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DEPARTMENT OF PARKS  
AND COMMUNITY SERVICES

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CITY OF SACRAMENTO  
CALIFORNIA

August 24, 1990

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

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: City of Sacramento Arts Funding Programs

SUMMARY

This report recommends approval of: 1) use of \$25,000 for City arts funding programs; and 2) attached Multi-Cultural Arts Awards grant guidelines (Exhibit A).

BACKGROUND INFORMATION

During the mid-year review in FY 89-90 the City Council approved an allocation of \$25,000 to the Sacramento Metropolitan Arts Commission to be used for grants programs. Current grant programs include: County Cultural Awards Level One and Two, New Works, and the New and Emerging Organizations Program, now called Multi-Cultural Arts Awards.

On March 14, 1990 the Arts Commission recommended that the \$25,000 be allocated to fund the Multi-Cultural Arts Awards Program at \$20,000 and \$5,000 to the New Works Awards Program. At its August 8, 1990 meeting, the Sacramento Metropolitan Arts Commission reviewed and approved the existing New and Emerging Organizations Program guidelines and recommended changing the name to "Multi-Cultural Arts Awards Program." The program is scheduled to begin in Spring 1991 and grant funds will be allocated annually. The Council approved the New Works Awards Program at its meeting on April 10, 1990.

The Multi-Cultural Arts Awards Program funds non-profit multi-cultural arts groups and multi-cultural community groups with an arts component. The purpose of this program is to assist these groups to stabilize and develop into stronger arts organizations in order to preserve and present a diversity of cultural and artistic expression for the Sacramento community. The grant guidelines establish requirements, application procedures, and review process (See Exhibit A).

This program has been administered by the Arts Commission since 1987 and in three years has assisted 23 arts groups with a total of \$19,475. Past funding sources have included the California Arts Council, the National Endowment for the Arts, and private contributions.

#### FINANCIAL DATA

These funds are currently in the FY 1990-91 Metro Arts Division's operating budget.

#### POLICY CONSIDERATIONS

The Sacramento Metropolitan Arts Commission has over a decade's experience in administering grant funds in support of the arts. The Multi-Cultural Arts Awards Program responds to the desire expressed by both the Sacramento Metropolitan Arts Commission and City Council to preserve and present diverse cultural forms of expression.

#### MBE/WBE EFFORTS

Staff worked with the City's Affirmative Action Officer to define "multi-cultural" as follows: a group, organization, or activity which is deeply rooted in and/or reflective of an ethnic community such as Asian, African American or other Black cultures, Hispanic/Chicano/Latino, Native American, Filipino or Pacific Islander and presents, produces or reflects traditional or contemporary art forms. The Arts Commission recommends that program eligibility criteria state that applicants must be multi-cultural arts groups, arts groups with a multi-cultural arts program component, or multi-cultural community groups with an arts program component.

RECOMMENDATION

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

- 1) Approve the use of \$25,000 for City arts funding programs;
- 2) Approve the Multi-Cultural Arts Awards Program grant guidelines (Exhibit A).

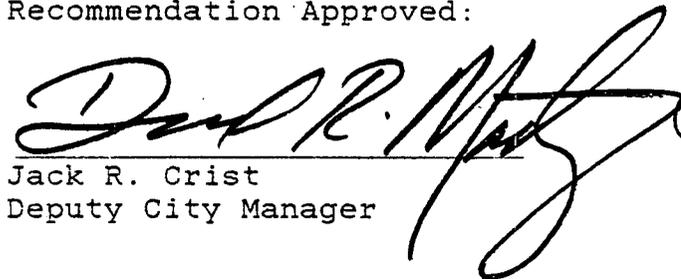
Respectfully submitted,



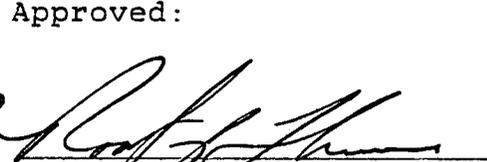
Wendy Ceccherelli  
Director, Metro Arts Division

Recommendation Approved:

Approved:



Jack R. Crist  
Deputy City Manager



Robert P. Thomas, Director  
Parks and Community Services

September 18, 1990  
All Districts

Attachments

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

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

RESOLUTION APPROVING USE OF \$25,000 ALLOCATED  
IN FY 1989-90 MID-YEAR BUDGET REVIEW TO BE ADMINISTERED BY THE  
SACRAMENTO METROPOLITAN ARTS COMMISSION  
FOR ARTS FUNDING PROGRAMS  
AND APPROVAL OF MULTI-CULTURAL ARTS AWARDS PROGRAM  
GRANT GUIDELINES

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

1. That \$25,000 allocated in the FY 1989-90 mid-year budget review be administered by the Sacramento Metropolitan Arts Commission for the New Works Awards Program and the Multi-Cultural Arts Awards Program.
2. That the City Council approved the attached guidelines for the Multi-Cultural Arts Awards Program.

\_\_\_\_\_  
MAYOR

ATTEST:

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

KH3/MCA-SR

FOR CITY CLERK USE ONLY

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

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

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1990

MULTI-CULTURAL ARTS AWARDS PROGRAM

(formerly known as New and Emerging Organizations Program)

COMMISSIONERS:

Bonnie Bell  
Armando Cid  
Pat Davidson  
Allan Gordon  
Brandy Murtishaw  
Lynn Morris

Mary Anne Payne  
Kathy Randlett  
Daphne Stammer  
Kenneth K. Wang  
Susie Williams, Chair

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MULTI-CULTURAL ARTS AWARDS PROGRAM

1990

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# MULTI-CULTURAL ARTS AWARDS PROGRAM

1990

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## INTRODUCTION

### Background

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

Established in 1987, the New and Emerging Organizations Program provided funding from a variety of public and private sources to 23 arts groups for a total of \$19,475. In 1990, Sacramento City Council voted to approve funding for the program, which was renamed the Multi-Cultural Arts Awards Program (MCAAP)

### Overview of Program

The Multi-Cultural Arts Awards Program for 1990 will focus on project grants and administrative support for multi-cultural arts groups and/or multi-cultural arts programs. The purpose of this program is to assist multi-cultural arts groups, arts groups with a multi-cultural arts program or multi-cultural community groups with an arts program component to stabilize and develop into stronger organizations in order to preserve and present a diversity of cultural and artistic expression for the Sacramento community.

### Project Support Grants

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

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

Administrative Support

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

Summary of Review Process

Funding for project grants and administrative support will be awarded in a competitive process. This involves a formal written application reviewed by a panel made up of community representatives. Panel recommendations will be reviewed by the Awards Committee of the Arts Commission and their recommendations will be presented to the full Commission. Commission recommendations will be forwarded to City Council for final approval.

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GUIDELINES AND CRITERIA  
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GENERAL FUNDING POLICIES

Funds will be allocated up to a maximum award of \$2,000 per application. (Applicants may apply for project and/or administrative support, but the maximum request cannot total more than \$2,000 combined.) These amounts will be disbursed according to the appropriateness of the amount to carry out the service or project.

The program is designed to provide project support grants and/or administrative support to multi-cultural arts groups, arts groups with a multi-cultural arts program or multi-cultural community groups with an arts program component.

Applicants must have a 501(c)(3) non-profit tax exempt status or apply under an umbrella arts group which has a 501(c)(3) designation. In preparing your proposal, remember that the request must be to support a specific administrative service related to the development of your organization's arts component and/or an arts project. Only one proposal per group may be submitted unless an organization is serving as a fiscal agent for one other group.

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

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

#### REVIEW CRITERIA

All eligible applications are reviewed by a body of independent peer panelists. They are selected on the basis of their thorough knowledge and understanding of this area's arts and multi-cultural community. Review criteria for project support grants and administrative support include:

- o Artistic Excellence: Artistic excellence of the applicant organization.
- o Artistic/administrative qualifications: Artistic/administrative qualifications of key people involved in the proposal based on submission of their resumes or other biographical information.
- o Appropriateness of Amount: Appropriateness of amount requested and ability to carry out proposal with amount of funds requested.
- o Evidence of Community Support: Evidence of community support and involvement of community (number of volunteers, income, letters of support).
- o Impact: Projected impact of arts project or administrative support based on group's description of its purpose, current activities and future plans. Applicants who most clearly connect their request with their goals as arts groups will be most highly ranked.
- o Accessibility to the Public: Efforts and involvement of new and/or special audiences, and geographical outreach.

Please note: Funding preference will be given to arts groups whose function is primarily to produce programs and activities in the literary, visual, performing and media arts in Sacramento County. The Review Criteria will include allocation of additional points to arts groups meeting this criteria.

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MATCHING REQUIREMENTS

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For project grants and administrative support, applicants must match the grant received by half, using cash or in-kind contributions. That is, for every two dollars awarded by the City, one dollar of other funds or in-kind contributions must be secured.

FUNDING

All services and projects funded through this program must take place between \_\_\_\_\_ and \_\_\_\_\_. Expenses must be incurred within the program's beginning and ending dates. Maximum grant available is \$2,000.

ELIGIBILITY REQUIREMENTS

1. Funds will be awarded to multi-cultural arts groups and/or multi-cultural arts projects. Multi-cultural is defined for the purposes of this program as a group, organization, or activity which is deeply rooted in and/or reflective of an ethnic community such as Asian, African American or other Black cultures, Hispanic/Chicano/Latino, Native American, Filipino or Pacific Islander and presents, produces, or reflects traditional or contemporary art forms.
2. Funding preference is given to groups whose function is primarily to produce programs and activities in literary, visual, performing, and media arts of the Sacramento area. Community organizations which are not primarily arts oriented are eligible if their artistic activities can be clearly demonstrated and the grant will relate directly to strengthening the arts component.
3. Applicants must be incorporated as a 501(c)(3) non-profit, tax exempt group by the date of application. Evidence of this status must be represented by the IRS Letter of Tax Exempt Status. If an organization does not have non-profit status, it may use a fiscal agent (umbrella arts organization) which has non-profit status and which will provide administrative and fiscal services necessary to complete the project. The applicant and the fiscal receiver must have similar goals and objectives and must enter into a formal agreement on the management of the funds and responsibilities associated with the completion of the project. If the award is granted, the fiscal receiver becomes the contractor.
4. Groups who have received funds through the County Cultural Awards Program, Level One or Level Two for either or both of the past two years are ineligible for this program.

5. 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.
6. Programs or activities funded through this program must be accessible to the physically disabled.
7. Applicants must provide an income and expense statement for the last completed fiscal year.
8. Applicant organizations must have a mission statement.
9. The group must be located in Sacramento City or County and its programs or activities must be primarily directed to Sacramento City or County audiences.
10. Applicant organizations must have formal approval of its board of directors to submit application.

WHAT WE DO NOT FUND

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

WHAT TO SUBMIT

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

1. Application (pages 10 through 21)
2. Resumes or biographical information of key people involved such as project coordinator, consultant, business manager, treasurer or board members.
3. Board List (names, addresses and affiliations), if available.

4. Letters of support (maximum of three)
5. A copy of your group's IRS 501(c)(3) tax exempt letter or that of fiscal agent if using an umbrella organization.
6. Any promotional material, if available, such as flyers, brochures or other documentation of group or organization's arts activities (audio or videotaped examples are welcomed, but not necessary). Limit these to no more than three examples. If you submit a video tape, submit only 1/2" VHS, recorded at fast speed and only one copy is necessary. Please cue video and audio tapes to begin at a 3-5 minute sample of your group's best work.

APPLICATION ASSISTANCE

All applicant organizations are requested to attend an orientation session presented by the Arts Commission on program guidelines and application process. A workshop will be held on \_\_\_\_\_. If you require additional information, or if you cannot attend the workshop, please call Kim Heckes, Grants Coordinator, at the Arts Commission, 449-5558. Appointments can be made on an individual basis to review the guidelines and application process.

SELECTION PROCESS

The application is received by the Sacramento Metropolitan Arts Commission and screened by the Commission's staff to ensure that the applicant organization adheres to the eligibility requirements and that the application is complete and accurate. If additional information is needed, the applicant organization will be contacted. However, it is the group's responsibility to submit complete and accurate applications. Applicants that fulfill the requirements for eligibility are then evaluated and ranked by a review panel.

The panel will make its recommendations to the Arts Commission's Awards Committee. The committee will make funding recommendations to the full Commission. The Arts Commission will then make its recommendations to City Council for final funding approval.

Organizations are welcome to attend the monthly Arts Commission meeting scheduled for \_\_\_\_\_, when the full Commission will make its funding recommendations. Final approval of grant awards rests with Sacramento City Council.

SELECTION AND QUALIFICATIONS  
OF REVIEW PANELISTS

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

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

Panelists may not submit an application for the Multi-Cultural Arts Awards Program.

DEADLINE

Applications must be postmarked or delivered in person to the Sacramento Metropolitan Arts Commission by 5:00 p.m.,  
\_\_\_\_\_. LATE APPLICATIONS WILL NOT BE ACCEPTED.

NOTIFICATION

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

CREDIT

The following credit shall appear in all publicity, printed programs, and publications funded through the Multi-Cultural Arts Awards Program:

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

## INSTRUCTIONS

# DRAFT

How to fill out an application for the Multi-Cultural Arts Awards Program: Complete all the items on the application. Limit your response to the space provided except where noted. Instructions are keyed to numbers on the application form.

1. Enter legal name of group, mailing address, contact person's name, title, day and evening telephone numbers
  - a. Check the artistic discipline which best describes your group.
  - b. Check the ethnic community with which the group works most closely.
  - c. Check if group is a tax-exempt non-profit group.
  - d. Indicate year of incorporation.
  - e. Indicate whether group has applied and/or received funding from Sacramento Metropolitan Arts Commission's County Cultural Awards Program.
2. Describe the mission of your organization.
3. Describe artistic accomplishments of your group.
4. Describe artistic and administrative qualifications of your group.
5. Explain and document your group's interaction with your own ethnic community and the general community.
6. Explain how administrative and/or project support relates to the future of your group.
- 7-8. Complete ONLY if you are requesting funds for administrative support.
- 9-12. Complete ONLY if you are requesting funds for project support.
13. Complete budget information.
- 14-16. Provide information requested.
17. Certification should be signed by person with legal authority to act on organization's behalf.
- 18-20. Provide budget information for group's past, current and next fiscal year.

Please see "What to Submit" on page 6 of guidelines.

Multi-Cultural Arts Awards Program  
1990

Postmark Deadline:  
1990  
5:00 p.m.

Sacramento Metropolitan Arts  
Commission  
800 10th Street, Suite 1  
Sacramento, CA 95814  
(916) 449-5558

Request Category

\_\_\_\_\_ Project Support.....Amount Requested \$ \_\_\_\_\_  
\_\_\_\_\_ Administrative Support.....Amount Requested \$ \_\_\_\_\_  
Total Amount Requested \$ \_\_\_\_\_  
(NOT TO EXCEED \$2,000)

ORGANIZATIONAL SUMMARY

1. Legal Name of Group \_\_\_\_\_ Telephone (916) \_\_\_\_\_  
Permanent Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Telephone day \_\_\_\_\_ evening \_\_\_\_\_

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

- |   |  |
|---|--|
| <input type="checkbox"/> Dance                    | <input type="checkbox"/> Photography             |
| <input type="checkbox"/> Music                    | <input type="checkbox"/> Media Arts              |
| <input type="checkbox"/> Opera/Musical Theatre    | <input type="checkbox"/> Literature              |
| <input type="checkbox"/> Theatre                  | <input type="checkbox"/> Interdisciplinary* Arts |
| <input type="checkbox"/> Visual Arts              | <input type="checkbox"/> Folk Arts               |
| <input type="checkbox"/> Design Arts/Architecture | <input type="checkbox"/> Multi-Disciplinary Arts |
| <input type="checkbox"/> Crafts                   |  |

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

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

- |  |   |
|--|---|
| <input type="checkbox"/> Asian                   | <input type="checkbox"/> Native American          |
| <input type="checkbox"/> African American        | <input type="checkbox"/> Pacific Islander         |
| <input type="checkbox"/> Hispanic/Chicano/Latino | <input type="checkbox"/> Other ethnic group _____ |
| <input type="checkbox"/> Filipino                | (please specify)                                  |

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

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

\_\_\_ under regulations of Internal Revenue Service, 501(c)(3).

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

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

Year applied \_\_\_\_\_

Funded \_\_\_\_\_

Not funded \_\_\_\_\_

Year applied \_\_\_\_\_

Funded \_\_\_\_\_

Not funded \_\_\_\_\_

2. Briefly describe the mission of your organization.

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

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

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

6. Please explain how your request for administrative and/or project support relates to the future plans of your group. How will it help your group and how will it be evaluated?

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ADMINISTRATIVE SUPPORT SUMMARY

NOTE: COMPLETE ONLY IF YOU ARE REQUESTING FUNDS FOR ADMINISTRATIVE SUPPORT

7. Please describe how administrative support needs were identified.

8. Please provide a brief description of administrative support requested.

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PROJECT SUMMARY

NOTE: COMPLETE ONLY IF YOU ARE REQUESTING FUNDS FOR PROJECT SUPPORT

9. Briefly summarize your proposed project. What do you plan to do? When? Where? Complete in this space. List project begin and end dates.

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

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11. Describe your plan to publicize and promote the project. What new approaches are you using, if any.

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

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Column C = Column A + Column B

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

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

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PERSONNEL AND FINANCIAL SUMMARY

14. Does your organization have a staff?    yes \_\_\_ no \_\_\_  
If yes, are they    (    ) all unpaid  
                          (    ) 25-50% paid?  
                          (    ) 50-100% paid?  
                          (    ) other \_\_\_\_\_

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

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

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

---

CERTIFICATION/SIGNATURE

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

Certifying Representative of Applicant Group:

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

\_\_\_\_\_  
Date

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

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BUDGET INFORMATION

18. Organization's Income and Expense Statement for last completed fiscal year beginning in \_\_\_\_/\_\_\_\_/\_\_\_\_ and ending in \_\_\_\_/\_\_\_\_/\_\_\_\_.

Income

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

Expenses

Salaries and Benefits

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

Operating Expenses  
(list by line item)

	\$ _____
	\$ _____
	\$ _____
	\$ _____
Subtotal	\$ _____

Total Expenses

	\$ _____
--	----------

Balance

	\$ _____
--	----------

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BUDGET INFORMATION

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

Income

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

Expenses

Salaries and Benefits

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

Operating Expenses  
(list by line item)

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

Balance

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

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BUDGET INFORMATION

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

Income

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

Expenses

Salaries and Benefits

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

Operating Expenses  
(list by line item)

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

Balance

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

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PROPOSED TIMELINE  
1990 Multi-Cultural Arts Awards Program

April 1990

Announcement of availability of funds.

Awards Committee, Arts Commission and City Council approve program guidelines.

Guidelines available.

Guidelines workshop (date, time, location)

Commission staff responds to requests for information.

DEADLINE FOR APPLICATIONS

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

Panel orientation and review of applications.

Panel meets.

Awards Committee meets to review panel recommendations and assign funds.

Applicants notified of panel recommendations.

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

Arts Commission reports back to Budget & Finance Committee and City Council with funding recommendation. City Council makes final funding allocations.

Grantees notified of funding. Arts Commission prepares contracts. NOTE: A change in funding level from original request will require applicant to revise project and/or administrative support request.

Grantees request funds in accordance with their contract. Commission staff reviews request for payment and forwards to City Accounting Department. Grantees receive payment through U.S. mail.

All projects must be completed.

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