



5.10

CITY MANAGER'S OFFICE  
**RECEIVED**  
MAR 7 1990

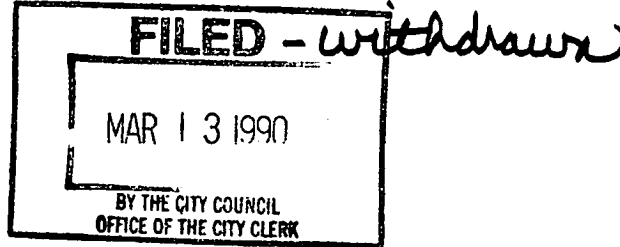
**DEPARTMENT OF PARKS  
AND COMMUNITY SERVICES**

ROBERT P. THOMAS  
DIRECTOR

G. ERLING LINGGI  
ASSISTANT DIRECTOR

WALTER S. UEDA  
DEPUTY DIRECTOR

**CITY OF SACRAMENTO  
CALIFORNIA**



March 7, 1990

1231 I STREET  
SUITE 400  
SACRAMENTO, CA  
95814-2977

916-449-5200  
FAX 916-449-8584

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

- NORTH
- SOUTH
- CITY-WIDE

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: City of Sacramento Arts Funding Programs**

**SUMMARY**

This report recommends approval of: (1) use of \$25,000 for a city arts funding program called "New Works"; (2) attached New Works grant guidelines; and (3) requests an additional allocation of \$25,000 from General Fund contingency for multi-cultural arts programs.

**BUDGET AND FINANCE COMMITTEE ACTION**

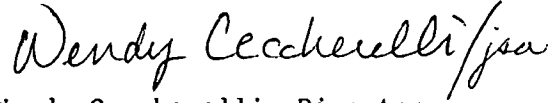
The attached report was approved by the Budget and Finance Committee at their meeting of March 6, 1990.

**RECOMMENDATION**

It is recommended that that the City Council, by resolution: (1) approve the use of \$25,000 for a city arts funding program called "New Works"; (2) approve the New Works grant guidelines (Attachment A); and (3) authorize an additional

allocation of \$25,000 from General Fund contingency for multi-cultural arts programs.

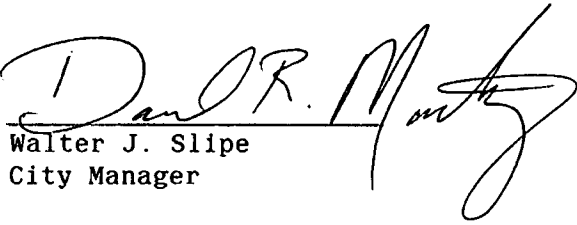
Respectfully submitted,




Wendy Ceccherelli, Director  
Metropolitan Arts Division

Recommendation Approved:

Approved:

*for*   
Walter J. Slipe  
City Manager

  
Robert P. Thomas, Director  
Parks and Community Services

March 13, 1990  
All Districts

RPT:ja

Contact Person: Wendy Ceccherelli, Director, Metropolitan Arts Division -  
449-5558

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

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, APPROVAL OF NEW WORKS GRANT  
GUIDELINES AND APPROVAL OF \$25,000 ALLOCATION  
FROM GENERAL FUND CONTINGENCY FOR MULTI-CULTURAL  
ARTS PROGRAMS

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.
3. That City Council approves the additional allocation of \$25,000 from the General Fund Contingency for the support of multi-cultural arts programs and the transfer of these funds to the Sacramento Metropolitan Arts Division FY1989-90 operating budget as follows:

1-710-710-7012-4999	[\$25,000]
1-101-450-4641-4258-22630	\$25,000

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

DRAFT 2/6/90

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."

\*\*\*\*\*

## 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:

Literary/Performing Art

- \_\_\_ Dance
- \_\_\_ Literature
- \_\_\_ Music
- \_\_\_ Theatre
- \_\_\_ Interdisciplinary
- \_\_\_ Performance Art
- \_\_\_ Video/Film

Visual Art

- \_\_\_ Printmaking
- \_\_\_ Sculpture
- \_\_\_ Painting
- \_\_\_ Ceramics
- \_\_\_ Photography
- \_\_\_ Multi-media

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

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

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)

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.



DEPARTMENT OF PARKS  
AND COMMUNITY SERVICES

ROBERT P. THOMAS  
DIRECTOR

G. ERLING LINGGI  
ASSISTANT DIRECTOR

WALTER S. UEDA  
DEPUTY DIRECTOR

CITY OF SACRAMENTO  
CALIFORNIA

February 13, 1990

1231 I STREET  
SUITE 400  
SACRAMENTO, CA  
95814-2977

916-449-5200  
FAX 916-449-8584

DIVISIONS:  
GOLF  
CROCKER ART MUSEUM  
HISTORY AND SCIENCE  
METROPOLITAN ARTS  
SACRAMENTO ZOO  
PARKS AND RECREATION  
• NORTH  
• SOUTH  
• CITY-WIDE

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: City of Sacramento Arts Funding Programs

SUMMARY

This report recommends approval of: 1) use of \$25,000 for City arts funding program called "New Works"; 2) attached New Works grant guidelines; and 3) requests an additional allocation of \$25,000 from General Fund contingency for multi-cultural arts programs.

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.

With the allocation of an additional \$25,000 in this fiscal year from General Fund contingency, the Arts Commission recommends \$15,000 be allocated to the Arts Commission's New and Emerging Organizations Program (NEOP) for multi-cultural arts organizations in need of professional development and/or project support. The remaining \$10,000 would be used for multi-cultural arts programs as yet to be determined. Staff will return to Council for review and approval of the NEOP and multi-cultural arts programs guidelines. A copy of last year's NEOP guidelines are enclosed for reference (Attachment B).

The purpose of the NEOP program is to promote and preserve Sacramento's cultural diversity by strengthening emerging multi-cultural organizations. The Arts Commission has administered this program for two years, with funding from the National Endowment for the Arts and the California Arts Council, and has assisted twelve arts groups with a total of \$11,500.

#### 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. The Arts Commission is requesting an additional \$25,000 from General Fund contingency be transferred to the Metropolitan Arts Division FY 1989-90 operating budget. General Fund contingency has a current balance of \$1,156,119.

#### 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 initial 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 C) 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. All New and Emerging Organizations Program funds will be allocated for multi-cultural arts groups.

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); and
- 3) Authorize an additional allocation of \$25,000 from General Fund contingency for multi-cultural arts programs.

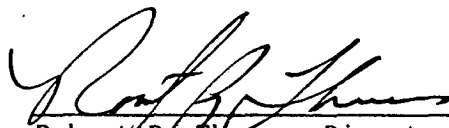
Respectfully submitted,

Wendy Ceccherelli  
Director, Metro Arts Division

Recommendation Approved:

Approved:

\_\_\_\_\_  
Jack R. Crist  
Deputy City Manager

  
\_\_\_\_\_  
Robert P. Thomas, Director  
Parks and Community Services

KH1/NW-CC1  
Attachments

March 6, 1990  
All Districts

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

NEW AND EMERGING ORGANIZATIONS PROGRAM  
PHASE III  
TECHNICAL ASSISTANCE, PROJECT GRANTS, AND  
ADMINISTRATIVE SUPPORT  
TO MULTI-CULTURAL ARTS GROUPS  
1989

COMMISSIONERS:

Bonnie Bell  
Pat Davidson  
Allan Gordon  
Lynn Morris  
Mary Anne Payne  
Kathleen Randlett, Chair

Brigitte Rehorn  
Wendy Scribner  
Kenneth K. Wang  
Susie Williams  
Tom Witt



NEW AND EMERGING ORGANIZATIONS PROGRAM  
PHASE III  
TECHNICAL ASSISTANCE, PROJECT GRANTS, AND  
ADMINISTRATIVE SUPPORT  
TO MULTI-CULTURAL ARTS GROUPS  
1989

TABLE OF CONTENTS

Introduction.....	2-3
Guidelines and Criteria.....	3-8
Instructions.....	9-10
Application Form.....	11-21
Program Timeline.....	22

NEW AND EMERGING ORGANIZATIONS PROGRAM  
PHASE THREE  
TECHNICAL ASSISTANCE, PROJECT GRANTS, AND  
ADMINISTRATIVE SUPPORT  
TO MULTI-CULTURAL ARTS GROUPS  
PROGRAM GUIDELINES AND APPLICATION - 1989

INTRODUCTION

Background

The Arts Plan completed in Spring, 1986, and adopted by the Sacramento Metropolitan Arts Commission April 8, 1986, made specific recommendations relating to the New and Emerging Organizations Program. The Arts Plan directed that special effort be extended to involve and include traditionally underserved constituents. The New and Emerging Organizations Pilot Program was also based on the needs implied in the Multi-Cultural Arts Profile completed by the Sacramento Metropolitan Arts Commission in 1986.

Funding for the 1989 New and Emerging Organizations Program has been made possible by a grant from the National Endowment for the Arts.

Overview of Program

The New and Emerging Organizations Program for 1989 will focus on technical assistance, project grants, and administrative support for multi-cultural arts groups. The purpose of this program is to assist small, multi-cultural arts groups (and multi-cultural community groups with an arts program component) to stabilize and develop into stronger organizations.

Technical Assistance Grants

Applicants may make a request for technical assistance in any of the following major areas: budgeting, proposal preparation, non-profit incorporation, organizational self-assessment and long-range planning, fundraising, marketing, special event planning and board development. Other service or technical assistance requests will also be considered.

Project Grants

Applicants may request support for arts projects. In this category applicants must be non-profit organizations or apply through another non-profit arts organization. Projects must meet high standards of quality, respond to the needs and interests of the community and promote cross-cultural exchange. The Arts Commission wishes to encourage community outreach projects which support arts activities for children and families

and contribute to cultural pluralism. Examples of arts projects may include festivals, in-school arts demonstrations, performances, exhibitions, master workshops, murals and other high quality arts activities or projects.

#### Administrative Support

Applicants may request funds to provide administrative support. In this category, applicants must be non-profit organizations or apply through another non-profit arts organization. Administrative support must be related to the artistic activities of the organization.

#### Summary of Review Process

The technical assistance, project grants and administrative support will be awarded in a competitive process. This involves a formal written application reviewed by a panel made up of community representatives and Commissioners. Panel recommendations will be reviewed by the Awards Committee of the Arts Commission and their recommendations will be presented to the full Commission. Final approval rests with the full Commission.

Arts Commission staff, with advice from Commissioners, applicants, and committee representatives will assist applicants in selecting technical assistance providers.

#### GENERAL FUNDING POLICIES

Funds will be allocated up to a maximum award of \$1,000.00 per application. (Applicants may apply for technical assistance, project and administrative support, but the maximum request cannot total more than \$1,000 combined.) These amounts will be disbursed according to the appropriateness of the amount to carry out the service or project.

The program is designed to provide technical assistance, project grants and administrative support to multi-cultural arts groups (or multi-cultural community groups with an arts program which constitutes at least 50% of the group's activities.)

Groups applying for technical assistance grants do not need to be incorporated as non-profit organizations. However, project and administrative support applicants must have a 501(c)3 non-profit tax exempt status or apply under an umbrella arts group which has a 501(c)3 designation. In preparing your proposal, remember that the request must be to support a specific technical or administrative service related to the development of your organization's arts component and/or an arts project. Only one proposal per group may be submitted unless an organization is serving as an umbrella organization for one other group.

Requests should be made with the understanding that this program's resources are finite. The review panel may recommend that a lower amount be granted.

Applicants are encouraged to realistically assess the group's need for the service identified in the proposal and/or their ability to carry out the proposed project.

#### 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 and multi-cultural community. Review criteria for both technical assistance, project grants, and administrative support include:

- o Artistic Excellence: Artistic excellence of the applicant organization.
- o Artistic/administrative qualifications: Artistic/administrative qualifications of those involved in the proposal. Applicant must submit proof of ability to maintain fiscal accountability of grant money as evidenced by the combined managerial, legal, fiscal, and artistic experience of its board of directors, staff, and those responsible for the proposal.
- o Appropriateness of Amount: Appropriateness of amount requested and ability to carry out proposal with amount of funds requested.
- o Evidence of Community Support: Evidence of community support and involvement of community (e.g., volunteers, income, letters of support).
- o Impact: Projected impact of technical assistance, arts project, or administrative support on group as based on group's description of its purpose, current activities and future plans. Applicants who most clearly connect their request with their goals as arts groups will be most highly ranked.

#### Additional review criteria for technical assistance and administrative support grants only:

- o Need: Demonstrated need for technical assistance and/or administrative support.

- o Ability to build on base provided by service and/or administrative support: Will be judged by strategies or plans for successful growth of organization.

Additional review criteria for project grants only:

- o Artistic Quality: Artistic quality of the proposed project.
- o Accessibility to the Public: Efforts and involvement of new and/or special audiences, and geographical outreach.

MATCHING REQUIREMENTS

There are no specific matching requirements for technical assistance grants. For project grants and administrative support, applicants must match the grant received by half, using cash or in-kind contributions.

FUNDING

All services and projects funded through this program must take place between October 13, 1989 and March 31, 1990. Expenses must be incurred within the program's beginning and ending dates. Maximum grant available is \$1,000.

ELIGIBILITY REQUIREMENTS

Multi-Cultural Groups:

1. A multi-cultural group is defined for the purposes of this program as a group or organization which is deeply rooted in and/or reflective of an ethnic community such as Asian, Black, Latino, Native American, or Pacific Islander and presents or produces traditional or contemporary art forms.
2. Priority given to arts organizations. Preference is given to organizations whose function is primarily to produce programs and activities in literary, visual, performing, and media arts of the Sacramento area. Community organizations which are not primarily arts oriented are eligible if an artistic component comprising at least 50% of the group's activities can be clearly demonstrated and the grant will relate directly to strengthening of the arts component.
3. A group does not need to be incorporated as a 501(c)3 non-profit organization in order to apply for a technical assistance grant. Applicants for project and administrative support grants must be incorporated as a non-profit, tax exempt group by the date of application. Evidence of this status must be represented by the IRS Letter of Tax Exempt Status. If an organization does not have non-profit status,

it may use a fiscal receiver (umbrella arts organization) which has non-profit status and which will provide administration and fiscal services necessary to complete the project. 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 project. If the award is granted, the fiscal receiver becomes the contractor.

4. Community organizations which are not primarily arts oriented are eligible if an artistic component can be clearly demonstrated, comprises at least 50% of the group's activities, and the grant will relate directly to strengthening of the arts component.
5. The group must be located in Sacramento City or County and its programs or activities must be primarily directed to Sacramento City or County audiences.
6. Applicant organization must comply with the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, and the Age Discrimination Act of 1975, which bar discrimination on the basis of race, color, national origin, sex, age, or disability.
7. Programs or activities funded through this program must be accessible to the physically disabled.
8. Applicant organization must have formal approval of its board of directors to submit application.
9. Applicants are encouraged to submit slides, videotapes or brochures.
10. Applicants must provide an income and expense statement for the last completed fiscal year.
11. Applicant organizations must have a mission statement which includes goals and objectives.
12. Organizations who have received County Cultural Awards for either or both of the past 2 years are ineligible for this program.

#### WHAT WE DO NOT FUND

1. We do not fund private for-profit organizations.
2. We do not fund groups or organizations which are not multi-cultural as defined in this program.

3. We do not fund capital expenditures (purchase of land, buildings, equipment or construction costs).
4. We do not fund groups or organizations not located in Sacramento City or County.
5. We recognize that some multi-cultural arts groups are affiliated with churches, service organizations and other non-arts agencies. This program must be used to support services only to the arts activities of these multi-service agencies.
6. We do not fund hospitality or food costs.
7. We do not fund out of county travel.
8. We do not fund organizations which have received County Cultural Awards grants for either or both of the past 2 years.

#### WHAT TO SUBMIT

Please submit eight copies of the following information in the order as indicated:

1. Application (pages 11 through 21)
2. Resumes of key staff such as project coordinator or consultant (or board members if no designated staff)
3. Board List (names, addresses and affiliations)
4. Letters of support (maximum of three)
5. Flyers, brochures or other documentation of group or organization's arts activities (audio, visual or videotaped examples of group's arts activities are welcomed. Submit only 1/2" VHS, tapes recorded at fast speed. Extended play tape recordings will not be accepted. For videotapes, only one copy is required. For audiotape, five copies are requested. Please cue video and audio tapes to begin at a 3-5 minute sample of your group's best work.)

#### APPLICATION ASSISTANCE

All applicant organizations are required to attend an orientation session presented by the Arts Commission on program guidelines and application process. A workshop will be held on June 15, 1989. If you require additional information, or if you cannot attend the workshop, please call Mary Lynn Perry at the 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 the Commission's staff to ensure that the applicant organization adheres to the eligibility requirements and that the application is complete and accurate. If additional information is needed, the applicant organization will be contacted. However, it is the group's responsibility to submit complete and accurate applications. Applicants that fulfill the requirements for eligibility are then evaluated by a review panel.

The panel will make its recommendations to the Commission's Awards Committee. The committee will make recommendations to the full Commission. Organizations 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 2, Sacramento, CA 95814. Responses must be received by 5:00 p.m., August 23, 1989.

Organizations are welcome to attend the monthly meeting scheduled for September 13, 1989, when the full Commission will make its final recommendations. Final approval rests with the Commission.

## SELECTION AND QUALIFICATIONS OF REVIEW PANELISTS

The New and Emerging Organizations Program Review Panel will be made up of at least three and no more than five non-Commissioners. All panelists must meet the following qualifications:

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

Panelists may not submit an application for the New and Emerging Organizations Program.

## DEADLINE

Applications must be postmarked or delivered in person to the Sacramento Metropolitan Arts Commission by 5:00 p.m., July 14, 1989. Late applications will not be accepted.



## NOTIFICATION

Applicants will be notified by mail of the panel's decisions.

## CREDIT

The following credit shall appear in all publicity, printed programs, publications. The (organization's name) is "funded in part by the the Sacramento Metropolitan Arts Commission with support from the National Endowment for the Arts."

## INSTRUCTIONS

How to fill out an application for the New and Emerging Organizations Program: Complete all the items on the application. Limit your response to the space provided except where noted. Instructions are keyed to numbers on the application form.

1. Enter legal name of group, mailing address, contact person's name, title, day and evening telephone numbers
  - a. Check the artistic discipline which best describes the group.
  - b. Check the ethnic community with which the group works most closely.
  - c. Check if group is a tax-exempt non-profit group.
  - d. Indicate year of incorporation.
  - e. Indicate whether group has applied and/or received funding from Sacramento Metropolitan Arts Commission.
2. Describe the mission and goals of organization.
3. Describe artistic accomplishments of your group.
4. Describe artistic and administrative qualifications of your group.
5. Explain and document your group's interaction with your own ethnic community and the general community.
- 6-8. Provide information requested.
- 9-11 Please provide budget information.
12. Describe how the need for technical assistance and/or administrative support was determined.
13. Explain the request for technical assistance and/or administrative support. What service is to be provided?

14. Explain how your request relates to goals and future plans of group, why it is important and how impact will be evaluated.
- 15-17. Groups are encouraged to apply in conjunction with a consultant or technical assistance provider who could render the necessary service. Complete this section if appropriate.
18. Summarize project.
19. Summarize project impact.
20. Describe accessibility.
21. Describe promotion plan.
22. Describe evaluation process.
23. State requested project amount.
24. Certification should be signed by person with legal authority to act on organization's behalf.
25. Complete project budget on page 20 if requesting project support. Attachments: See "What to Submit".

NEW AND EMERGING ORGANIZATIONS PROGRAM  
PHASE III  
 TECHNICAL ASSISTANCE, PROJECT GRANTS, AND  
 ADMINISTRATIVE SUPPORT  
 TO MULTI-CULTURAL ARTS GROUPS  
 1989

Postmark Deadline:  
 July 14, 1989  
 5:00 p.m.

Sacramento Metropolitan Arts  
 Commission  
 800 10th Street, Suite 2  
 Sacramento, CA 95814  
 (916) 449-5558

<u>Request Category</u>	Amount requested \$ _____
_____ Technical Assistance	Last year's expenses \$ _____
_____ Project Support	Current year's total budget \$ _____
_____ Administrative Support	

ORGANIZATIONAL SUMMARY

1. Legal Name of Group \_\_\_\_\_ Telephone (916) \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Telephone      day \_\_\_\_\_ evening \_\_\_\_\_

A. Check one artistic discipline listed below which best describes the work produced by your arts group:

- |                                                                                                                                                   |                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ Dance<br>_____ Music<br>_____ Opera/Musical Theatre<br>_____ Theatre<br>_____ Visual Arts<br>_____ Design Arts/Architecture<br>_____ Crafts | _____ Photography<br>_____ Media Arts<br>_____ Literature<br>_____ Interdisciplinary* Arts<br>_____ Folk Arts<br>_____ Multi-Disciplinary Arts |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|

\*interdisciplinary means works integrating more than one arts discipline forming a single work.

B. With which ethnic community is your group primarily affiliated?

- |                                            |                                                                                                       |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------|
| _____ Asian<br>_____ Black<br>_____ Latino | _____ Native American<br>_____ Pacific Islander<br>_____ Other ethnic group _____<br>(please specify) |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------|

C. Check if your arts group is an incorporated, tax-exempt arts organization:

\_\_\_ under rules of California Franchise Tax Board

\_\_\_ under regulations of Internal Revenue Service, 501(c)(3) (Attach 501(c)3 IRS tax exemption letter if applying for project grant or that of fiscal receiver if using an umbrella organization.)

D. Year of incorporation \_\_\_\_\_

E. If you have applied and/or received a Sacramento Metropolitan Arts Commission County Cultural Awards grant in either of the past two years, please indicate:

Year applied \_\_\_\_\_ Funded \_\_\_\_\_ Not funded \_\_\_\_\_

Year applied \_\_\_\_\_ Funded \_\_\_\_\_ Not funded \_\_\_\_\_

2. Briefly describe the mission and goals of your organization.

3. Please describe artistic accomplishments of group. How will technical assistance, administrative support, or project enhance artistic efforts of your organization? List programs and activities for past year. (Use separate sheet if necessary to list activities.)

4. Briefly describe the artistic and administrative qualifications of the Board, staff, project director or others involved in carrying out this proposal. (Attach resumes)

5. How has this ethnic community, and other communities whom you may serve, supported your group's work? (Please include letters of support from community members, indicate the number of people in attendance at your events, or provide other documented evidence of community support.)

PERSONNEL AND FINANCIAL SUMMARY

6. Total number of personnel: \_\_\_\_\_

7. Is your staff ( ) all unpaid?  
( ) 25-50% paid?  
( ) 50-100% paid?  
( ) other \_\_\_\_\_

8. Provide the total organization's operating budget for last completed fiscal year, current fiscal year, and next fiscal year.

Fiscal Year			Amount
Beginning	Ending		
____/____/____	to ____/____/____		\$ _____
____/____/____	to ____/____/____		\$ _____
____/____/____	to ____/____/____		\$ _____

35

BUDGET INFORMATION

10. Organization's Income and Expense Statement for current fiscal year beginning in \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ and ending in \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

Income

<u>Sources</u>	<u>Amount</u>	<u>% of Budget</u>
Local Government	\$ _____	_____
State Grants	\$ _____	_____
Federal Grants	\$ _____	_____
Corporate Contributions	\$ _____	_____
Foundations	\$ _____	_____
Membership Dues	\$ _____	_____
Other Contributions	\$ _____	_____
Earned Income	\$ _____	_____
Other	\$ _____	_____
Total Income	\$ _____	100%

Expenses

Salaries and Benefits

Artistic	\$ _____
Administrative	\$ _____
Subtotal	\$ _____

Operating Expenses  
(list by line item)

	\$ _____
	\$ _____
	\$ _____
	\$ _____
Subtotal	\$ _____
Total Expenses	\$ _____

Balance

\$ \_\_\_\_\_

BUDGET INFORMATION

11. Organization's Income and Expense Statement for next fiscal year beginning in \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ and ending in \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

Income

<u>Sources</u>	<u>Amount</u>	<u>% of Budget</u>
Local Government	\$ _____	_____
State Grants	\$ _____	_____
Federal Grants	\$ _____	_____
Corporate Contributions	\$ _____	_____
Foundations	\$ _____	_____
Membership Dues	\$ _____	_____
Other Contributions	\$ _____	_____
Earned Income	\$ _____	_____
Other	\$ _____	_____
Total Income	\$ _____	100%

Expenses

Salaries and Benefits

Artistic	\$ _____
Administrative	\$ _____
Subtotal	\$ _____

Operating Expenses  
(list by line item)

	\$ _____
	\$ _____
	\$ _____
	\$ _____
Subtotal	\$ _____
<u>Total Expenses</u>	\$ _____

Balance

\$ \_\_\_\_\_





CONSULTANT/ADMINISTRATIVE SUPPORT PROVIDER INFORMATION

To be completed only by groups applying in conjunction with a consultant or service provider organization.

15. Name of Service Provider \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

16. Description of service provider's credentials and experience related to technical assistance and/or administrative support request (resume of consultant or organizational brochure should be attached).

17. Cost of technical assistance and/or administrative support \$ \_\_\_\_\_

PROJECT SUMMARY

18. Briefly summarize the proposed project SMAC is being asked to fund. What do you plan to do? When? Where? Complete in this space. List project begin and end dates.

19. Explain how your project relates to the goals and future plans of your group. How will it help your group and how will the impact be evaluated?

20. How accessible will the project be to the general public? Describe the characteristics of the intended audience. What has been or will be done to facilitate access for special populations, families and children? How will the project promote cross-cultural communication?

21. Describe your plan to promote the project. What new approaches are you using, if any. What new audiences are you trying to reach and how?

22. How will you measure the success of the project?

23. Project request amount \$ \_\_\_\_\_

-----

CERTIFICATION/SIGNATURE

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

Certifying Representative of Multi-Cultural Group:

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Title

(41)

Column C = Column A + Column B

25. PROJECT BUDGET	Total Project Cost	Grant Request	Applicant Match 2:1	Source of Match*
<b>A. Salaries</b>				
(Title/rate of pay)				
Artistic _____	\$ _____	\$ _____	\$ _____	_____
Administrative _____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	
Sub-Total Salaries	\$ _____	\$ _____	\$ _____	
<b>B. Operating Expenses</b>				
Supplies	\$ _____	\$ _____	\$ _____	_____
Printing	\$ _____	\$ _____	\$ _____	_____
Postage	\$ _____	\$ _____	\$ _____	_____
Telephone	\$ _____	\$ _____	\$ _____	_____
Rental of Equipment	\$ _____	\$ _____	\$ _____	_____
Consultants or Professional Services	\$ _____	\$ _____	\$ _____	_____
(list) _____				
_____				
_____				
Other _____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
Sub-Total Expenses	\$ _____	\$ _____	\$ _____	
<b>GRAND TOTALS</b>	\$ _____ C	\$ _____ A	\$ _____ B	

\*Cash or in-kind value of goods or services.

PROPOSED TIMELINE  
 NEW AND EMERGING ORGANIZATIONS PROGRAM  
 PHASE III  
 TECHNICAL ASSISTANCE, PROJECT GRANTS, AND  
 ADMINISTRATIVE SUPPORT  
 TO MULTI-CULTURAL ARTS GROUPS  
 1989

<u>Date</u>	<u>Action</u>
April 21	Committee approves guidelines.
May 10	Commission approves guidelines.
May 30-June 9	Guidelines printed.
June 9-July 14	Guidelines distributed.
June 15	Guidelines workshop.
July 14	Application deadline.
July 14-28	Staff reviews applications.
July 28	Panel orientation.
August 9-11	Panel reviews applications.
August 15	Awards Committee recommends funding.
August 16-19	Applicants notified of panel results.
August 23	Comments received from applicants concerning panel recommendations.
August 25	Committee reviews comments.
September 13	Commission acts on committee's recommendations.
September 14-22	Applicants notified. Budget and narrative revisions requested.
October-March	Technical assistance provided through one-to-one consultancies, projects, and activities take place.

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.

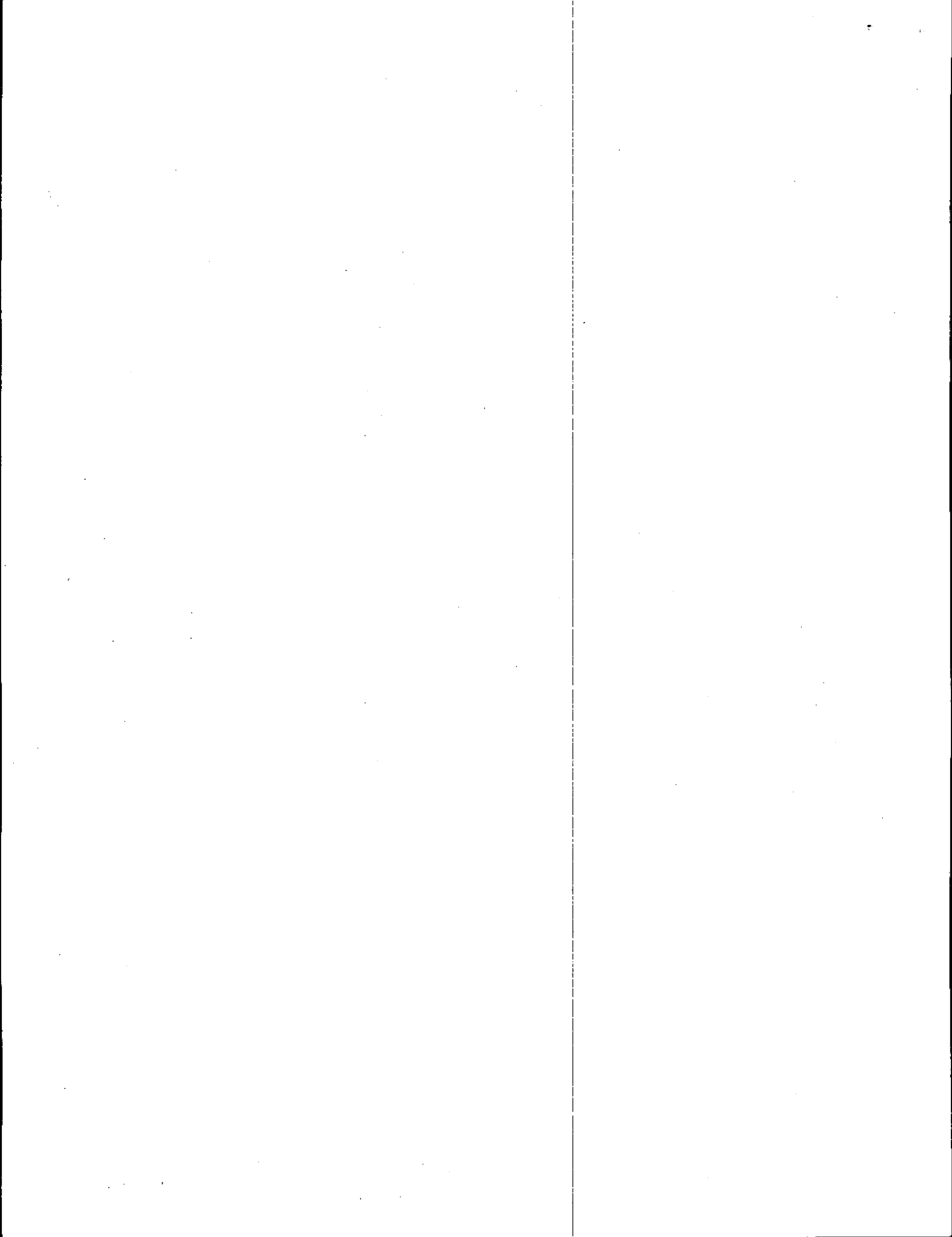
**B. Review Criteria**

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.

HS

**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**