Day) _____ (Evening) _____
- c. Applicant Name: _____
Address: _____
Telephone: (Day) _____ (Evening) _____
2. Social Security Number: a. _____
b. _____
c. _____
3. Project start date: _____ End date: _____
4. Requested amount: _____
5. Artist's Discipline:
- | <u>Literary/Performing Art</u> | <u>Visual Art</u> |
|--------------------------------|-------------------|
| ___ Dance | ___ Printmaking |
| ___ Literature | ___ Sculpture |
| ___ Music | ___ Painting |
| ___ Theatre | ___ Ceramics |
| ___ Interdisciplinary | ___ Photography |
| ___ Performance Art | ___ Multi-media |
| ___ Video/Film | |

APPLICANT SURVEY

6. Please complete the following information for each artist applicant:

CHECK MALE OR FEMALE: _____ MALE _____ FEMALE

ALSO, PLEASE CHECK APPROPRIATE BOX(ES) FOR THE RACIAL/ETHNIC CATEGORY YOU MOST CLOSELY IDENTIFY WITH (SEE BELOW FOR ETHNIC DEFINITIONS):

- _____ White (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- _____ Black/
African American (Not of Hispanic origin) All persons having origins in any of the Black racial groups of Africa and Islands such as Jamaica, etc.
- _____ Hispanic/
Chicano(a)/
Latino(a) All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- _____ Asian All persons having origins in any of the original peoples of the Far East, Southeast Asia, and the Indian Subcontinent.
- _____ Pacific Islander All persons having origins in any of the Pacific Islands such as Hawaii, Samoa, Fiji, Tonga, etc.
- _____ Filipino All persons having origins in the Philippine Islands.
- _____ Native American or Alaskan Native All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. Please identify with which tribe you are affiliated: _____
- _____ Other Please specify ethnic origin _____
(if above does not apply)

APPLICANT SURVEY

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- _____ Hispanic/
Chicano(a)/
Latino(a) All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
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- _____ Native American or Alaskan Native All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. Please identify with which tribe you are affiliated: _____
- _____ Other Please specify ethnic origin _____
(if above does not apply)

APPLICANT SURVEY

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- Black/
African
American (Not of Hispanic origin) All persons having origins in any of the Black racial groups of Africa and Islands such as Jamaica, etc.
- Hispanic/
Chicano(a)/
Latino(a) All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian All persons having origins in any of the original peoples of the Far East, Southeast Asia, and the Indian Subcontinent.
- Pacific
Islander All persons having origins in any of the Pacific Islands such as Hawaii, Samoa, Fiji, Tonga, etc.
- Filipino All persons having origins in the Philippine Islands.
- Native
American or
Alaskan
Native All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. Please identify with which tribe you are affiliated: _____
- Other Please specify ethnic origin _____
(if above does not apply)

7. Project Description:

A. Summary:

B. Concept of New Work:

C. Process:

D. Collaboration with Sponsor:

E. Target Audience:

F. Timeline:

8. a. Sponsor Name: _____
Address: _____
Contact Person/Title: _____
Telephone: (Day) _____ (Evening): _____

b. Sponsor Name: _____
Address: _____
Contact Person/Title: _____
Telephone: (Day) _____ (Evening): _____

9. Sponsor Type:

- _____ Arts Organization
- _____ School
- _____ Library
- _____ Government Agency
- _____ Social Service Institution
- _____ Church/Community Association
- _____ Ethnic/Neighborhood Association
- _____ Business or Corporation
- _____ Gallery
- _____ Other (Specify _____)

10. Role of Sponsor:

A. Description of Sponsor:

B. Responsibilities of Sponsor:

C. Publicity and Promotion Campaign:

11. Certification: I certify to the best of my knowledge and belief that the data in this application are true and correct.

Signature: _____ Date: _____
Artist

Signature: _____ Date: _____
Artist

Signature: _____ Date: _____
Artist

Signature: _____ Date: _____
Sponsor

Signature: _____ Date: _____
Sponsor

12. Project Budget: SEE ATTACHED FORM

**APPLICATION
PROJECT BUDGET**

12. PROJECT BUDGET	Column A+ New Works Request Cost	Column B+ *Sponsor Cash Match	Column C Non-Cash Match	=Column D Total Project
A. Salaries:				
Artistic Fee	\$ _____	\$ _____	\$ _____	\$ _____
Admin. Fee		\$ _____	\$ _____	\$ _____
Sub-Total Salaries:		\$ _____	\$ _____	\$ _____
B. Operating Expenses:				
Supplies		\$ _____	\$ _____	\$ _____
Printing/ Publicity		\$ _____	\$ _____	\$ _____
Postage		\$ _____	\$ _____	\$ _____
Telephone		\$ _____	\$ _____	\$ _____
Rental/ Equipment		\$ _____	\$ _____	\$ _____
Space cost		\$ _____	\$ _____	\$ _____
Consultants, Professional Services (List) _____		\$ _____	\$ _____	\$ _____

Other _____		\$ _____	\$ _____	\$ _____

Sub Total Expenses		\$ _____	\$ _____	\$ _____
GRAND TOTALS:	\$ _____ +	\$ _____ +	\$ _____ =	\$ _____

*There is no specific matching requirement. Grant and sponsor totals do not have to be equal.

PROPOSED TIMELINE

Announcements of availability of funds.

Guidelines Workshop. Applications available.

Commission staff respond to requests for information.

DEADLINE FOR APPLICATIONS

Applications reviewed by Commission staff for accuracy and completeness. If items are missing, applicants will be advised.

Panel will review applications.

Panel meets.

Committee meets to review panel recommendations and assign funds.

Applicants notified of panel recommendations.

Comments from applicants concerning panel recommendations received by Arts Commission staff.

Committee reviews applicant comments.

Committee makes its recommendations to the Arts Commission. Arts Commission acts on Committee's recommendations.

Grantees notified. Arts Commission prepares contracts. Note: A change in funding level from original request will require revisions to proposed project narrative and budget by applicant.

Grantees request payment in accordance with their contracts. Commission staff reviews requests for payment. Eligible claims are submitted to the Auditor/Controller for payment. Payments received by United States mail.

All projects must be completed.

CITY OF SACRAMENTO RE-GRANTING GUIDELINES

1/20/87

I. Forward

The Sacramento Metropolitan Arts Commission was established in 1978 by City Ordinance #3796. Various powers and duties assigned to the Arts Commission include:

- A. To advise the council on all matters concerning the arts, including pending legislation.
- B. To advise the council on the allocation of funds in support of the arts, to establish firm and equitable standards for such allocations, and to evaluate those allocations annually.
- C. To advise the city of, and to seek, state, federal, and private funds available in support of the arts.
- D. To act as a liaison between the city, local artists and cultural groups, and the community at large.
- E. To offer assistance to groups or individual artists in developing arts programs and in applying for public or private funds.
- F. To advise and assist the city on other activities as may be referred to it by the council.

In keeping with these duties, the Arts Commission has developed guidelines for a new City Re-granting Program to provide financial support to local arts organizations.

The Sacramento Metropolitan Arts Commission recommends that as the official arts advisor it be consulted by City Council on all matters concerning the arts, including pending legislation and funding, prior to a funding appropriation.

II. General Funding Policies

In recognition of the importance of cultural institutions to the artistic climate of Sacramento, the City of Sacramento is making available awards for operating support, artistic salaries, and capital campaign expenditures.

III. Guidelines

A. Eligibility Requirements

1. Must be a cultural organization and able to demonstrate proof of non-profit status under Section 501(c)(3) of the Internal Revenue Code.
2. Must comply with the Civil Rights Act of 1964, Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975. These ban discrimination based on race, color, national origin, sex, age, or disability.
3. Must comply with Fair Labor Standards, and must pay its professional performers, artists and other personnel at the minimum compensation level for persons employed in similar activities elsewhere.
4. Its principal residence must be in Sacramento, and/or its performances must take place in Sacramento. The organization must have been in existence a minimum of two years.
5. All grantees must have submitted a written final evaluation for all grants for which the contract end date has been reached.
6. All applicant organization's programs supported by this grant must be physically accessible to the disabled.
7. If an organization does not have non-profit status, it may use a fiscal receiver which has non-profit status and which will provide administration and fiscal services necessary to complete the activity. The applicant and the fiscal receiver must have similar goals and objectives and must enter into a formal agreement on the management of the funds and responsibilities associated with the completion of the activity. If the grant is awarded, the fiscal receiver becomes the contractor.
8. Applicant organization must have formal approval of its board of directors to submit an application.

B. Review Criteria

1. Artistic excellence of the applicant organization.
2. Managerial and fiscal competence of organization.
3. Appropriateness of amount requested and ability to carry out proposal with amount of funds requested.
4. Accessibility to the public, ability to reach new audiences and efforts at minority involvement and geographical outreach.
5. Evidence of efforts to formulate a board of Directors representative of the Sacramento community without discrimination towards race, color, national origin, sex, age or disability.
6. Evidence of community support and involvement of community (volunteers, income, letters of support)..
7. Impact of activity on the quality of community life in Sacramento, and impact on the quality of the art form in Sacramento.
8. Evidence of equitable payment for artists.
9. Applicant organizations will be reviewed for accessibility to the disabled by the SACcess Committee.
10. Evidence of community need.

C. What is Not Funded

1. Hospitality or food costs.
2. Activities not open to the general public.
3. Activities not presented in the City of Sacramento.
4. Out-of-city travel.

IV. Application Process

A. What to Submit

1. Letter of application (maximum of three pages)
2. Income and Expenditure statement for last fiscal year
3. Current operating budget
4. Projected operating budget for next fiscal year
5. Board list (names and addresses)
6. Resume(s) of key personnel
7. IRS letter 501(c)(3)
8. Statement of compliance with Section 504 of the Rehabilitation Act
9. SMAC organizational self-assessment form (if not previously completed for current fiscal year)

B. Review Committee

An ad hoc committee will be formed of Arts Commissioners to review the application. The committee will make recommendations to the full Commission within 30 days of receipt of completed application. Upon review and approval by the full Commission, recommendations will be forwarded to the City Council for action.

C. Evaluation

A letter concerning expenditure of funds and evaluation of the supported activity must be made to SMAC within 30 days of completion of the activity.

IV. Letter of Application

- A. State legal name of organization**
- B. List permanent mailing address and telephone number**
- C. List name, title and telephone number of contact person**
- D. State the amount requested**
- E. Please respond to the following:**
 - 1. Please present a complete, concise case of the cultural needs of Sacramento identified by your organization and describe how your proposal responds to them.**
 - 2. Please describe the long-term impact on Sacramento of your organization's proposed artistic activities.**
 - 3. What would be the effect on your organization if this grant were not approved?**
 - 4. Describe community support and involvement.**

**SUBMIT TO: City Re-granting Program
 SMAC
 800 10th Street, Suite 2
 Sacramento, CA 95814**