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DEPARTMENT OF PARKS
AND COMMUNITY SERVICES

CITY OF SACRAMENTO
CALIFORNIA

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ROBERT P. THOMAS
DIRECTOR

December 12, 1986

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G. ERLING LINGGI
ASSISTANT DIRECTOR

DIVISIONS:

CROCKER ART MUSEUM
GOLF
METROPOLITAN ARTS
MUSEUM & HISTORY
PARKS
RECREATION
ZOO

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: City of Sacramento Re-Granting Guidelines

SUMMARY

This report provides the Budget and Finance Committee with a status report of the City of Sacramento Re-Granting Guidelines. This report recommends approval of: (1) the attached re-granting guidelines, and (2) re-granting contract between the City and the Sacramento Symphony Association.

BACKGROUND INFORMATION

At their June 24, 1986 meeting, the City Council appropriated \$30,000 in funding for the Sacramento Symphony Association to be administered through the Sacramento Metropolitan Arts Commission. In conjunction with this action, the Council directed the Sacramento Metropolitan Arts Commission to develop policies and guidelines appropriate to a re-granting program for support of local cultural organizations. This re-granting program may be funded annually and administered by SMAC.

General funding policies and guidelines (Attachment A) have been developed, including eligibility requirements, an application process and application review criteria. Significant requirements of the Guidelines include applicant organizations must have principal residence in Sacramento and applicant activities must be presented in the City of Sacramento. In addition, the review committee will be an ad hoc committee of arts commissioners which will make recommendations to SMAC for approval by the full Commission. Commission recommendations will then be forwarded to City Council for action.

On October 7, 1986, the Sacramento Metropolitan Arts Commission approved the Re-Granting Guidelines.

A specific agreement, in accordance with the Re-Granting Guidelines, has been prepared for the Sacramento Symphony Association. The contract has been reviewed by the City Attorney's office and approved by the County Cultural Awards Commission of the Sacramento Metropolitan Arts Commission.

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FINANCIAL DATA

The City Council has allocated \$30,000 from the FY 1986-87 City budget General Fund for the City of Sacramento Re-Granting Program to be administered by the Sacramento Metropolitan Arts Commission.

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, approve the proposed re-granting guidelines and contract between the City and the Sacramento Symphony Association.

Respectfully submitted,



ROBERT P. THOMAS, Director
Parks and Community Services

Recommendation Approved:



JACK R. CRIST
Deputy City Manager

RPT:ja

December 23, 1986
All Districts

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION APPROVING THE RE-GRANTING GUIDELINES
FOR LOCAL ARTS ORGANIZATIONS AND AUTHORIZING
THE CITY MANAGER TO EXECUTE AN AGREEMENT
BETWEEN THE SACRAMENTO SYMPHONY ASSOCIATION
AND THE CITY OF SACRAMENTO

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

1. That the Re-Granting Guidelines for local arts organizations, as developed by the Sacramento Metropolitan Arts Commission, are hereby approved.
2. That the City Manager is hereby authorized and directed to execute, on behalf of the City of Sacramento, an agreement between the City of Sacramento and the Sacramento Symphony Association for funding of the arts activities of the Sacramento Symphony Association.

MAYOR

ATTEST:

CITY CLERK

CITY OF SACRAMENTO

RE-GRANTING PROGRAM/1986-1987

This Agreement, made and entered into this _____ day of _____, 1986, by and between the City of Sacramento, a municipal corporation (hereinafter referred to as "City"), and the Sacramento Symphony Association, a non-profit corporation (hereinafter referred to as "Contractor").

Whereas the City is now implementing in support of local arts organizations a Re-Granting Program allocating funds in support of arts activities for the citizens of Sacramento and authorizing the Sacramento Metropolitan Arts Commission to develop recommendations on the disbursement of funds through the Arts Commission.

Whereas, funds have been allocated for arts activities of the Sacramento Symphony Association.

Now, therefore, the parties mutually agree as follows:

1. City hereby agrees to pay to Contractor upon execution of this agreement, the sum of \$30,000.00. Contractor hereby agrees to use said sum exclusively for the purpose enumerated in Attachment "A", to this agreement and to accept said sum as full payment for the rendering of services therein enumerated.
2. Contractor 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. Contractor further agrees that the City's Director of Finance shall at all times have access to all books, records and accounts kept by Contractor 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.
4. Contractor certifies that any goods or services provided and any persons employed pursuant to this

agreement shall be without discrimination based on sex, color, religion, national origin or ancestry, handicapped and sexual orientation.

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

6. Disbursement of funds requires a match of funds by the County of Sacramento.

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. Slipe
City Manager

Sacramento Symphony
Association

By _____

Attest:

City Clerk

Approved as to form:

City Attorney

CITY OF SACRAMENTO RE-GRANTING GUIDELINES

I. Forward

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

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

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

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

II. General Funding Policies

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

III. Guidelines

A. Eligibility Requirements

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

B. Review Criteria

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

C. What is Not Funded

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

IV. Application Process

A. What to Submit

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

B. Review Committee

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

B. Evaluation

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

IV. Letter of Application

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

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