

MASTER 09/08/87

DRAFT

Sacramento Metropolitan  
Arts Commission

800 Tenth Street, Suite 2  
Sacramento, California 95814  
916.449.5558

A Public Agency      Cultural Awards  
Program

**SACRAMENTO COUNTY  
CULTURAL AWARDS GUIDELINES**

1987 - 1988

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**NOTE TO COMMISSIONERS: SUGGESTED CHANGES ARE PRINTED IN BOLD.**

**SACRAMENTO COUNTY  
CULTURAL AWARDS PROGRAM**

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**1987 - 1988**

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**\*PROPOSED TIMELINE**

Board of Supervisors reviews budget.	August 18, 1987
Board of Supervisors approves 1987-88 criteria and guidelines.	September 22, 1987
Announcement of availability of funds through press releases, public service announcements, mailing lists. Applications available.	October 14, 1987
Guideline Workshop for organizations interested in applying.	October 22, 1987
Commission staff respond to requests for information about eligibility, criteria, and application procedures.	October 22 - November 16, 1987
Deadline for applications.	November 16, 1987
Applications reviewed by Commission staff for accuracy and completeness. If items missing, applicants are advised.	November 16 - 30, 1987
Cultural Awards Review Panel reviews all eligible proposals. Panel meets December 16, 17, 18, 1987.	November 30 - December 16, 1987
Awards Committee meets to review panel recommendations and assign dollar amounts.	December 21, 1987
Applicant organizations are notified of panel and committee recommendations.	December 28, 1987
Comments from organizations concerning panel and committee recommendations received by Arts Commission staff.	January 11, 1988
Awards Committee reviews applicant comments.	January 14, 1988
Awards Committee makes its recommendations to the Arts Commission. Arts Commission acts on Committee's recommendations.	February 10, 1988

\*Dates are subject to change.

**\*PROPOSED TIMELINE**

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Arts Commission reports back to the Board of Supervisors with Commission's recommendations. Board makes final allocations.

**February , 1988**

County Counsel prepares contracts. Grantees will be notified to sign document which signifies acceptance of grant and its conditions. Note: Insurance information will be requested at this time. A change in funding level from original request may require revisions to proposed project narrative and budget by applicant.

**March , 1988**

Grantees begin to submit for reimbursement of expenses in accordance with terms of contract.

**April 1988**

Commission staff reviews request for payments. Requests are reviewed for totals, verification of invoices and receipts, and conformance to contract expenditure line items.

**April through  
December, 1988**

Eligible claims are certified by County Executive and submitted to Auditor/Controller for payment. Payment received by U.S. Mail from Auditor/Controller.

**April through  
December, 1988**

**SACRAMENTO COUNTY  
CULTURAL AWARDS PROGRAM GUIDELINES**

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In recognition of the importance of our cultural heritage, the Board of Supervisors of Sacramento County, through the Sacramento Metropolitan Arts Commission, makes available awards on a matching basis for arts programming. The purpose of the program in Level One is to provide support for arts projects that meet high standards of quality, respond to the needs and interest of the community and promote cross-cultural exchange. In Level Two the awards are designed to assist major arts organizations in meeting the permanent financial challenges of non-profit cultural activity.

In Level One, the awards are selected in a competitive process. This involves a formal written application to a five-member review panel made up of arts professionals. This program is highly competitive. In the past, approximately half of the applications received were funded and of those, most were funded below the level requested. Panel recommendations are reviewed by the Commission's Awards Committee and their recommendations are made to the full Commission. The Commission in turn presents its recommendations for final approval by the Board of Supervisors.

**GENERAL FUNDING POLICIES**

In preparing your proposal, please note that the request in Level One must be for support of a specific arts project. Level Two is designed to provide general operating support for major arts organizations. Only one proposal per organization may be submitted unless the organization is acting as a fiscal receiver for another applicant. Organizations may not apply in Level One and Level Two unless the organization is acting as fiscal receiver for another applicant in another level.

All organizations applying for Cultural Awards Program funds are encouraged to employ local artists.

Level One applicants are encouraged to realistically assess and thoroughly document the amount of money needed to complete the project identified in the proposal. 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.

To guide you in making your funding request, keep in mind the review criteria described on pages 5 and 6 as well as your organization's total annual operating budget and matching requirements.

## PROGRAM GUIDELINES

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### AWARD FUNDING

All projects funded by this program must take place between February 1, 1988 and December 31, 1988. Project expenses must be incurred within the project begin and end dates.

### ELIGIBILITY REQUIREMENTS

#### Level One Awards

Level One awards are designed to support art projects for small and modest sized organizations. Maximum award is \$20,000 and is not a guaranteed amount. Generally, if selected, the award will be less. This is a highly competitive program.

Organizations must meet the following eligibility requirements:

1. Priority given to arts organizations with a minimum history of two years of arts activities. 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.
2. Applicant organization must have been in operation for two years and be incorporated as a non-profit, tax-exempt group by the date of application. Evidence of this status must be presented by the Internal Revenue Service Letter of Tax Exempt Status. 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 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.
3. Programs or activities must be primarily directed to Sacramento County audiences and the organization must be based in Sacramento County.
4. 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.
5. Programs or activities funded through County Cultural Awards must be accessible to the physically disabled. The SACcess Committee will review project requests for accessibility to the physically disabled.

## PROGRAM GUIDELINES

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6. Past award recipients must have submitted the final evaluation form on prior year's project. If any project is not completed by the application deadline for the new program year, a status report will be required before an application can be reviewed by the panel.
7. Applicant organization must have formal approval of its board of directors to submit application.
8. Applicants are encouraged to submit slides, videotapes or brochures.
9. Applicants must provide an income and expense statement for the last completed fiscal year.
10. Applicant organizations must have a mission statement which includes goals and objectives.

### Level Two Awards

Level Two awards are designed to provide general support to major arts organizations with total operating budgets at or above \$400,000 for fiscal year 1986-87. This category is open only to organizations whose function is to produce programs and activities in literary, visual, and performing arts of the Sacramento area. Awards will be based on total allocation to Level Two and will be divided equally.

In addition to the ten eligibility requirements listed for Level One awards, applicants must meet the following eligibility requirements:

11. Applicants must have a minimum of two full time paid professional staff.
12. Applicants must pay artists for their professional services at a level which is comparable to organizations of similar type and size.
13. Applicants must maintain high artistic excellence.
14. Applicants must submit a current fiscal and narrative long-range plan.
15. Applicants must submit their most recent audited financial statement.

### REVIEW CRITERIA

Level One: The Review Panel will examine each project application with reference to the following criteria:

1. Artistic excellence of the applicant organization.

## PROGRAM GUIDELINES

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2. Artistic/administrative qualifications of those involved in the proposal.
3. Appropriateness of amount requested and ability to carry out proposal with amount of funds requested.
4. Accessibility to the public, efforts at minority involvement, new and/or special audiences, and geographical outreach.
5. Evidence of community support and involvement of community (Volunteers, income, letters of support).

**Level Two:** Eligible organizations will receive an equal portion of the funds available. Level Two applicants must submit a detailed plan for spending award funds and must explain how funds will strengthen the organization. Applicants must relate the expenditure of award funds to the overall goals and objectives of the organization's long-range plan.

### MATCHING REQUIREMENTS

The Cultural Awards Program is not meant to cover 100% of an organization's costs. As evidence of an organization's commitment, all award requests must be matched. Eligible organizations with an annual operating budget of \$200,000 and above in FY 86-87 must provide a one-to-one cash match. For every dollar awarded by the County, the organization must secure an additional one dollar in other funds. Eligible organizations with an annual operating budget under \$200,000 in FY 86-87 must provide a cash match on a two-to-one basis. That is, for every two dollars awarded by the County, one dollar of other funds must be secured. Examples of a cash match include: earned income, donations, and grants. In-kind contributions such as dollar value of volunteer services do not constitute cash match.

### WHAT WE DO NOT FUND

1. Individual applicants, unless application submitted by and sponsored through an organization meeting eligibility requirements.
2. Capital expenditures, purchase of equipment, land, buildings, or construction.
3. Hospitality or food costs.
4. Activities not open to the general public.
5. Programs not presented in Sacramento County.
6. Out of County travel.

## PROGRAM GUIDELINES

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### WHAT TO SUBMIT

#### Level One and Level Two:

1. Nine (9) copies of completed application form including the original with signature of authorized representative.
2. Nine (9) copies of organization's income and expense statement of last completed fiscal year.
3. Nine (9) copies of organization's current operating budget.
4. Nine (9) copies of organization's projected operating budget for next fiscal year.
5. Nine (9) copies of current list of Board of Directors, names and addresses.
6. Nine (9) copies of resume(s) of key personnel.
7. Nine (9) copies of any additional materials, e.g., brochures, press clippings, programs of past performances, events, or activities. Limit these to no more than three examples. Be sure items are current examples. If submitting audio/visual material, please include one (1) copy.
8. Nine (9) copies of each letter of support, up to a maximum of three different letters.
9. One (1) copy of Internal Revenue Service Letter 501(c)(3).
10. One (1) copy of Assurance of Compliance Form (Section 504 of the Rehabilitation Act).
11. Nine (9) copies of current self-evaluation form or status report if a previous recipient.
12. One (1) copy of Organizational Self-Assessment Form.

#### Level Two only:

13. Nine (9) copies of current fiscal and narrative long-range plan.
14. Nine (9) copies of most recent audited financial statement.

## PROGRAM GUIDELINES

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### HOW TO SUBMIT

Below is an illustration of the order in which the application and its attachments should be assembled.

1. Application Form (pages )
2. 1986-87 Income & Expense Statement last FY
3. 1987-88 Current Operating Budget
4. 1988-89 Projected Operating Budget for next FY
5. Level Two Award Applicants only: Long-range Plan, Audited Financial Statement.
6. Board List (names & addresses)
7. Resume(s) of key personnel
8. Reviews, brochures
9. Three letters of support.
10. IRS Letter 501(c)(3) 1-copy
11. Assurance of Compliance Form (Sec. 504) (page 19) 1-copy
12. Self-evaluation forms
13. Organizational Self-Assessment Form

### APPLICATION ASSISTANCE

All applicant organizations are strongly urged to attend an orientation workshop presented by the Arts Commission on program guidelines and application process. The workshop will be held on October 22, 1987. 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. Applicants that fulfill the requirements for eligibility are then evaluated by a review panel.

Panel will make artistic and administrative evaluations and its recommendations are presented to the Commission's Awards Committee. The Committee will review the panel's findings and assign the dollar amounts for the awards. 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. Please respond no later than January 11, 1988.

## PROGRAM GUIDELINES

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Organizations are welcome to attend the monthly meeting scheduled for January 13, 1988 when the full Commission will make its final recommendations to the Board of Supervisors.

### SELECTION AND QUALIFICATIONS OF REVIEW PANELISTS

The Cultural Awards Review Panels will each be made up of five (5) non-Commissioners. Commissioners will be assigned as ex-officio, non-voting members to serve as advisors. No City or County staff will be a voting member of the panel. Separate panels will be convened for Level One and Level Two. 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

Panelists will be pre-screened to reduce apparent conflicts of interest. Panelists who are staff or serve on the Board of Directors of an applicant organization or have business dealings with an applicant must refrain from discussing or voting on that application and are asked to leave the room while the panel deliberations continue. Panelists will be oriented to existing conflict of interest laws and policies.

### DEADLINE

Applications must be postmarked or delivered in person to the Sacramento Metropolitan Arts Commission by 5 p.m. October 30, 1987. Late applications will not be accepted.

### NOTIFICATION

Applicants will be notified by mail of the panel decisions on each proposal.

### EVALUATION

An evaluation form will be required of all award recipients within 30 days of completion of the award cycle. If your project is incomplete, an in-progress report is required. Any applicant that has received an award in the previous fiscal year will be required to submit an evaluation form or status report for that year before its current proposal will be considered.

## PROGRAM GUIDELINES

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### CREDIT

In any event sponsored through the Sacramento County Cultural Awards Program, the following credits shall appear in all publicity and on printed programs (or announced verbally at the event if no programs are distributed):

"Funded in part by the County Cultural Awards Program of the Sacramento Metropolitan Arts Commission."

Use the camera-ready artwork for this credit line provided by the Arts Commission.

## INSTRUCTIONS

### HOW TO FILL OUT APPLICATION FOR THE SACRAMENTO COUNTY CULTURAL AWARDS PROGRAM

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

1. 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 project.
2. Enter date project will begin and end. Projects may not begin before February 1, 1988 and must end no later than December 31, 1988.
3. **Level One:** Complete in space provided a description of your project. Outline purpose and content of project activity. Include target audience, when and where activities will take place and who is involved. A project is defined as (1) an activity that has a specific beginning and end date and (2) is directly related to the organization's goals and objectives. Level Two applicants must detail expenditure of funds, explaining how award will strengthen organization.
- 4-7. Briefly answer questions in space provided. Do not continue on additional sheets.
8. **Level One only:**

**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.

**B. Operating Expenses:** List operating expenses for which you are requesting funds in the following categories:

- o **Supplies:** includes consumable items such as stationery, pencils, typewriter ribbons
- o **Printing:** xerox and reproduction costs
- o **Postage:** stamps and mailing fees
- o **Telephone:** telephone charges
- o **Rental of Equipment:** may include rental of business machines or equipment. Funds cannot be used for the purchase of such equipment
- o **Travel:** mileage expenses incurred which are directly related to the project within Sacramento County
- o **Indirect costs:** A percentage of total operating budget as it applies to this application (not to exceed five percent of total amount requested).

## INSTRUCTIONS

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o **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 County and the applicant cash match in the appropriate columns. Place Grand Totals in the lines provided.

9. If applicable, provide information requested for the year(s) and amount(s).

10-14. Provide information requested.

15. Enter dates for last completed fiscal year and list by source the amount and percent of total budget.

16. **Certification:** Signed by person of the organization with legal authority to enter into a contract on behalf of the organization.

17. **Assurance of Compliance Form:** Signed by President of the organization.

**Attachments:** See page 7 under section "What to Submit:  
Include all required copies and postmark by Friday, October 30, 1987.

Sacramento Metropolitan Arts Commission  
800 Tenth Street, Suite 2  
Sacramento, CA 95814

1987-1988 **SACRAMENTO COUNTY**  
**CULTURAL AWARDS APPLICATION**

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**Postmark Deadline:**  
October 30, 1987

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

1. Legal Name of Organization \_\_\_\_\_ Telephone (916) \_\_\_\_\_  
Permanent mailing address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Telephone Day: \_\_\_\_\_  
Eve: \_\_\_\_\_
2. Project Start Date \_\_\_\_\_ to \_\_\_\_\_

3. Please provide a brief description of funding request.

Level One: Please outline purpose and content of project activity. Include target audience, when, and where activities will take place and who is involved.

Level Two: Please provide plan for expenditure of funds and explain how this will benefit on-going life of organization (Applicants are strongly encouraged to support arts-in-education activities, minority outreach, and development of new and minority audiences).

4. Provide a statement of purpose of organization, goals, and objectives and how the proposed project supports those goals and objectives:

# APPLICATION

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5. Describe services to special audiences such as children, older adults, neighborhoods.

6. Describe community support and involvement (with regard to volunteers, in-kind services, donations. Attach letters of support, if applicable).

7. If applicant organization is the sponsor of an individual artist or is serving as the fiscal receiver for an organization without non-profit status, please describe the relationship and attach a statement and examples of work by the artist about the proposed project.

# APPLICATION

	Column C Total Project Cost	=	Column A County Request	-	Column B Applicant Cash* Match <input type="checkbox"/> 1:1 <input type="checkbox"/> 2:1	Source** of Match
<b>8. PROJECT BUDGET</b>						
<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>	\$ <u>          </u>		\$ <u>          </u>		\$ <u>          </u>	_____
	C		=		A	-
					B	

\*See Instructions for appropriate match.

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

9. If you received a grant under the Sacramento County Cultural Awards Program, please list year(s) and amount(s):

<u>Year</u>	<u>Amount Received</u>
_____	_____
_____	_____
_____	_____
_____	_____

10. How many years has your organization been in operation? \_\_\_\_\_

11. Year of Incorporation: \_\_\_\_\_

# APPLICATION

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12. Total number of personnel:

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

14. Provide the total organization's operating budget for last completed fiscal year, current fiscal year, and next fiscal year (FY):

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

15. Sources of revenue of organization for the last completed fiscal year: Beginning in \_\_\_\_\_ / \_\_\_\_\_ and ending in \_\_\_\_\_ / \_\_\_\_\_.

Sources	Amount	% of Budget
Local Government	\$ _____	_____
State Grants	\$ _____	_____
Federal Grants	\$ _____	_____
Corporate Contributions	\$ _____	_____
Foundations	\$ _____	_____
Membership Dues	\$ _____	_____
Other Contributions	\$ _____	_____
Earned Income (revenue from ticket sales, admissions, subscriptions)	\$ _____	_____
Other	\$ _____	_____
<b>TOTAL:</b>	<b>\$ _____</b>	<b>100%</b>

Budget Information

Organization's Income and Expense Statement (last completed fiscal year)

Income

Sources

Local Government

State Grants

Federal Grants

Corporate Contributions

Foundations

Membership Dues

Other Contributions

Earned Income

Other

Total Income:

Expenses

Salaries and Benefits

Artistic

Administrative

Subtotal

Operating Expenses

Subtotal

Total Expenses

Budget Current Fiscal Year

Income

Sources

Local Government

State Grants

Federal Grants

Corporate Contributions

Foundations

Membership Dues

Other Contributions

Earned Income

Other

Total Income:

Expenses

Salaries and Benefits

Artistic

Administrative

Subtotal

Operating Expenses

Subtotal

Total Expenses

Projected Operating Budget for Next Fiscal Year

Income

Sources

Local Government

State Grants

Federal Grants

Corporate Contributions

Foundations

Membership Dues

Other Contributions

Earned Income

Other

Total Income:

Expenses

Salaries and Benefits

Artistic

Administrative

Subtotal

Operating Expenses

Subtotal

Total Expenses

# ASSURANCE OF COMPLIANCE

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\_\_\_\_\_ (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 non-discrimination 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.

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Applicant

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By (President or Chairman of the Board)

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Date

# SACRAMENTO METROPOLITAN ARTS COMMISSION

## ORGANIZATIONAL SELF-ASSESSMENT FORM 1987-1988

Name of Applicant Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

### I. Board Development

A. Number of Board members \_\_\_\_\_

B. Length of term (print "indefinite" if no term.) \_\_\_\_\_

C. Number of Consecutive terms a Board members may serve  
(print "indefinite" if no limit.) \_\_\_\_\_

D. Number of board meetings annually. \_\_\_\_\_

E. Standing Committees: \_\_\_\_\_

Committee Name	meets	Number of times	annually
	meets		annually
	meets		annually
	meets		annually
	meets		annually
	meets		annually
	meets		annually
	meets		annually

F. Number of Board members who are women/men \_\_\_\_\_

American Indian \_\_\_\_\_

Asian/Pacific Islander \_\_\_\_\_

Black \_\_\_\_\_

Chicano/Latino \_\_\_\_\_

Euro-American \_\_\_\_\_

Other (Specify) \_\_\_\_\_

G. Do board members participate in conferences or seminars within the field?

Yes \_\_\_\_\_ No \_\_\_\_\_

# SACRAMENTO METROPOLITAN ARTS COMMISSION

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## II. Staff

A. Is the chief staff member full-time? (five full-days/week and 12 months/year)

Yes \_\_\_\_\_ No \_\_\_\_\_

B. What is the compensation range for the chief staff member? \$ \_\_\_\_\_ \$ \_\_\_\_\_

C. How long has the chief staff member been with the organization? \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos.

D. Does the chief staff member have formal training in a job-related field?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please describe: \_\_\_\_\_  
\_\_\_\_\_

What is the total amount of this year's budget for personnel costs? \$ \_\_\_\_\_

1. Of that, what percent is for full-time administrative staff? \_\_\_\_\_ %

2. What percent is for full-time artistic/program staff? \_\_\_\_\_ %

3. What percent is for part-time administrative staff? \_\_\_\_\_ %

4. What percent is for part-time artistic/program staff? \_\_\_\_\_ %

F. Does the organization budget for staff travel and conference fees to professional associations and training seminars? Yes \_\_\_\_\_ No \_\_\_\_\_

G. What benefits are available to full-time staff?

1. Paid vacation \_\_\_\_\_

2. Health insurance \_\_\_\_\_

3. Pension plan \_\_\_\_\_

4. Tuition or educational seminar coverage \_\_\_\_\_

5. Paid sick leave \_\_\_\_\_

6. Other (please explain): \_\_\_\_\_  
\_\_\_\_\_