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**DEPARTMENT OF PARKS
AND COMMUNITY SERVICES**

**CITY OF SACRAMENTO
CALIFORNIA**

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APPROVED
BY THE CITY COUNCIL

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

WALTER S. UEDA
DEPUTY DIRECTOR

SEP 24 1991

OFFICE OF THE
CITY CLERK

AG 91-170

September 12, 1991

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: 1991-92 Sacramento Cultural Arts Awards Program, Level One and Level Two

LOCATION AND COUNCIL DISTRICT

City.

SUMMARY

This report recommends approval of 1991-92 Sacramento Cultural Arts Awards Program guidelines (Exhibits B and C) and proposed budget (Exhibit E).

COMMISSION ACTION

On August 14, 1991, Arts Commission approved the Sacramento Cultural Arts Awards Level One and Two guidelines by a vote of Ayes: 8, Noes: 0, Absent: 3, and on September 11, 1991 approved allocation of funds to Level One and Two by a vote of Ayes: 8, Noes: 0, Absent: 3.

STAFF RECOMMENDATION

Staff recommends Council approval of Arts Commission recommendations as follows: 1) allocation of \$190,000 in City funds for the 1991-92 Sacramento Cultural Arts Awards Program; 2) Sacramento Cultural Arts Awards guidelines; and 3) authorize the City Manager to enter into an agreement between the City and County of Sacramento for regranting of \$163,250 in City grant funds.

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BACKGROUND

On December 11, 1990, the Board of Supervisors and Sacramento City Council approved combining City and County funds to create the 1990-91 Sacramento Cultural Awards Program. A total of \$557,250 was awarded to 44 arts organizations.

In FY 1991-92, City Council allocated \$400,000 in Transient Occupancy Tax (TOT) funds for arts funding. Of the \$400,000, City Council directed that \$200,000 be contracted to the Sacramento Symphony for the second year of a five year contract. Council also directed that \$10,000 be used to hire a consultant for the first phase study for the Cultural Master Plan (Arts Commission approved August 14, 1991). The remaining \$190,000 is available for regranting programs.

On August 29, 1991 during the budget hearings, the Board of Supervisors allocated \$401,250 in TOT funds for the 1991-92 Sacramento Cultural Arts Awards Program.

Program Administration

An equal contribution from the City and the County will be combined to cover program administrative costs such as program assistant salary, printing, panel fees, photography. The total City and County funds available are \$618,000; \$428,000 County funds and \$190,000 City funds. Administrative costs are eight percent (\$26,750 from each for a total of \$53,500) of total program funds; regranting funds are \$564,500.

Allocation of Funds

On September 11, 1991, the Arts Commission recommended the following grant allocations of City and County TOT funds:

Level One	\$329,104
Level Two	\$235,396

Total Grant Funds \$564,500

In allocating these grant funds, the Arts Commission took into consideration last year's percentage of funds allocated to Level One and Two.

Level One and Two Guidelines Review Process

In May 1991, the Arts Commission retained the services of Lorraine Garcia-Nakata to assist with the review of the Cultural Awards grant program. Ms. Garcia-Nakata is currently the Program Manager for the Marin Community Foundation and has served as Grants Manager for the California Arts Council.

On August 5, 1991 a public orientation was held to solicit input on the draft guidelines. Forty-five representatives from the arts community, elected officials and the press attended this meeting. The Awards Committee incorporated public comment into the draft guideline recommendations for Level One and Two, which were approved by the Arts Commission at its August 14, 1991 meeting (Exhibit B and C). Exhibit A is summary of revisions to the Level One and Two Program guidelines and applications.

The County Board of Supervisors will also be asked to approve the 1991-92 Sacramento Cultural Arts Awards program guidelines and allocation of funds.

FINANCIAL DATA

In FY 1991-92, City Council allocated \$400,000 in City Transient Occupancy Tax funds for arts funding. Of the \$400,000, it is recommended that \$190,000 be allocated to the 1991-92 Sacramento Cultural Arts Awards Program as follows: \$163,250 in grant funds, \$26,750 in administration. The County administers contracts for the Cultural Arts Awards Program, therefore, the City and County will enter into an agreement for the regranting of \$163,250 in City grant funds for the 1991-92 Sacramento Cultural Arts Awards program (Exhibit D).

POLICY CONSIDERATIONS

On August 14, 1991, the Arts Commission adopted an interim Multi-Cultural Policy statement for all its programs and activities and is included in the Sacramento Cultural Arts Awards guidelines.

In addition, the guidelines contain a new policy for the program stating that "the review panel is comprised of non-applicant review panelists..." This is consistent with proposed revisions to the Arts Commission's conflict of interest policy.

City Council
September 12, 1991
page four

MBE/WBE EFFORTS

Every effort will be made to reach the City's MBE/WBE goals. The Arts Commission's interim Multi-Cultural policy statement provides for "development of policies, guidelines and procedures which provide equitable distribution of funding to arts organizations, artists and activities which represent the diverse multicultural communities of the County." The Sacramento Cultural Arts Awards Level One and Two guidelines adhere to this policy directive.

Respectfully submitted,



Geri McBeth, Acting Director
Metro Arts Division



Robert P. Thomas, Director
Parks and Community Services

Recommendation Approved:



Walter J. Slipe
City Manager

September 24, 1991
All Districts

CONTACT FOR MORE INFORMATION: Geri McBeth, Acting Director,
Metro Arts Division 449-5558

Attachments: Exhibit A Revisions
B Level One Guidelines
C Level Two Guidelines
D Agreement between City and County
E Proposed budget

KH5/SR-SCA1, PG. 1-4

RESOLUTION NO. 91-742

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

APPROVED
BY THE CITY COUNCIL

SEP 24 1991

OFFICE OF THE
CITY CLERK

**RESOLUTION APPROVING ALLOCATION OF \$190,000 IN
CITY FUNDS FOR THE 1991-92
SACRAMENTO CULTURAL ARTS AWARDS PROGRAM AND APPROVAL OF
LEVEL ONE AND TWO GUIDELINES**

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

1. That \$190,000 in City funds allocated from Transient Tax Revenues be administered by the Sacramento Metropolitan Arts Commission for the 1991-92 Sacramento Cultural Arts Awards Program.
2. That the City Council approve the attached guidelines for the 1991-92 Sacramento Cultural Arts Awards Level One and Two grant programs.
3. That the City Manager is authorized to enter into an agreement between the City and County of Sacramento for regranting of \$163,250 in City grant funds.

MAYOR

ATTEST:

CITY CLERK

KH5/SR-SCA1, PG. 5

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

LEVEL ONE

Significant revisions to Level One include (page numbers refer to guideline text):

- a) A Mission Statement and Program Goals (page 2).
- b) Organizations may apply for operating and/or project support and criteria has been developed for operating support requests (page 3, Eligibility #3).
- c) Fiscal receiver usage is restricted to only those organizations in the process of obtaining non-profit status (page 3, Eligibility #1).
- d) Applicants must show evidence of a fiscal and programmatic track record for at least one year for project support requests, two years for operating support requests (page 3, Eligibility #3).
- e) Matching Requirements state that organizations with operating budgets below \$100,000 must provide a 2:1 match (for every two dollars of grant funds grantee must match with one dollar). Organizations with budgets at or above \$100,000 must provide a 1:1 match (page 4).
- f) The Review Process has been articulated in terms of staff analysis and panel review (page 4).
- g) Program Criteria has been revised to include specific definitions and references (pages 4-5).
- h) The Self-Evaluation form has been omitted from the application. This information was used by staff for trend analysis and statistical review. It was decided that pertinent information could be obtained from grantees on an "as needed" basis.
- i) Questions were modified to reflect the revised program criteria (pages 10-14).

LEVEL TWO

The Arts Commission made no substantial changes to the existing guidelines. The Awards Committee identified the need to review major policy direction with elected officials and the Arts Commission within the coming year.

The Arts Commission recommended retaining eligibility criteria, matching requirements, review process, and program criteria developed for the 1990-91 Level Two program, with the following revisions (page numbers refer to guideline text):

- a) A Mission Statement and Program Goals (page 3).
- b) A question has been added requesting applicant's intent to utilize grant funds (page 10, #11).
- c) Questions have been re-worded or combined (pages 10-14).

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AUG 14 1991

**SACRAMENTO
CULTURAL ARTS AWARDS GUIDELINES
LEVEL ONE**

1991 - 1992

DEADLINE:

Commission

Mary Anne Payne, Chair
Gloria Burt
Armando Cid
Pat Davidson
Lynn Ericksen
Anthony Marquez
Paula Munson
Brandy Murtishaw
K. George Klumb
Sandra Yee
Dennis Yep

Wendy Ceccherelli, Director

City Council

Mayor Anne Rudin
Tom Chinn
Heather Fargo
Lyla K. Ferris
Terry Kastanis
Kim Mueller
Josh Pane
Lynn Robie
Joe Serna, Jr.

County Board of Supervisors

Grantland Johnson, Chair
Illa Collin
C. Tobias Johnson
Sandra Smoley
James Streng

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Dear Applicant:

In the interest of seeing every applicant do as well as possible in this highly competitive process, previous review panelists and the Awards Committee have the following suggestions:

- Applicants should recognize that in applying for a competitive grants program, not all projects will be funded.
- For all applicants, and especially the first-time applicants, it is recommended that you make an appointment with the Arts Commission staff to review proposal ideas, as well as a written draft of your application prior to the application deadline.
- Attend the guidelines workshop.
- Attend the panel meetings - they are highly instructive to those unfamiliar with the grants process.
- Be as specific as possible when describing the proposed project.
- Typewritten applications are the easiest to read. If you must hand write an application, make sure it is legible.
- Although panelists are knowledgeable in the arts, they have their own areas of expertise. Therefore, be sure that the description of your project and your organization is basic enough to inform someone unfamiliar with your arts discipline.

Sincerely,

Lynn Ericksen, Chair
Awards Committee

**SACRAMENTO
CULTURAL ARTS AWARDS PROGRAM**

1991 - 1992

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The Sacramento Cultural Arts Awards Program is made possible by generous support of the City and County of Sacramento.

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AUG 14 1991

PROPOSED TIMELINE

-All dates subject to revision-

AUG 14 1991

SACRAMENTO CULTURAL ARTS AWARDS PROGRAM GUIDELINES

LEVEL ONE

Mission Statement

In recognition of the importance of our cultural arts heritage and to provide opportunities for the public to practice, experience and appreciate the arts and the role the arts play in the community, the Sacramento County Board of Supervisors and Sacramento City Council make available funds for arts programming, through the Sacramento Cultural Arts Awards Program of the Sacramento Metropolitan Arts Commission.

Multi-Cultural Policy Statement

The Sacramento Metropolitan Arts Commission will respect and seek to achieve multicultural diversity in all of its programs and administration by: (1) ensuring culturally diverse representation in decision-making through juror selection panel members, committees, and advisory bodies; continual consideration of multicultural candidates for arts commissioner appointments; and affirmative recruitment and hiring of permanent and temporary staff and (2) development of policies, guidelines and procedures which provide equitable distribution of funding to arts organizations, artists, and activities which represent the diverse multicultural communities of the County.

Program Description: Level One

The Purpose of the Level One Program is to provide partial support of **arts projects and/or general operating expenses** to non-profit arts organizations meeting high standards of quality, who respond to the needs and interests of the community and promote cross-cultural exchange.

Level One applicants are encouraged to realistically assess and thoroughly document the amount of money needed to complete the proposed request. Requests should be made with the understanding that dollars available are limited and, if awarded, the amount granted

may be less than amount requested. Also, grants awarded in one year do not guarantee or imply support in subsequent years.

All projects funded by this program must take place between January 1, 1992, and December 31, 1992.

Deadline and Notification

Applications must be postmarked or delivered in person to the Sacramento Metropolitan Arts Commission office by 5 p.m. on Late or incomplete applications will not be accepted.

Mail to: Kim Heckes, Program Coordinator
Cultural Arts Awards Program
Sacramento Metropolitan Arts Commission
800 Tenth Street, Suite 1
Sacramento, CA 95814

Program staff will notify each applicant, by mail, regarding the final decision of request for support.

Program Goals

- To enhance the stability, development and vitality of Sacramento's cultural arts organizations.
- To expand the awareness and support of the unique artistic contributions of Sacramento's diverse cultural community.
- To enhance the role of the arts in community and economic development and in stimulating tourism.
- To ensure the availability of high quality cultural arts programming to all residents.

PROGRAM GUIDELINES**Eligibility**

Applicant organization must meet the following requirements at the time of proposal submission:

1. Demonstrate proof of 501(c)(3) non-profit status from the IRS.
- A. Fiscal receiver: An applicant organization may use a fiscal receiver if it does not have a non-profit status but can show evidence that it is in the process of acquiring this status, as well as evidence of a consistent programmatic, fiscal and managerial track record in the arts for at least one year when applying for project support; two years when applying for general operating funds. Fiscal receiver may not be used by a for-profit entity attempting to apply. Applicant organization and fiscal receiver must enter into a formal written agreement on the fiscal accountability of grant funds and other responsibilities associated with the completion of the proposal. Both applicant organization and fiscal receiver must be based in the County of Sacramento. If the award is granted, fiscal receiver becomes the contractor.
2. Be based in the County of Sacramento and proposed programs and activities must be primarily directed to City and County populations.
3. Show evidence of a fiscal and programmatic track record for at least two completed years when applying for general operating support or evidence of a completed fiscal and programmatic track record for at least one completed year when applying for project support.
4. Have a cash operating arts programming budget of under \$400,000.
5. Provide accessibility to the physically disabled for programs and activities funded through Cultural Arts Awards.
6. 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. If past award recipient, have submitted final evaluation form or a status report on previous award in order to reapply.

Ineligible Activities

1. Grants to individuals.
2. Expenses incurred before starting date of contract/award.
3. Support of endowments or trusts.
4. Requests for basic research.
5. Support of regular school arts curricula.
6. Capital requests, purchase of land, renovation or construction.
7. Hospitality or food costs.
8. Out of county travel.
9. Programs not presented in Sacramento County.
10. Activities not open to the general public.

Restrictions

1. Each applicant organization may submit only one application.
2. Start-up organizations may not apply (See Eligibility item #3).

PROGRAM GUIDELINES

Matching Requirements

The Sacramento Cultural Arts Awards Program is not meant to cover 100% of an organization's costs. As evidence of an organization's financial commitment, all award requests must be matched. Organizations with annual operating budgets below \$100,000 must provide a 2:1 match (i.e. for every two dollars of grant funds, grantee must match with one dollar). Organizations with operating budgets at or above \$100,000 must provide a 1:1 match. While support of the arts is the primary focus, the Cultural Arts Awards Program is also designed to encourage the development of fiscally stable organizations through the leveraging of other sources of cash support. Examples of a cash match include: earned revenue; corporate/business contributions; foundation support and individual contributions, to name a few. In-kind contributions, such as dollar value of volunteer services rendered do not constitute a cash match.

Review Process

Staff Analysis: The Program Coordinator orchestrates the grants making process; makes an initial assessment of the applicant's eligibility; provides an in depth analysis of proposals to be reviewed by the review panel and is the primary point of information, regarding this program, to the final decision making bodies and the arts community. The timeline, from proposal deadline to applicant notification of final decision, is approximately three months; from.....to.....

Review Panel: A review process is employed to primarily assess an applicant's artistic merit. The review panel is comprised of five to nine non-applicant review panelists and appropriate non-applicant Arts Commission committee representatives. Review panelists are selected for their ability to review both the artistic and managerial aspects of any given proposal or applicant organization. They are selected with the following combination of points in mind: working knowledge and broad overview of the arts field; artistic discipline representation; ethnic and gender representation; traditional and progressive arts perspectives as well as a working knowledge of small, emerging and larger budgeted organizations. Individuals are also selected for their

capacity to assess organizational management and programs, community relevance of the proposed request, need and proposal methodology. Panelists and program staff should conduct site visits which help to augment the materials submitted by the applicant for review.

The review process also offers an important vehicle for an on-going interchange between the Arts Commission and the various artistic disciplines it represents and serves. More specifically, the review process not only provides for an objective review of applicants, but also allows for important artistic and managerial critiques to occur which ultimately leave room for the community's continued overall development.

Program Criteria: Program criteria is the vehicle by which program goals are applied and measured. All analysis, review and decisions are based on the following program criteria:

Artistic Quality: is broadly defined and refers to overall artistic integrity and relevance to the field. Consideration

will be given to both traditional and innovative art forms. Recognizing that there are no objective standards of artistic quality, a system of panel review and other considerations of artistic measure are employed as evidenced in materials such as: reviews; season/schedules of artistic programs; visual and auditory documentation; manuscripts and qualifications of artistic personnel.

Need: refers to need as expressed by the community and/or need to advance awareness of the community, for the greater good of all its residents. In general, evidence of community involvement can take forms such as: advisory groups; support letters; staff and Board representation; audience demographics, and special projects to name a few.

Management: Applicants are reviewed for sound fiscal and managerial practices. Areas of consideration may include: applicant's ability to complete proposed project; overall track record; evidence of organizational planning; implementation of sound organizational structures; staff/board profiles and qualifications; ethics and policies consistent with standards in applicant's field; payment to artists; appropriateness of amount requested; financial

PROGRAM GUIDELINES

stability; fundraising capacity; community support; audience development. Applicants will be downgraded in "management" program criteria if they do not adhere to application instructions.

Impact: refers to significant short or long term effects resulting from the proposal. Areas of consideration may address points such as: clearly articulated and focused goals/objectives; development of new audiences; opportunities for artists; expanded performance venues.

Community Outreach: is defined as efforts to increase public awareness of Sacramento's cultural heritage and enhance participation, education, and involvement with Sacramento's diverse communities which may include ethnic communities, seniors and youth, and disabled populations.

Appeals Process: An appeals panel comprised of two review panelists, three Arts Commissioners and two Awards Committee members will be formed to hear appeals. Organizations wishing to appeal rankings must do so in writing to: Appeals Panel, Sacramento Metropolitan Arts Commission. Appeals must be based on one of three possible grounds:

- A) non-presentation of complete application as submitted by applicant to the review panel;
- or
- B) misrepresentation of information during panel review process;
- or
- C) improper processing of application.

Appeals must be received no later than Following the appeals process, the Awards Committee will assign dollar amounts and present its recommendations to the full Commission. The Commission makes final recommendations regarding funding to the Sacramento County Board of Supervisors and City Council.

Final Decision: The Sacramento Metropolitan Arts Commission makes recommendations to the Sacramento County Board of Supervisors and the Sacramento City Council, who make final decisions in accordance with their commitment to encourage the development and support of the highest quality programs and services for the residents of Sacramento. Final decisions are made by majority vote taking into account staff analysis of eligibility, recommendations of the review panel, appeals panel, Awards Committee, and Sacramento Metropolitan Arts Commission.

Application Assistance

Applicants are strongly urged to attend an orientation workshop offered by the Arts Commission program staff which covers the program guidelines and application process. The workshop(s) will be held on....., at..... Please call 449-5558 to reserve space. If you require additional information, please call Kim Heckes, Grants Coordinator at the number indicated above. Time permitting, appointments can be made on an individual basis.

Level One:
Application Attachments

Applicants must submit the completed application and appropriate attachments at the time of submission in the order indicated as follows:

1. Nine copies of the application form including authorizing signatures.
2. Nine copies of current list of Board of Directors and short bios. (Indicate expertise or perspective they bring to the Board.)
3. Nine copies of resume(s) of key personnel indicating current responsibilities.
4. Artistic samples: nine copies of current items (maximum of three different examples) such as: press clippings, reviews, program schedules, etc. One copy of items such as: audio and video cassettes; photos; slides (limit 10); etc. **Please note:** 1/2-inch video cassettes only. Also, please cue video and audio samples. Realistically, time for viewing is 3-5 minutes.
5. Nine copies of current letters of support, (maximum of three different letters).
6. One copy of proof of non-profit status from the IRS.
7. One copy of Assurance of Compliance Form Section 504 of the Rehabilitation Act). Page 19 of application.

PROGRAM GUIDELINES

- 8. If applicable, attach a statement of agreement between the fiscal receiver and applicant organization including authorizing signature of Board of Directors representative and key personnel from both organizations.

Staple or paper clip individual application packets. Do not bind application or submit in folders or individual envelopes.

EVALUATION

An evaluation form is provided and required of all award recipients within 30 days of the completion of the agreed upon contract end date. Any applicant that has received an award in the previous year will be required to submit an evaluation or status report before a new application for support is made.

Sponsor Acknowledgement

In any event sponsored by the Sacramento Cultural Arts Awards Program, the following credits shall appear in all publicity and/or related printed materials. Camera-ready credit lines are provided by the Arts Commission. If there are no printed materials, credits are to be announced verbally.

"Funded in part by the Sacramento Cultural Arts Awards Program of the Sacramento Metropolitan Arts Commission with support from the City and County of Sacramento."

INSTRUCTIONS

**How to Fill Out Application for the Sacramento
Cultural Arts Awards Program**

Complete all items on application. **LIMIT YOUR RESPONSE TO THE SPACE PROVIDED**, except where indicated. The following instructions correlate to numbers on the application form.

- 1-4. Enter legal name of organization, address, telephone number. Enter name of contact person who can always be reached and who will have knowledge of all phases of proposal.
5. Signature of President or Chairman of the Board, authorizing submittal of application.
6. Enter date of incorporation and number of years in operation.
7. Enter amount of your organizational budget for year in which grant request falls (budget for either current or projected year).
8. Enter amount of grant request. Check if request is for project or operating support.
9. Divide the amount of grant request (line 8) by amount of organizational budget (line 7). Enter percentage on line 9.
10. Enter beginning and end dates for proposal. Proposal may not begin before January 1, 1992 and must end by December 31, 1992.
11. Check area that best describes your organization.
12. If applicable, enter name of organization serving as fiscal receiver, contact person and title, phone number and signature of authorizing representative of fiscal receiver.
13. Provide a brief summary of your grant request. Indicate if request is for general operating or project support. (Question #15 will allow for detailed description of grant request.)
- 14-22. Answer questions in space provided. **DO NOT CONTINUE ON ADDITIONAL PAGES UNLESS INDICATED. Be specific, clear and concise in your responses.**
23. If applicable, provide information for the year(s) and amounts.
24. Provide information as requested.
25. Project Budget: Provide budget information only as it relates to this request. The budget is comprised of three divisions: (A) Salaries; (B) Operating Expenses; and (C) Sources of Match.
 - A. Salaries: List personnel by job title and rate of pay for which funds are being requested:
 - Artistic
 - Administrative (i.e. management, clerical)
 - Production (i.e. technical crew, stagehands)
 - B. Operating Expenses: List operating expenses for which you are requesting funds in the following categories:
 - Production: includes costumes, sets, staging, etc.
 - Facility rent
 - Supplies: includes consumable items such as stationery, pencils, typewriter ribbons
 - Printing: photocopy and reproduction costs
 - Postage: stamps and mailing fees
 - Telephone: telephone charges
 - Rental or Purchase of Equipment: may include rental of business machines or equipment. Purchase of equipment with a total value under \$1,000 is permitted.
 - Travel: mileage expenses incurred which are directly related to the project within Sacramento County

INSTRUCTIONS

-
- Utilities
 - Maintenance and repair
 - Insurance
 - Marketing and Development
 - Legal and Accounting
 - Professional Services: include those positions not considered "employees" of the organization. Specify the kind of service provided by the consultant. For example, a person hired specifically for a project, such as a graphic designer to help with brochure design and layout.
- C. Sources of Match: See guidelines to determine match. Check appropriate box to indicate ratio of cash match. List source of income identified in Cash Match column. Enter the amounts to be paid from the City and County and the applicant cash match in the appropriate columns. Place Grand Totals in the lines provided.
26. Complete Organizational Budget Summary for last actual, current and projected fiscal years. If applying for operational support, include budget from year prior to the last actual year budget.
27. Complete balance sheet, listing all assets and liabilities.
28. Assurance of Compliance Form must be signed by President or Chairman of the organization. Certifying representative must sign attesting that information in application is true and correct.

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1991-92 Sacramento Cultural Arts Awards Application Form - Level One

Postmark Deadline:

Sacramento Metropolitan Arts Commission
800 Tenth Street, Suite 1
Sacramento, CA 95814
(916) 449-5558

1. Legal Name of Organization _____
2. Address _____
_____ Zip Code _____
3. Phone (916) _____ Eve. _____
4. Contact Person _____ Title _____
5. Board Authorizing Signature _____
6. Date Incorporated ____ / ____ / ____ Year(s) in Operation _____
7. Cash Operating Arts Budget \$ _____ (for year in which grant request falls)
8. Amount Requested \$ _____ Check one: _____ Project Support _____ Operating Support
9. _____ % of Item #7
10. Proposal Start Date ____ / ____ / ____ Proposal End Date ____ / ____ / ____
11. Primary Focus of Organization (check one only):
 Visual Theater Dance Music Literature
 Media Community Arts/Multi-Discipline Presenter
 Art Service: Discipline served: _____
12. Fiscal Receiver (if applicable) _____
Contact Person _____ Title _____
Phone (916) _____ Authorizing Signature _____

-
13. **Proposal Summary:** Briefly summarize your request in terms of who, what, where, when. Indicate if request is for general operating and/or project support.

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APPLICATION

14. Provide organization mission statement, brief history and list of arts programs.

15. **Proposal Description:** Provide a detailed and specific description of your proposal.

APPLICATION

16. **Community Need & Impact:** Outline need for and impact of the request in relation to your organizational goals and relevance to the larger community. How specifically will the multicultural community be involved? (Community: includes constituencies in the artistic, ethnic, geographic, general population, and business community.)

17. **Collaborations/Outreach:** If your proposal is a collaboration, identify the specific community you are working with, names of the representative(s) involved in your program(s) and their role in the planning, implementation and evaluation of this partnership.

APPLICATION

18. **Key Personnel:** List the artistic and/or managerial personnel responsible for overseeing the development, implementation, and evaluation of the proposed activity. State their role and qualifications.

19. **Supporters:** List corporate, foundation, local, state, and national government contributors of the proposed request. Indicate sources confirmed and pending. List in-kind contributions separately. (Attach additional page if needed.)

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APPLICATION

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20. **Fundraising:** If you were to receive less than amount requested, what are your plans for scaling down activity or raising additional funds.

21. **Past Award Receipients:** What were you funded for, what specifically was accomplished and what is the relationship of this request to that of pervious award?

APPLICATION

22. Multicultural Profile: Outline the current multicultural representation on your Board of Directors, staff, committees, advisories, contracted personnel and audience. Address specific plans for further cultivating this involvement.

23. Funding History: If you have received previous Sacramento Cultural Awards Program support please list year(s) and amounts requested and awarded.

Year	Amount requested	Amount awarded
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

24. Total Number of Organizational Personnel _____ Number of Volunteers , if any _____

- Is your staff ? () all paid?
 () 25-50% paid?
 () 50-100% paid?
 () other _____

Volunteer Positions _____

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APPLICATION

	Column C =	Column A	+	Column B	
25. PROJECT BUDGET	Total Project Cost	Grant Request		Applicant Cash* Match	Source** of Match
A. Salaries					
(Title/rate of pay)					
Artistic	\$ _____	\$ _____		\$ _____	_____
Administrative	\$ _____	\$ _____		\$ _____	_____
Production	\$ _____	\$ _____		\$ _____	_____
_____	\$ _____	\$ _____		\$ _____	_____
Sub-Total Salaries	\$ _____	\$ _____		\$ _____	\$ _____
B. Operating Expenses					
Production	\$ _____	\$ _____		\$ _____	_____
Facility Rent	\$ _____	\$ _____		\$ _____	_____
Supplies	\$ _____	\$ _____		\$ _____	_____
Printing	\$ _____	\$ _____		\$ _____	_____
Postage	\$ _____	\$ _____		\$ _____	_____
Telephone	\$ _____	\$ _____		\$ _____	_____
Rental or Purchase of Equipment	\$ _____	\$ _____		\$ _____	_____
Travel	\$ _____	\$ _____		\$ _____	_____
Utilities	\$ _____	\$ _____		\$ _____	_____
Maintenance and Repair	\$ _____	\$ _____		\$ _____	_____
Insurance	\$ _____	\$ _____		\$ _____	_____
Marketing & Development	\$ _____	\$ _____		\$ _____	_____
Legal & Accounting	\$ _____	\$ _____		\$ _____	_____
Consultants or Professional Services list:					
_____	\$ _____	\$ _____		\$ _____	_____
_____	\$ _____	\$ _____		\$ _____	_____
_____	\$ _____	\$ _____		\$ _____	_____
Other _____	\$ _____	\$ _____		\$ _____	_____
_____	\$ _____	\$ _____		\$ _____	_____
_____	\$ _____	\$ _____		\$ _____	_____
_____	\$ _____	\$ _____		\$ _____	_____
Sub-Total Expenses	\$ _____	\$ _____		\$ _____	\$ _____
GRAND TOTALS	\$ _____	\$ _____		\$ _____	_____
	C	=	A	+	B

* See instructions for appropriate match.

** Sources of Match are earned income such as admissions; fees; private and corporate contributions; government grants; membership.

26. ORGANIZATIONAL BUDGET SUMMARY

	Last (Actual)		(Current)		(Projected)	
	From ____/____ mo. yr.	% of Budget	From ____/____ mo. yr.	% of Budget	From ____/____ mo. yr.	% of Budget
I. Revenue						
A. Contributed						
Federal Government	_____	_____	_____	_____	_____	_____
State Government	_____	_____	_____	_____	_____	_____
Local/Municipal Government	_____	_____	_____	_____	_____	_____
Individual Contributions	_____	_____	_____	_____	_____	_____
Business/Corporate Contributions	_____	_____	_____	_____	_____	_____
Sac. Metro. Arts Commission Grants	_____	_____	_____	_____	_____	_____
Foundations	_____	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Subtotal Contributed	=====	=====	=====	=====	=====	=====
B. Earned						
Admissions/Fees	_____	_____	_____	_____	_____	_____
Memberships	_____	_____	_____	_____	_____	_____
Fundraising Events	_____	_____	_____	_____	_____	_____
Contracted Services	_____	_____	_____	_____	_____	_____
Sales	_____	_____	_____	_____	_____	_____
Investment Income	_____	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Subtotal Earned	=====	=====	=====	=====	=====	=====
Grand Total Revenue (A + B)	_____	<u>100%</u>	_____	<u>100%</u>	_____	<u>100%</u>

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APPLICATION

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continued

APPLICATION

27. BALANCE SHEET

Figures as of _____ (date)

(Figures can be no older than June 30, 1990)

ASSETS

Cash \$ _____

Accounts Receivable \$ _____

Real Estate \$ _____

Equipment and Supplies \$ _____

Art Production Related Equipment (instruments, costumes, sets, etc) \$ _____

Other \$ _____

\$ _____

TOTAL \$ _____
=====

LIABILITIES

Accounts Payable (Due in less than one year) \$ _____

Loans (Bank, Board of Directors, etc.) (Due longer than one year) \$ _____

Other \$ _____

\$ _____

TOTAL \$ _____
=====

NET WORTH \$ _____
=====

APPLICATION

28. Assurance of Compliance Form

_____ (hereinafter called the "Applicant") hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendment of 1972. Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, and be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in federally assisted programs on the basis of handicap. Subject to certain exceptions. Title IX of the Education Amendment of 1972 prohibits exclusion of persons on the basis of sex from any education program or activity receiving federal financial assistance.

Title VI, Section 504 and Title IX prohibit discrimination on the basis of race, color, national origin, handicap or sex in any program or activity receiving County of Sacramento support. The Applicant hereby gives assurance that it immediately will take any measures necessary to comply.

This Assurance shall obligate the Applicant for the period during which the financial assistance is extended. This Assurance is given in connection with any and all financial assistance from the County of Sacramento after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

Applicant

By (President or Chairman of the Board)

Date

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

Certifying Representative:

Name (please print)

Date

Signature and Title

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AUG 14 1991

**SACRAMENTO
CULTURAL ARTS AWARDS GUIDELINES
LEVEL TWO**

1991-1992

DEADLINE:

Commissioners

Mary Anne Payne, Chair
Gloria Burt
Armando Cid
Pat Davidson
Lynn Ericksen
Anthony Marquez
Paula Munson
Brandy Murtishaw
K. George Klumb
Sandra Yee
Dennis Yep

Wendy Ceccherelli, Director

City Council

Mayor Anne Rudin
Tom Chinn
Heather Fargo
Lyla K. Ferris
Terry Kastanis
Josh Pane
Lynn Robie
Joe Serna, Jr.

County Board of Supervisors

Grantland Johnson, Chair
Illa Collin
C. Tobias Johnson
Sandra Smoley
James Streng

**SACRAMENTO
CULTURAL ARTS AWARDS PROGRAM
1991-1992**

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The Sacramento Cultural Arts Awards Program is made possible by generous support of the City and County of Sacramento.

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PROPOSED TIMELINE

AUG 14 1991

-All dates subject to revision-

SACRAMENTO
CULTURAL ARTS AWARDS PROGRAM GUIDELINES

AUG 14 1991

LEVEL TWO

Mission Statement

In recognition of the importance of our cultural arts heritage and to provide opportunities for the public to practice, experience and appreciate the arts and the role the arts play in the community, the Sacramento County Board of Supervisors and Sacramento City Council make available funds for arts programming, through the Sacramento Cultural Arts Awards Program of the Sacramento Metropolitan Arts Commission.

Multi-Cultural Policy Statement

The Sacramento Metropolitan Arts Commission will respect and seek to achieve multicultural diversity in all of its programs and administration by: (1) ensuring culturally diverse representation in decision-making through juror selection panel members, committees, and advisory bodies; continual consideration of multicultural candidates for arts commissioner appointments; and affirmative recruitment and hiring of permanent and temporary staff and (2) development of policies, guidelines and procedures which provide equitable distribution of funding to arts organizations, artists, and activities which represent the diverse multicultural communities of the County.

Program Description

The purpose of the Level Two Program is to provide partial general operating support to non-profit arts organizations, with arts budgets above \$400,000. These organizations must meet high standards of quality, respond to the needs and interests of the community and promote cross-cultural exchange.

Level Two applicants are encouraged to frame requests for support in relation to their still current long-range institutional plans as well as their fiscal and management capacity. Proposals should be made with the under-

standing that dollars available may be limited. Also, grants awarded in one year do not guarantee or imply support in subsequent years.

All projects funded by this program must take place between January 1, 1992, and December 31, 1992.

Deadline and Notification

Applications must be postmarked or delivered in person to the Sacramento Metropolitan Arts Commission office by 5 p.m. on Late or incomplete applications will not be accepted.

Mail to: Kim Heckes, Program Coordinator
Cultural Arts Awards Program
Sacramento Metropolitan Arts Commission
800 Tenth Street, Suite 1
Sacramento, CA 95814

Program staff will notify applicant by mail, regarding the final decision of request for support.

Program Goals

- To enhance the stability, development and vitality of Sacramento's largest cultural arts organizations.
- To expand the awareness and support of the unique artistic contributions of Sacramento's diverse cultural community.
- To enhance the role of the arts in community and economic development and in stimulating tourism.
- To ensure the availability of high quality cultural arts programming to all residents.

Eligibility

Applicant organization must meet the following requirements at the time of proposal submission:

1. Demonstrate proof of 501 (c) (3) non-profit status from the IRS.
2. Be based in the County of Sacramento and proposed programs and activities must be primarily directed to City and County populations.
3. Show evidence of a fiscal and programmatic track record for at least two completed years when applying for general operating support.
4. Have a cash operating arts programming budget at or above \$400,000.
5. Provide accessibility to the physically disabled for programs or activities funded through Cultural Arts Awards.
6. 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. If past award recipient, have submitted final evaluation form or a status report on previous award in order to reapply.
6. Capital requests, purchase of land, renovation or construction.
7. Hospitality or food costs.
8. Out of county travel.
9. Programs not presented in Sacramento County.
10. Activities not open to the general public.

Restrictions

1. Each applicant organization may submit only one application.
2. Start-up organizations may not apply. (See Eligibility item #3.)

Matching Requirements

Level Two organizations are required to make a dollar for dollar cash match of amount awarded. While support of the arts is the primary focus, the Cultural Arts Awards Program is also designed to encourage the development of fiscally stable organizations through the leveraging of other sources of cash support. Examples of a cash match include: earned revenue; corporate/business contributions; foundation support and individual contributions, to name a few. In-kind contributions, such as the dollar value of volunteer services rendered, do not constitute a cash match.

Ineligible Activities

1. Grants to individuals.
2. Expenses incurred before starting date of contract/award.
3. Support of endowments or trusts.
4. Requests for basic research.
5. Support of regular school arts curricula.

Review Process

Staff Analysis: The Program Coordinator orchestrates the grants making process; makes an initial assessment of the applicant's eligibility; provides an in depth analysis of proposals to be reviewed by the peer review panel and is the primary point of information, regarding this grants program, to the final decision making bodies and the arts

PROGRAM GUIDELINES

community. The timeline, from proposal deadline to applicant notification of final decision, is approximately three months; fromto.....

Review Panel: A panel review process is employed to primarily assess an applicant's artistic merit. The review group is comprised of five to nine non-applicant review panelists and appropriate non-applicant Arts Commission committee representatives. Review panelists are selected for their ability to review both the artistic and managerial aspects of any given proposal or applicant organization. They are selected with the following combination of points in mind: working knowledge and broad overview of the arts field; broad overview; artistic discipline representation; ethnic and gender representation; traditional and progressive arts perspectives as well as a working knowledge of small, emerging and larger budgeted organizations. Individuals are also selected for their capacity to assess organizational management and programs, community relevance of the proposed request, need and proposal methodology. Panelists and staff should conduct site visits which help augment the materials submitted by the applicant for review.

The review process also offers an important vehicle for an on-going interchange between the Arts Commission and the various artistic disciplines it represents and serves. More specifically, the review process not only provides for an objective review of applicants, but also allows for important artistic and managerial critiques to occur which ultimately leave room for the community's continued overall development.

Final Decision: The Sacramento Metropolitan Arts Commission makes recommendations to the Sacramento County Board of Supervisors and the Sacramento City Council, who make final decisions in accordance with their commitment to encourage the development and support of the highest quality programs and services for the residents of Sacramento. Final decisions are made by majority vote taking into account staff analysis of eligibility, recommendations of the review panel, Awards Committee, and the Sacramento Metropolitan Arts Commission.

Program Criteria: A base level of funding support (\$20,000) is provided to each applicant meeting eligibility requirements. Additional incentive is provided for insti-

tutions to set long-term goals and achievable annual targets in the areas of artistic excellence, management excellence, fiscal responsibility, board development, and commitment to outreach and community development.

Program criteria is the vehicle by which program goals are applied and measured. All analysis, review and decisions are based on the following criteria:

Artistic Excellence: Based on organization's performance measured against its own clearly stated artistic mission statement. This means artistic excellence will be an improvement oriented evaluation where an organization is compared only to itself. National affiliations, accreditation and artist compensation will also be factored in to ensure that organization is keeping pace with their discipline's national standards.

Management Excellence/Fiscal Responsibility/Board Development: Based on standards of professional management; fiscal accountability and long-range planning (with a recommended 5-year planning period and no less than 2 years remaining on the current plan); Board of Directors membership, development and involvement and committee structure; ability of organization to withstand personnel transitions, short-term revenue loss and artistic failure.

County Outreach/Community Development: Based on commitment to county-wide outreach and/or county-wide participation; multicultural involvement with board, staff, programs, audience and outreach; commitment to education and young audiences; responsiveness to county-wide demographics; accessibility of programming to tourism industry.

PROGRAM GUIDELINES

Application Assistance

If you require information on application preparation, please call Kim Heckes, Grants Coordinator, at 449-5558. Appointments can be made on an individual basis.

Application Attachments

Applicants must submit the completed application and appropriate attachments at the time of submission in the order indicated as follows:

1. Nine copies of the application form including authorizing signatures.
2. Nine copies of the organizational audited financial statements including detail such as: corporate/business and foundation support; individual contributions; and earned revenue. Please explain any surpluses or deficits both accumulated and year end. Do not include in-kind contributions in these financial statements.
3. Nine copies of an artistic vision statement from the artistic director (no longer than one page).
4. Nine copies of in-kind contributions, if applicable.
5. Nine copies of current Board of Directors with short bios. (What expertise or perspective do they bring to the Board?)
6. Nine copies of the organizational chart and committee/advisory structure.
7. Nine copies of resumes of key personnel indicating current responsibilities.
8. Artistic samples: nine copies of current items (maximum of three different examples) such as; press clippings, reviews, program schedules, etc. One copy of items such as: audio and video cassettes;

photos; slides (limit 10); etc. **Please note:** 1/2 inch video cassettes only. Also please cue video and audio samples. Realistically, time for viewing is 3-5 minutes.

9. Nine copies of the still current organizational fiscal and narrative long-range plan.
10. Nine copies of current letters of support (maximum of three different letters).
11. One copy of Assurance of Compliance Form. Page 17 of application.
12. One copy of proof of non-profit status from the IRS.

Staple or paper clip individual application packets. Do not bind application or submit in folders or individual envelopes.

Sponsor Acknowledgement

In any event sponsored by the Sacramento Cultural Arts Awards Program, the following credits shall appear in all publicity and/or related printed materials. Camera-ready credit lines are provided by the Arts Commission. If there are no printed materials, credits are to be announced verbally.

"Funded in part by the Sacramento Cultural Arts Awards Program of the Sacramento Metropolitan Arts Commission with support from the City and County of Sacramento."

Evaluation

An evaluation form is provided and required of all award recipients within 30 days of completion of the agreed upon contract end date. Any applicant that has received an award in the previous year will be required to submit an evaluation or status report before a new application for support is made.

INSTRUCTIONS

**How To Fill Out Application for the Sacramento
Cultural Arts Awards Program**

Complete all items on application. **LIMIT YOUR RESPONSE TO THE SPACE PROVIDED**, except where indicated. The following instructions correlate to numbers on the application form.

- 1-4. Enter legal name of organization, address, telephone number. Enter name of contact person who can always be reached and who will have knowledge of all phases of proposal.
5. Signature of President or Chairman of the Board authorizing submittal of application.
6. Enter date of incorporation and number of years in operation.
7. Enter amount of your last completed fiscal year arts budget.
8. Check area that best describes your organization.
9. If applicable, provide information for the year(s) and amount(s).
10. Provide information as requested.
- 11-20. Answer questions in space provided. **DO NOT CONTINUE ON ADDITIONAL PAGES UNLESS INDICATED. Be specific, clear and concise in your responses.**
21. Complete organizational budget summary for last actual, current and projected fiscal years.
22. Assurance of Compliance Form must be signed by President or Chairman of the organization. Certifying representative must sign attesting that information in application is true and correct.

1991-92 Sacramento Cultural Arts Awards Application Form - Level Two

Postmark Deadline:

Sacramento Metropolitan Arts Commission
800 Tenth Street, Suite 1
Sacramento, CA 95814
(916) 449-5558

1. Legal Name of Organization _____
2. Address _____
_____ Zip Code _____
3. Phone (916) _____ Eve. _____
4. Contact Person _____ Title _____
5. Board Authorizing Signature _____
6. Date Incorporated ____ / ____ / ____ Year(s) in Operation _____
7. Last Actual Cash Operating Arts Budget \$ _____
8. Primary Focus of Organization (check one only):
 Visual Theater Dance Music Literature
 Community Arts/Multi-Discipline Presenter

9. **Funding History:** If you have received previous Sacramento Cultural Awards Program support, please list year(s) and amounts requested and awarded.

Year	Amount requested	Amount awarded
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

10. **Board Data:** Please answer the following questions.

- a. Number of Board Members _____
- b. Terms of Office _____
(indicate "indefinite" if no term)
- c. Number of annual Board meetings _____
- d. Average attendance _____
- e. Number of members: women/men _____ / _____
 American Indian _____
 Asian/Pacific Islander _____
 Black _____
 Chicano/Latino _____
 Caucasian _____
 Other (Specify) _____
- d. Number of members participating in conferences/seminars in the field. _____

APPLICATION

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11. Programmatic Description: Indicate how you intend to utilize 1991-92 grant funds, and specifically what will be accomplished as a result of this grant.

12. Provide organizational mission statement, brief history and list of arts programs for current and upcoming year.

APPLICATION

13. Describe organization's artistic excellence as measured against its artistic mission statement. Describe efforts at improvement, national affiliations, accreditation and artistic compensation.

14. Describe the organization's ability to overcome obstacles such as personnel transitions, short term revenue loss, or artistic failure, and how such challenges were met.

APPLICATION

15. **Board Development:** Describe Board education and development efforts.

16. **Outreach and Community Development:** Describe efforts to increase public awareness, participation, education and involvement with your organization's programs and activities.

APPLICATION

17. **Multicultural Profile and Involvement:** Outline the current multicultural representation on your Board of Directors, staff, committees, advisories, contract personnel and audience. Address specific plans for further cultivating this involvement.

18. **Education and Young Audiences:** Describe the organizational commitment to education and young audiences.

APPLICATION

19. **Tourism and Commerce:** Describe organizational efforts towards making programming accessible to tourism and in cultivating business support of the arts.

20. **Past Award Recipients:** Indicate how you utilized 1990-91 grant funds and specifically what was accomplished as a result of that grant.

21. ORGANIZATIONAL BUDGET SUMMARY

	Last (Actual)		(Current)		(Projected)	
	From ____/____ mo. yr.	% of Budget	From ____/____ mo. yr.	% of Budget	From ____/____ mo. yr.	% of Budget
I. Revenue						
A. Contributed						
Federal Government	_____	_____	_____	_____	_____	_____
State Government	_____	_____	_____	_____	_____	_____
Local/Municipal Government	_____	_____	_____	_____	_____	_____
Individual Contributions	_____	_____	_____	_____	_____	_____
Business/Corporate Contributions	_____	_____	_____	_____	_____	_____
Sac. Metro. Arts Commission Grants	_____	_____	_____	_____	_____	_____
Foundations	_____	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
Subtotal Contributed	_____	_____	_____	_____	_____	_____
B. Earned						
Admissions/Fees	_____	_____	_____	_____	_____	_____
Memberships	_____	_____	_____	_____	_____	_____
Fundraising Events	_____	_____	_____	_____	_____	_____
Contracted Services	_____	_____	_____	_____	_____	_____
Sales	_____	_____	_____	_____	_____	_____
Investment Income	_____	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
Subtotal Earned	_____	_____	_____	_____	_____	_____
Grand Total Revenue (A + B)	_____	100%	_____	100%	_____	100%

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continued

II. Expenses	Last (Actual)		(Current)		(Projected)	
	From mo. yr.	To mo. yr.	From mo. yr.	To mo. yr.	From mo. yr.	To mo. yr.
	% of Budget		% of Budget		% of Budget	
A. Personnel						
Administrative	_____	_____	_____	_____	_____	_____
Program	_____	_____	_____	_____	_____	_____
Contracted	_____	_____	_____	_____	_____	_____
Subtotal Personnel	=====	=====	=====	=====	=====	=====
B. Operating Expenses						
Facility Expenses/Space Rental	_____	_____	_____	_____	_____	_____
PR/Advertising	_____	_____	_____	_____	_____	_____
Program/Services	_____	_____	_____	_____	_____	_____
General Office	_____	_____	_____	_____	_____	_____
Fundraising	_____	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Subtotal Operating	=====	=====	=====	=====	=====	=====
Total Expenses (A + B)	_____	100%	_____	100%	_____	100%

III. Operating Surplus (Deficit)	Last (Actual)	(Current)	(Projected)
Program Carry-Over	_____	_____	_____
Endowment or Restricted Funds	_____	_____	_____
Cash Reserve	_____	_____	_____
Year-end Deficit	_____	_____	_____
Accumulated Deficit	_____	_____	_____
IV. In-Kind Contributions (Attach schedule with dollar value)	_____	_____	_____

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APPLICATION

22. Assurance of Compliance Form

_____ (hereinafter called the "Applicant") hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendment of 1972. Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, and be denied the benefits of, or otherwise subjected to discrimination under any program or activity receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in federally assisted programs on the basis of handicap. Subject to certain exceptions. Title IX of the Education Amendment of 1972 prohibits exclusion of persons on the basis of sex, from any education program or activity receiving federal financial assistance.

Title VI, Section 504 and Title IX prohibit discrimination on the basis of race, color, national origin, handicap or sex in any program or activity receiving County of Sacramento support. The Applicant hereby gives assurance that it immediately will take any measures necessary to comply.

The Assurance shall obligate the Applicant for a period during which the financial assistance is extended. This Assurance is given in connection with any and all financial assistance from the County of Sacramento after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. The Assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

Applicant

By (President or Chairman of the Board)

Date

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

Certifying Representative:

Name (please print)

Date

Signature and Title

CITY OF SACRAMENTOAGREEMENT FOR ADMINISTRATION OF
1991-92 SACRAMENTO CULTURAL ARTS AWARDS GRANT FUNDS

This Agreement is made and entered into the _____ day of _____, 1991, by and between the City of Sacramento, a municipal corporation (hereinafter referred to as "City"), and the County of Sacramento (hereinafter referred to as "County").

Whereas the City and County of Sacramento have approved funding for the 1991-92 Sacramento Cultural Arts Awards Program, and;

Whereas the County of Sacramento is responsible for administration of contracts for the 1991-92 Sacramento Cultural Arts Awards Program.

Now, therefore, the parties mutually agree as follows:

1. City shall pay County the sum of \$163,250 which County shall regrant to recipients of the 1991-92 Sacramento Cultural Arts Awards Level One and Two grant awards.
2. County shall keep all accurate and detailed books and records in connection with the services performed under this agreement, in order that the City's Director of Finance may properly audit all expenditures made pursuant to this agreement.
3. County further agrees that the City's Director of Finance shall at all times have access to all books, records and accounts kept by County in connection with all sums expended under this agreement, for the purpose of making an audit of all expenditures made by contractor in the performance of this agreement.

5. County and the agents and employees of County, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of the City.

In witness whereof, the parties hereto execute this agreement as of the day and year first above written.

City of Sacramento,
A Municipal Corporation

By _____
Walter J. Slife, City Manager

County of Sacramento

By _____
Chairperson of the Board
of Supervisors

Attest:

Attest:

City Clerk

Clerk of the Board of Supervisors

Approved as to Form:

Approved as to Form:

Deputy City Attorney

County Counsel

1991-92 SACRAMENTO CULTURAL ARTS AWARDS
PROPOSED BUDGETSALARIES

Grants Assistant	\$ 34,138
------------------	-----------

OPERATING EXPENSES

GRANTS

Level One	\$329,104
Level Two	235,396
Printing	5,000
Travel	100
Panelist Honoraria	3,600
Phone	100
Postage	500
Photocopy	500
Office Supplies	500
Photo Document/Processing	3,500
Professional Services	5,562
TOTAL	\$618,000