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DEPARTMENT OF PARKS
AND COMMUNITY SERVICES

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CITY OF SACRAMENTO
CALIFORNIA

November 14, 1990

1231 I STREET
SUITE 400
SACRAMENTO, CA
95814-2977

916-449-5200

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

Joint Budget and Finance/
Transportation and Community Development Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: 1990-91 Sacramento Cultural Awards Program,
Level One and Level Two

SUMMARY

This report recommends approval of: 1) use of \$156,000 for joint City and County arts funding program called "1991 Sacramento Cultural Awards;" 2) allocation of funds to Level One and Level Two programs; 3) attached Sacramento Cultural Awards Level One and Two guidelines; and 4) authorize the City Manager to enter into an agreement between the City and the County of Sacramento for administration of the 1991 Sacramento Cultural Awards Program.

BACKGROUND INFORMATION

In June 1990, the Sacramento City Council approved use of \$156,000 in additional General Fund Resources to be used for arts regranteeing programs, to be administered by the Sacramento Metropolitan Arts Commission.

The Arts Commission currently administers three grants programs, including the Sacramento County Cultural Awards Program, which funds arts organizations. The County Cultural Awards Program is separated into two programs: Level One provides arts project support on a competitive basis for organizations with operating budgets under \$400,000 a year and those ineligible for Level Two. Level Two funding supports general operating costs of arts organizations with budgets over \$400,000. The Arts Commission has administered the Cultural Awards Program for the County since 1982. At the annual County budget hearings on August 23, 1990, the County Board of Supervisors approved an allocation of \$428,000 to the 1990-91 County Cultural Awards Program administered by the Sacramento Metropolitan Arts Commission.

At its September 12, 1990 meeting, the Sacramento Metropolitan Arts Commission recommended that the City funds be combined with existing County funds to create the 1991 Sacramento Cultural Awards Program. Guidelines have been developed, crediting both the City and County for funding (Exhibits A and B). The application processes, peer panel review and funding processes will be similar to that of the past County Cultural Awards Program. It is proposed that the \$156,000 in City regranting funds be transferred to the County of Sacramento and combined with the 1991 Sacramento Cultural Awards County allocation. The rationale for combining City and County regranting funds is that a combined regranting program would result in one application for local governmental funding to arts organizations; would require the convening of only one panel to review applications; it would not necessitate the additional administrative expenses required to begin a new grants program; and paperwork would be streamlined since there would be only one application process. The concept of a combined City and County regranting program has the support of the Sacramento Metropolitan Arts Commission and the arts community.

ALLOCATION OF FUNDS

Funds for the proposed 1991 Sacramento Cultural Awards Program will total \$584,000. At their October 10, 1990 meeting, the Arts Commission recommended the following funding allocations:

	<u>County Funds</u>	<u>City Funds</u>	<u>Total Funds</u>
Level One	\$305,000	\$ 32,400	\$337,400
Level Two	123,000	123,600	246,600
TOTAL	\$428,000	\$156,000	\$584,000

Administrative costs of \$26,750 will be deducted proportionally from Level One and Level Two (Exhibit C) to cover panelists fees, printing, clerical costs, travel. Need for additional administrative costs and cost recovery will be discussed by the Sacramento Metropolitan Arts Commission at their November 14, 1990 meeting. The Commission will report back to the City Council and County Board of Supervisors within 90 days with recommendations on those additional costs.

Regarding the allocation of City and County funds to grant recipients, the following three options are proposed:

Option One: The list of ranked applicants and proposed funding allocations will be submitted to the City Council and Board of Supervisors for joint approval. Pro: This would result in ease of administration of the program. The Arts Commission is a joint City/County agency and review and approval of grant allocations should be jointly approved by both bodies. Con: A potential conflict could surface if the City or the County disagree on whether an organization should be funded at all or at the recommended grant

allocation. This conflict could result in a delay in the execution of contracts and dispersal of grant funds to the arts organizations.

Option Two: The City would receive a list of arts organizations recommended for funding with the \$156,000 City grant allocation, the County would receive a list of organizations recommended for funding with its \$401,250 grant allocation. Each grantee would be funded with 50% City and 50% County funds until the City dollars ran out. The balance of grantees recommended for funding would be funded exclusively by the County. Grantees funded by the City and County would credit both. Others would credit only the County. Pro: It would be clear what organizations are funded with City monies and County monies. Con: This would require additional administrative time to calculate the funding allocations for the City and County. There is the opportunity for either the City or County to reject or increase their respective funding to an organization.

Option Three: The City and the County would receive one list of ranked applications and recommended funding allocations. The funding allocations would be based on a percentage of City and County contributions to the overall grants program. For Level One, the City is contributing 10% of the available grant funds, the County 90%. For Level Two, the breakdown is approximately 50% and 50%. For example, if a Level One organization was recommended for funding at \$10,000, the funding allocation would state that the City fund the organization at \$1,000, the County at \$9,000. Pro: Each governmental body is responsible for approving their own percentage of the overall contribution to the grants program. Con: It would be cumbersome administratively to compute the percentage of City and County contribution to the overall funding recommendation to each arts organization. A potential conflict could surface if the City or the County disagree on whether an organization should be funded with their percentage of program contribution. This conflict could result in a delay with the execution of contracts and dispersal of funds to grantees.

Arts Commission staff recommends Option 2 as it would result in ease of administration of the program by requiring only one list of grantees for approval by the City and County. In addition, there would be clear credit to each funding body based on their contribution to the program.

LEVEL ONE AND TWO GUIDELINES

To date, the 1991 Sacramento Cultural Awards Program is two months behind schedule. This delay will impact the funding to some grantees whose proposals request funding for activities taking place in January through March 1991. Traditionally, the County Cultural Awards Program funds activities taking place between January through December. This delay has occurred because of the desire to pool City and County funds for a combined grants program. The Arts Commission

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solicited input from arts organizations and obtained their feedback and support for the program. It was necessary for the Arts Commission to review and approve grant guidelines and allocations of City funds for both the Level One and Two programs.

During review of the Level Two grant guidelines, there was discussion related to governmental funding of arts organizations who are nearly self-sufficient as a result of box office sales. The Awards Committee of the Arts Commission proposed including in the 1991 guidelines an eligibility requirement stating "Eligible applicants can have no less than 10% of total income as contributed income as reported in their most recently completed fiscal year audit. Applicants with less than 10% contributed income may apply for project support in the Level One category of Sacramento Cultural Awards." This eligibility requirement was approved by the Awards Committee at their September 14, 1990 meeting by a vote of 4 ayes, 2 noes, 1 absent. At their October 10, 1990 meeting, the Arts Commission unanimously rejected this eligibility requirement for the Level Two program, therefore, it is not included in the recommended guidelines attached in this report.

The Arts Commission met to discuss the proposed guidelines for Level One and take public testimony at its regular meeting on July 11, 1990, and met on October 10, 1990 to discuss the proposed guidelines and take public testimony regarding the Level Two guidelines. The Arts Commission recommends the adoption of the Level One and Level Two guidelines attached (Exhibits A and B). The guidelines include eligibility requirements, application, review and appeals processes. The guidelines state that organizations must be located within Sacramento County and activities and/or exhibitions must be presented within the City and/or County of Sacramento. For Level One, arts organizations will be recommended for funding on the basis of artistic and administrative qualifications reviewed by a peer panel of arts professionals appointed by the Arts Commission. The panel will rank all eligible applications and the Awards Committee of the Arts Commission will make funding recommendations. For Level Two, eligible arts organizations with operating budgets at or above \$400,000 will receive a base level of funding of \$20,000. Additional incentive is provided for institutions 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. A panel of arts professionals will review and rank all eligible applications. A funding formula will be applied to all applications to determine incentive funding above the \$20,000 base level funding. Funding recommendations for Level One and Level Two will be forwarded to the Arts Commission who will in turn make funding recommendations to the City Council and Board of Supervisors. Final funding recommendations will rest with the City Council and Board of Supervisors.

The County Board of Supervisors will also be asked to approve combining of City and County funds for a joint 1991 Sacramento Cultural Awards program, approve the allocations to Level One and Level Two, and approve the 1991 Sacramento Cultural Awards Level One and Level Two guidelines.

The Arts Commission will review and evaluate the combined City and County grants program at the conclusion of the 1991 cycle and report back to both City Council and the Board of Supervisors.

FINANCIAL DATA

The City Council has allocated \$156,000 from the Transient Occupancy Tax revenue in support of arts regranting programs to be administered by the Sacramento Metropolitan Arts Commission. No administrative funds will be deducted from the \$156,000. The City and County will enter into an agreement for the 1990-91 Sacramento Cultural Awards Program in the amount of \$26,750 in County funds to be administered by the Metro Arts Division.

POLICY CONSIDERATIONS

The Sacramento Metropolitan Arts Commission has over a decade's experience in administering grant funds in support of the arts for the County of Sacramento. The grant policies and processes developed over that time are perceived by the arts community and elected officials as fair and equitable, while assisting in efforts to promote and increase artistic excellence and community access.

The Arts Commission recommends the following major policies:

- City and County grant funding be combined.
- policies, guidelines and funding allocations be approved annually by the Council and Board.
- two separate Sacramento Cultural Awards categories (Level One and Two) be continued to provide operating support for arts organizations with operating budgets at or above \$400,000; and project support for arts organizations with budgets under \$400,000. In 1991, the Sacramento Metropolitan Arts Commission will explore operating support for some members of this group also.

MBE/WBE EFFORTS

Every effort will be made to reach the City's MBE/WBE goals.

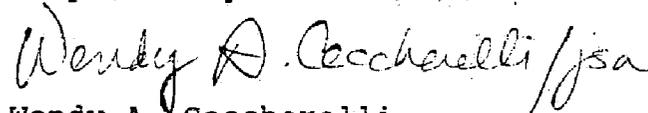
Joint Budget and Finance/
Transportation and Community Development Committee
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RECOMMENDATION

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

- 1) Approve the use of \$156,000 for a joint City and County arts regranting program called "1991 Sacramento Cultural Awards;"
- 2) Approve the allocation of funds to the Level One and Level Two programs and;
- 3) Approve the 1991 Sacramento Cultural Awards Level One and Level Two grant guidelines (Exhibits A and B).
- 4) Authorize the City Manager to enter into an agreement between the City and County of Sacramento to administer the 1991 Sacramento Cultural Awards Program.

Respectfully submitted,



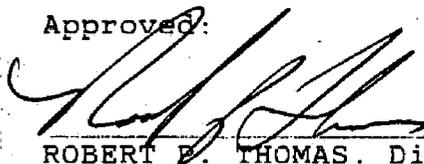
Wendy A. Ceccherelli
Director, Metro Arts Division

Recommendation Approved:



JACK R. CRIST
Deputy City Manager

Approved:



ROBERT E. THOMAS, Director
Parks and Community Services

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

Attachments

December 11, 1990
All Districts

CCAD1/SR-CITY

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**Sacramento Metropolitan
Arts Commission**

**DRAFT
11/6/90**

**800 Tenth Street, Suite 1
Sacramento, California 95814
(916) 449-5558**

EXHIBIT A

**A Public Agency Cultural Awards
Program**

**SACRAMENTO
CULTURAL AWARDS GUIDELINES
LEVEL ONE**

1990-1991

Commissioners

**Mary Anne Payne,
Chair
Armando Cid
Pat Davidson
Brandy Murtishaw
Daphne Stammer
Susie Williams
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**

**Sandra Smoley, Chair
Illa Collin
C. Tobias Johnson
Grantland Johnson
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. You may also wish to review previously successful applications for guidance.
- * 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,

Susie Williams, Chair
Awards Committee

89-90CCA/91GUIDELINES

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SACRAMENTO
CULTURAL AWARDS PROGRAM

1990 - 1991

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

PROPOSED TIMELINE

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Board of Supervisors reviews budget.	August 1990
Board of Supervisors and City Council approves 1990-91 criteria and guidelines.	November 1990
Announcement of availability of funds through press releases, public service announcements, mailing lists. Applications available.	December 1990
Guideline Workshop for organizations interested in applying.	December 1990
Commission staff respond to requests for information about eligibility, criteria, and application procedures.	December 1990 - January 1991
DEADLINE FOR APPLICATIONS.	JANUARY ____ 1991
Applications reviewed by Commission staff for accuracy and completeness. If items are missing, applicants are advised.	January 1991
Cultural Awards Level One Review Panel reviews all eligible proposals.	February 1991
Awards Committee meets to review panel recommendations, comments and rankings.	February 1991
Applicant organizations are notified of panel and committee rankings.	February 1991
Appeals from organizations concerning panel and committee rankings received by Arts Commission staff.	March 1991
Appeals panel reviews applicant comments and makes recommendations to Awards Committee.	March 1991
Awards Committee reviews appeals panel recommendations and assigns funding amounts. Arts Commission acts on Committee's recommendations.	March 1991
Arts Commission reports back to the Board of Supervisors and City Council with Commission's recommendations. Board and Council make final allocations.	March 1991

PROPOSED TIMELINE

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Grantees will be notified to sign document which signifies acceptance of grant and its conditions.

March 1991

Note: A change in funding level from original request will require revisions to proposed project narrative and budget by applicant.

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

March 1991

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

March 1991 through December 1991

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

March 1991 through December 1991

SACRAMENTO
CULTURAL AWARDS PROGRAM GUIDELINES

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In recognition of the importance of our cultural heritage, the Board of Supervisors of Sacramento County and City Council, 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 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 and City Council.

GENERAL FUNDING POLICIES

In preparing your proposal, please note that the request in Level One must be for support of a specific arts project. Support includes administrative, artistic and production related costs. 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. An organization may only serve as a fiscal receiver for one separate organization in addition to that organization's own application.

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.

Please note that grants awarded one year do not guarantee or imply award funding in subsequent years.

AWARD FUNDING

All projects funded by this program must take place between January 1, 1991, and December 31, 1991.

The 1991 Sacramento Cultural Awards Program has experienced a delay in the established schedule from the past Cultural Awards Program, which will impact the contracting process for grant recipients. Grantee contracts will be awarded in the Spring 1991 and grantees will be able to claim reimbursement for project expenses incurred between January 1, 1991 and December 31, 1991. Please be aware that no reimbursement can be made until contracts are executed.

ELIGIBILITY REQUIREMENTS

Level One Awards

Level One awards are designed to support art projects for organizations with budgets less than \$400,000 and those not eligible for Level Two funds. 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. 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 provided local arts programming for at least one year and must have approval of its board of directors to submit application.
3. Applicant organizations must be incorporated as a non-profit, 501(c)(3) tax-exempt group by the date of application. Evidence of this status must be represented 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.
4. Programs or activities must be primarily directed to Sacramento County audiences and the organization must be based in Sacramento County.
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 Cultural Awards must be accessible to the physically disabled.
 7. 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.
 8. Applicant organization must have formal approval of its board of directors to submit application.
 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 arts organizations with total operating budgets at or above \$400,000 for fiscal year 1989-90. 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. Media arts are not included in Level Two. Level Two eligibility requirements are detailed in a separate guidelines and application booklet.

REVIEW CRITERIA

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

1. Artistic excellence of the proposed project.
2. Artistic excellence of the applicant organization.
3. Artistic/administrative qualifications of those involved in the organization. Applicant must submit proof of ability to maintain fiscal accountability of grant money as evidenced by the combined managerial, legal, fiscal, and artistic experience of its Board of Directors, staff, and those carrying out the proposed project.

4. Appropriateness of amount requested and ability to carry out project with amount of funds requested.
5. Audience development: a) project accessibility to the public, b) efforts at minority involvement, c) new and/or special audiences, d) geographical outreach.
6. Evidence of consistently strong audience and community support such as earned income (i.e. ticket sales), private and corporate contributions, state and federal funding, and/or letters of support.
7. Organization and/or services provided in the unincorporated area.

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 89-90 must provide a one-to-one cash match. For every dollar awarded, the organization must secure an additional one dollar in other funds. Eligible organizations with an annual operating budget under \$200,000 in FY 89-90 must provide a cash match on a two-to-one basis. That is, for every two dollars awarded, 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 artist applicants, unless application submitted by and sponsored through an organization meeting eligibility requirements.
2. Capital expenditures, 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.

WHAT TO SUBMIT

Applicants must submit the completed application and attachments as delineated below:

1. Nine (9) copies of completed application form including the original with signature of authorized representative.
2. Nine (9) copies of current list of Board of Directors, names and addresses.
3. Nine (9) copies of resume(s) of key personnel.
4. 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 or video material, please include only one copy. If submitting videotape, use only 1/2" VHS format recorded at fast speed. Extended play tape recordings will not be accepted. Please cue video and audio tapes to begin at a 3-5 minute sample of your group's best work.
5. Nine (9) copies of each letter of support, up to a maximum of three different letters.
6. One (1) copy of Internal Revenue Service Letter 501(c)(3).*
7. One (1) copy of Assurance of Compliance Form (Section 504 of the Rehabilitation Act).*
8. Nine (9) copies of current self-evaluation form or status report if a previous grant recipient.
9. One (1) copy of Organizational Self-Assessment Form.*

* These materials will not be forwarded to the review panel with your application.

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 in _____ . If you require additional information, or if you cannot attend the workshop, please call 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 applicant's responsibility to submit complete and accurate applications. Applicants that fulfill the requirements for eligibility are then evaluated by a review panel.

The Review Panel will make artistic and administrative evaluations and present its recommendations, comments and rankings to the Commission's Awards Committee. The Committee will review the panel's findings. Organizations will be notified of panel and Committee rankings. 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:

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

DISSATISFACTION WITH RANKING IS NOT SUFFICIENT GROUNDS FOR APPEAL. 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 Board of Supervisors and City Council who will make final award allocations.

Organizations are welcome to attend the monthly meeting scheduled for March 1991, when the full Commission will make its final recommendations to the Board of Supervisors and City Council.

SELECTION AND QUALIFICATIONS OF REVIEW PANELISTS

The Cultural Awards Review Panel will each be made up of five (5) non-Commissioners. Commissioners will be assigned as ex-officio, non-voting members to serve as advisors. 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.

Effort will be made to carried over at least two panelists from previous year's review process.

DEADLINE

Applications must be postmarked or delivered in person to the Sacramento Metropolitan Arts Commission by 5 p.m. January 1991. 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.

CREDIT

In any event sponsored through the Sacramento 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 Sacramento Cultural Awards Program of the Sacramento Metropolitan Arts Commission with support from the City and County of Sacramento."

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

HOW TO FILL OUT APPLICATION FOR THE SACRAMENTO
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 January 1, 1991 and must end no later than December 31, 1991.
3. 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.
- 4-7. Answer questions in space provided. Do not continue on additional sheets. Please be specific, clear and concise in your answers.
8. 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:
 - o Artistic
 - o Administrative (i.e. management, clerical)
 - o Production (i.e. technical crew, stagehands)

- B. **Operating Expenses:** List operating expenses for which you are requesting funds in the following categories:
- o Production: includes costumes, sets, staging, etc.
 - o Facility rent
 - o **Supplies:** includes consumable items such as stationery, pencils, typewriter ribbons
 - o **Printing:** photocopy and reproduction costs
 - o **Postage:** stamps and mailing fees
 - o **Telephone:** telephone charges
 - o **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.
 - o **Travel:** mileage expenses incurred which are directly related to the project within Sacramento County
 - o Utilities
 - o Maintenance and repair
 - o Insurance
 - o Marketing and Development
 - o Legal and Accounting
 - 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.
 - o **Indirect costs:** a percentage of total operating budget as it applies to this application (not to exceed ten percent of total amount requested).
- 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.

INSTRUCTIONS

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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.

9. If applicable, provide information requested for the year(s) and amount(s).
- 10-14. Provide information requested.
15. Certification: Signed by person with legal authority to enter into a contract on behalf of the organization.
16. Complete budget information requested. Applicants with budget deficits, surpluses, or major shifts in budget from year to year are asked to attach a statement explaining causes and actions to be taken.
17. Complete balance sheet, listing all assets and liabilities.
18. Assurance of Compliance Form: Signed by President of the organization.

HOW TO SUBMIT

Below is the order in which nine collated copies of the application and its attachments should be assembled:

1. Application Form, pages 14 - 23.
2. Board List (names & addresses)
3. Resume(s) of key personnel
4. Reviews, brochures
5. Three letters of support.
6. IRS Letter 501(c)(3) 1-copy
7. Assurance of Compliance Form (Sec. 504) (page 24) 1-copy
8. Self-evaluation forms (if past County Cultural Awards recipient)
9. Organizational Self-Assessment Form, pages 25 - 30 1-copy

Include all required copies and postmark by January 1991. Mail to:

Sacramento Metropolitan Arts Commission
800 Tenth Street, Suite 1
Sacramento, CA 95814

1990-91 SACRAMENTO
CULTURAL AWARDS APPLICATION

DRAFT

Postmark Deadline:
January 1991

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

1. Legal Name of Organization _____

Telephone (916) _____

Permanent mailing address _____

_____ Zip Code _____

Contact Person _____ Title _____

Telephone Day _____ Telephone Eve _____

2. Project Start Date _____ to _____

3. Please provide a brief description of funding request. Please outline purpose and content of project activity. Include target audience, when, and where activities will take place and who is involved. Be specific.

4. Provide the organization's mission statement, include long-range goals and objectives for the current year and the next two years and how the proposed project supports those goals and objectives.

5. Briefly describe the history and accomplishments of your organization.

6. Describe audience development and outreach as related to: a) project accessibility to the public, b) efforts at minority involvement, c) new and/or special audiences, d) geographical outreach. Please state this year's projected audience figures and compare them to last year's figures.

6. Describe community support and involvement (with regard to volunteers, in-kind services, donations. Attach letters of support, if applicable.) Please attach a list of contributors, i.e. corporate, foundation (cash and in-kind funding sources only; not individual members).

D R A F T

Approximately how many volunteers does your organization have?

Approximately how many volunteer hours does your organization receive per month?

7. If applicant organization does not have non-profit status and is using a fiscal receiver, please describe the relationship between the two organizations. Attach a statement of agreement between your organizations.

Column C = Column A + Column B				
8. PROJECT BUDGET	Total Project Cost	Grant Request	Applicant Cash* Match 1:1 2:1	Source** of Match
A. Salaries (Title/rate of pay)				
<u>Artistic</u>	\$ _____	\$ _____	\$ _____	_____
<u>Administrative</u>	\$ _____	\$ _____	\$ _____	_____
<u>Production</u>	\$ _____	\$ _____	\$ _____	_____
	\$ _____	\$ _____	\$ _____	_____
Sub-Total Salaries	\$ _____	\$ _____	\$ _____	
B. Operating Expenses				
<u>Production</u>	\$ _____	\$ _____	\$ _____	_____
<u>Facility Rent</u>	\$ _____	\$ _____	\$ _____	_____
<u>Supplies</u>	\$ _____	\$ _____	\$ _____	_____
<u>Printing</u>	\$ _____	\$ _____	\$ _____	_____
<u>Postage</u>	\$ _____	\$ _____	\$ _____	_____
<u>Telephone</u>	\$ _____	\$ _____	\$ _____	_____
<u>Rental or Purchase of Equipment</u>	\$ _____	\$ _____	\$ _____	_____
<u>Travel</u>	\$ _____	\$ _____	\$ _____	_____
<u>Utilities</u>	\$ _____	\$ _____	\$ _____	_____
<u>Maintenance and Repair</u>	\$ _____	\$ _____	\$ _____	_____
<u>Insurance</u>	\$ _____	\$ _____	\$ _____	_____
<u>Marketing & Development</u>	\$ _____	\$ _____	\$ _____	_____
<u>Legal & Accounting</u>	\$ _____	\$ _____	\$ _____	_____
<u>Consultants or Professional Services list:</u>	\$ _____	\$ _____	\$ _____	_____

Indirect Costs	\$ _____	\$ _____	\$ _____	_____

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.

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: _____

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):

<u>Fiscal Year</u> <u>Beginning</u>	<u>Ending</u>	<u>Amount</u>
____/____/____ to ____/____/____		\$ _____
____/____/____ to ____/____/____		\$ _____
____/____/____ to ____/____/____		\$ _____

15. 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

APPLICATION

16. Budget Information

Organization's Income and Expense Statement last completed fiscal year beginning in ____/____/____ and ending in ____/____/____. Use actual budget figures; do not round off numbers.

Income

<u>Sources</u>	<u>Amount</u>	<u>% of Budget</u>
Sacramento Metropolitan Arts Commission	\$ _____	_____
Local Government (Source _____)	\$ _____	_____
State Grants	\$ _____	_____
Federal Grants	\$ _____	_____
Corporate Contributions	\$ _____	_____
Foundations	\$ _____	_____
Membership Dues	\$ _____	_____
Other Contributions	\$ _____	_____
Admission/Ticket Sales	\$ _____	_____
Other (please specify)	\$ _____	_____
<u>Total Income</u>	\$ _____	100%

Expenses

<u>Salaries and Benefits</u>		
Artistic	\$ _____	
Administrative	\$ _____	
Production	\$ _____	
Subtotal	\$ _____	
<u>Operating Expenses (list by line item)</u>		
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Subtotal	\$ _____	
<u>Total Expenses</u>	\$ _____	
<u>Balance</u>	\$ _____*	

*Applicants with budget deficits or surpluses are asked to attach a statement explaining the causes and actions to be taken.

APPLICATION

Current Fiscal Year Budget beginning in ____ / ____ / ____ and ending in ____ / ____ / ____.

Income

<u>Sources</u>	<u>Amount</u>	<u>% of Budget</u>
Sacramento Metropolitan Arts Commission	\$ _____	_____
Local Government (Source _____)	\$ _____	_____
State Grants	\$ _____	_____
Federal Grants	\$ _____	_____
Corporate Contributions	\$ _____	_____
Foundations	\$ _____	_____
Membership Dues	\$ _____	_____
Other Contributions	\$ _____	_____
Admission/Ticket Sales	\$ _____	_____
Other (please specify)	\$ _____	_____
<u>Total Income</u>	\$ _____	100%

Expenses

Salaries and Benefits

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

<u>Operating Expenses</u> (list by line item)	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Subtotal	\$ _____

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

Balance \$ _____ *

*Applicants with budget deficits or surpluses are asked to attach a statement explaining the causes and actions to be taken.

APPLICATION

Projected Operating Budget for Next Fiscal Year beginning in _____ and ending in _____.

Income

<u>Sources</u>	<u>Amount</u>	<u>% of Budget</u>
Sacramento Metropolitan Arts Commission	\$ _____ **	_____
Local Government (Source _____)	\$ _____	_____
State Grants	\$ _____	_____
Federal Grants	\$ _____	_____
Corporate Contributions	\$ _____	_____
Foundations	\$ _____	_____
Membership Dues	\$ _____	_____
Other Contributions	\$ _____	_____
Admission/Ticket Sales	\$ _____	_____
Other (please specify)	\$ _____	_____
<u>Total Income</u>	\$ _____	100%

Expenses

Salaries and Benefits

Artistic	\$ _____
Administrative	\$ _____
<u>Production</u>	\$ _____
Subtotal	\$ _____
<u>Operating Expenses</u> (list by line item)	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Subtotal	\$ _____
<u>Total Expenses</u>	\$ _____

Balance

\$ _____ *

- * Applicants with budget deficits or surpluses are asked to attach a statement explaining the causes and actions to be taken.
- ** Include dollar amount of 1991 grant request.

17. Balance Sheet

Figures as of _____
(date)

(Figures can be no older than June 30, 1989)

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 \$ _____

17. 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

Black

Asian/Pacific Islander

American Indian

F. Number of Board members who are women/men

_____ meets _____ annually

_____ meets _____ annually
Committee Name Number of times

E. Standing Committees:

D. Number of Board meetings annually

C. Number of consecutive terms Board members may serve (print "indefinite" if no limit)

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

A. Number of Board members

I. Board Development

Telephone

Mailing Address

Name of Applicant Organization

Chicano/Latino _____

Euro-American _____

Other (Specify) _____

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

Yes _____ No _____

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: _____

E. 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?

_____ %

ORGANIZATIONAL SELF-ASSESSMENT FORM
1990-91

DRAFT

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): _____

III. Artistic Activities

A. If the organization presents:

1. How many performances are presented/year? _____

2. What media are presented? _____

3. What percentage of artists in groups presented are at each level of reputation?

a. International _____%

b. National _____%

c. Regional _____%

d. Local _____%

B. If the organization produces:

1. How many productions or performance programs are produced each year? _____

2. How many times does each one play in the city of Sacramento? _____

3. Looking at professional artists, including guests, what percentage are at each level of reputation?

- a. International _____% b. National _____%
- c. Regional _____% d. Local _____%

C. If the organization offers training or participation (Training implies successive technical development. Participation implies opportunities to explore a medium with assistance):

1. In what media are lessons or classes offered? Check whether training and/or participation opportunities are available in the medium.

Medium	Training	Participation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Does the organization offer:

- a. Ensemble performance opportunities Yes _____ No _____
- b. Master classes or other opportunities to work with established artists not regularly on faculty Yes _____ No _____
- c. Field trips to view work of established artists (concerts, exhibits) Yes _____ No _____
- d. Academic credit Yes _____ No _____
- e. A library Yes _____ No _____

D. If the organization presents exhibits:

1. How many exhibits are presented each year? _____
2. How many are curated and mounted by organization? _____
3. How many are exhibitions prepared by another institution? _____

4. Of exhibits presented, what percentage include work by:
- a. Living artists _____%
 - b. Locally based artists, past or present _____%
5. Of exhibits presented, what percentage include artists at each level of reputation?
- a. International _____%
 - b. National _____%
 - c. Regional _____%
 - d. Local _____%

IV. Marketing/Audience Service

A. How many persons does the organization serve annually?

- 1. How many are single admissions? _____
- 2. How many receive multiple services? _____

B. What is your primary service area?

_____ represents _____% of total constituency
Zip Code Number of percent

_____ represents _____% of total constituency

C. Estimate your constituency by age:

Percent pre-school _____% Percent 5-18 _____%

Percent 19-25 _____% Percent 26-40 _____%

Percent 41-55 _____% Percent over 55 _____%



D. Estimate the ethnic background of your constituency:

Percent Women _____ %
Percent Men _____ %
Percent American Indian _____ %
Percent Asian/Pacific Islander _____ %
Percent Black _____ %
Percent Chicano/Latino _____ %
Percent Euro-American _____ %
Percent Other (Specify) _____ %

V. Financial Development

A. Please list the following:

	1987-88	1988-89	1989-90
<u>Total Income</u>	_____	_____	_____
<u>Total Expenses</u>	_____	_____	_____
<u>Number of Persons Served</u>	_____	_____	_____

89-90CCA/91guidelines

DRAFT

Sacramento Metropolitan
Arts Commission

DRAFT
11/6/90

800 Tenth Street, Suite 1
Sacramento, California 95814
(916) 449-5558

EXHIBIT B

A Public Agency

SACRAMENTO
CULTURAL AWARDS GUIDELINES
LEVEL TWO

1990-1991

Commissioners

Mary Anne Payne,
Chair
Armando Cid
Pat Davidson
Brandy Murtishaw
Daphne Stammer
Susie Williams
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

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

SACRAMENTO
CULTURAL AWARDS PROGRAM

1990-1991

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

PROPOSED TIMELINE

Board of Supervisors reviews budget.	August <u>1990</u>
Board of Supervisors <u>and City Council</u> approves <u>1990-1991</u> criteria and guidelines.	November <u>1990</u>
Announcement of availability of funds. Applications available.	December <u>1990</u>
Commission staff respond to requests for information about eligibility, criteria, and application procedures.	December <u>1990</u> - January <u>1991</u>
DEADLINE FOR APPLICATIONS.	JANUARY <u>1991</u>
Applications reviewed by Commission staff for accuracy and completeness. If items <u>are</u> missing, applicants are advised.	January <u>1991</u>
Cultural Awards <u>Level II</u> Review Panel reviews all eligible proposals.	February <u>1991</u>
Awards Committee meets to review panel recommendations and assign dollar amounts.	February <u>1991</u>
Applicant organizations are notified of panel and committee recommendations.	February <u>1991</u>
Comments from organizations concerning panel and committee recommendations received by Arts Commission staff.	March <u>1991</u>
Awards Committee reviews applicant comments.	March <u>1991</u>
Awards Committee makes its recommendations to the Arts Commission. Arts Commission acts on Committee's recommendations.	March <u>1991</u>
Arts Commission reports back to the Board of Supervisors <u>and City Council</u> with Commission's recommendations. Board <u>and Council</u> makes final allocations.	April <u>1991</u>
County Counsel prepares contracts. Grantees will be notified to sign document which signifies acceptance of grant and its conditions.	April <u>1991</u>

PROPOSED TIMELINE

DRAFT

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

April 1991

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

April 1991 through December 1991

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

April 1991 through December 1991

**SACRAMENTO
CULTURAL AWARDS PROGRAM GUIDELINES**

DRAFT

In recognition of the importance of our cultural heritage, the Board of Supervisors of Sacramento County and Sacramento City Council, 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 on-going financial challenges of non-profit cultural activity. Level Two guidelines and application are included in this booklet.

The review process involves a formal written application submitted to a five-member review panel made up of arts professionals. 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 and City Council.

GENERAL FUNDING POLICIES

Level Two is designed to provide general operating support for arts organizations with operating budgets at or above \$400,000. Only one proposal per organization may be submitted. Organizations may not apply in Level One and Level Two unless the organization is acting as fiscal receiver for another applicant in another level. An organization may only serve as a fiscal receiver for one separate organization in addition to that organization's own application.

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

To guide you in preparing your application, keep in mind the review criteria described on page 5.

AWARD FUNDING

All projects funded by this program must take place between January 1, 1991, and December 31, 1991.

The 1991 Sacramento Cultural Awards Program has experienced a delay in the established schedule from the past Cultural Awards Program, which will impact the contracting process for grant recipients. Grantee contracts will be awarded in the Spring 1991 and grantees will be able to claim reimbursement for project expenses incurred between January 1, 1991 and December 31, 1991. Please be aware that no reimbursement can be made until contracts are executed.

ELIGIBILITY REQUIREMENTS**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 1989-90. 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. (Media arts are not included in Level Two.)

Organizations must meet the following eligibility requirements:

1. Applicant must be an arts organization. For purposes of this program, an arts organization is defined as an organization whose function is primarily to produce programs and activities in literary, visual, and performing arts of the Sacramento area.
2. Applicant organizations must be incorporated as a non-profit 501(c)(3), tax-exempt group by the date of application. Evidence of this status must be represented by the Internal Revenue Service Letter of Tax Exempt Status.
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 the Sacramento Cultural Awards Program must be accessible to the physically disabled.
6. Past award recipients must submit a final narrative report, or status report if grant funds not completely expended at time of application.
7. Applicant organization must have formal approval of its board of directors to submit application.
8. Applicants must provide an audited financial statement of their most recently completed fiscal year.
9. Applicant organizations must have a mission statement which includes goals and objectives.
10. Applicants must have a minimum of two full time paid professional staff.

PROGRAM GUIDELINES

11. Applicants must pay artists for their professional services at a level which is comparable to organizations of similar type and size.
 12. Applicants must submit a current fiscal and narrative long-range plan.
-

REVIEW CRITERIA

Level Two:

Each applicant competes only with itself and its own progress and accomplishments. A base level of funding support (\$20,000) is provided to each applicant meeting eligibility requirements. Additional incentive is provided for institutions to set long-term goals and achievable annual targets in the areas of artistic excellence, management excellence, fiscal responsibility, board development, and commitment to county outreach and community development. These review criteria are as follows:

1. Artistic Excellence
(up to 10 points awarded)

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.

2. Management Excellence/Fiscal Responsibility/Board Development
(up to 10 points awarded)

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.

3. County Outreach/Community Development
(up to 10 points awarded)

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.

MATCHING REQUIREMENTS

The Sacramento Cultural Awards Program is not meant to cover 100% of an organization's costs. As evidence of an organization's commitment, all Level Two award requests must be matched. Eligible organizations in Level Two must provide a one-to-one cash match. For every dollar awarded by the City and County, the organization must secure an additional one dollar in other funds. 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.
2. Capital expenditures, 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.

WHAT TO SUBMIT

1. Nine (9) copies of completed application form including the original with signature of authorized representative.
2. Nine (9) copies of organization's audited financial statement for the most recently completed fiscal year.
3. Nine (9) copies of an artistic mission statement from the artistic director (no longer than one page).
4. Nine (9) copies of current list of Board of Directors, names and addresses.
5. Nine (9) copies of chart of managerial and artistic responsibilities including committee structure of the Board.
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 or video material, please include one (1) copy. (Videotapes must be 1/2 inch VHS format recorded at the fast speed.) Please cue audio and video tapes to begin at a 3-5 minute sample of your group's best work.

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). This is included in the application on page 21.
11. Nine (9) copies of final narrative report or status report if grant funds not completely expended.
12. Nine (9) copies of current fiscal and narrative long-range plan.

HOW TO SUBMIT

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

1. Application Form
2. Audited Financial Statement most recent FY
3. Artistic Mission Statement
4. Board List (names & addresses)
5. Chart of managerial and artistic responsibilities and Board structure
6. Resume(s) of key personnel
7. Reviews, brochures (No more than three examples)
8. Three letters of support
9. IRS Letter 501(c)(3), 1 copy
10. Assurance of Compliance Form (Section 504) (page 21), 1 copy
11. Final narrative report, or status report
12. Fiscal and narrative long-range plan

APPLICATION ASSISTANCE

If you require additional information, please call the Kim Heckes, Grants Coordinator at 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 applicant's responsibility to submit complete and accurate applications. Applicants that fulfill the requirements for eligibility are then evaluated by a review panel.

The Review 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 1, Sacramento, CA 95814. Please respond no later than _____ 1991.

Organizations are welcome to attend the monthly meeting scheduled for _____, when the full Commission will make its final recommendations to the Board of Supervisors and City Council.

SELECTION AND QUALIFICATIONS OF REVIEW PANELISTS

The Sacramento 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 directly involved with the Cultural Awards program will be a voting member of the panel. 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. JANUARY ____ 1991. Late applications will not be accepted.

NOTIFICATION

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

EVALUATION

A final narrative report is required of all award recipients within 30 days of completion of the award cycle. If your funds have not been completely expended, an in-progress report is required. Any applicant that has received an award in the previous fiscal year will be required to submit a final narrative or status report for that year before its current proposal will be considered.

CREDIT

In any event sponsored through the Sacramento 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 Sacramento Cultural Awards Program of the Sacramento Metropolitan Arts Commission, with support from the City and County of Sacramento."

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

**HOW TO FILL OUT APPLICATION FOR THE SACRAMENTO
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 the proposal.
- 2-11. Briefly answer questions in space provided. Do not continue on additional sheets.
12. If applicable, provide information requested for the year(s) and amount(s).
- 13-17. Provide information requested.
18. Certification: Signed by person with legal authority to enter into a contract on behalf of the organization.
- 19-21. Complete budget information requested.
22. Assurance of Compliance Form: Signed by President of the organization.

Attachments: See pages 6 and 7 under section "What to Submit". Include all required copies and postmark by January 1991. Mail to:

Sacramento Metropolitan Arts Commission
800 Tenth Street, Suite 1
Sacramento, CA 95814

1990-91 SACRAMENTO
CULTURAL AWARDS APPLICATION

DRAFT

Postmark Deadline:
JANUARY , 1991

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

1. Legal Name of Organization _____
Telephone (916) _____
Permanent mailing address _____
_____ Zip Code _____
Contact Person _____ Title _____
Telephone Day _____ Telephone Eve _____

2. Provide the organization's artistic mission statement.

3. Please describe the organization's artistic excellence as measured against its artistic mission statement. Please describe efforts at improvement, national affiliations, accreditation, and artistic compensation.

4. Please describe the organization's regular programs and services to be provided for the coming two years.

5. Please 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.

8. Please describe your organization's efforts at county-wide outreach and/or county-wide participation and responsiveness to county-wide demographics. Please provide specifics of future activities and relate them to the long-range plan.

9. Please describe multicultural involvement with board, staff, programs, audience, and outreach.

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10. Describe commitment to education and young audiences.

11. Describe efforts to make your programming accessible to the tourism industry.

12. 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>
_____	_____
_____	_____
_____	_____
_____	_____

13. How many years has your organization been in operation? _____

14. Year of incorporation: _____

15. Total number of personnel: _____

Total number 50-100% paid _____

Total number 25-50% paid _____

Total number unpaid _____

Other _____

16. Please provide audience figures for the last completed fiscal year, current fiscal year, and for the next fiscal year. Please indicate how many are single ticket vs. subscriber.

	<u>Last Completed Fiscal Year</u>	<u>Current Fiscal Year</u>	<u>Next Fiscal Year</u>
Single Ticket	_____	_____	_____
Subscriber	_____	_____	_____
Total	_____	_____	_____

17. Provide the organization's actual operating budget for last completed fiscal year, projected current fiscal year, and projected next fiscal year listing revenue & expenses.

<u>Fiscal Year Beginning</u>	<u>Ending</u>	<u>Revenue</u>	<u>Expenses</u>
____/____/____ to ____/____/____		\$ _____	\$ _____
____/____/____ to ____/____/____		\$ _____	\$ _____
____/____/____ to ____/____/____		\$ _____	\$ _____

18. 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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19. 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>
Sacramento Metropolitan Arts Commission	\$ _____	_____
Local Government (Source _____)	\$ _____	_____
State Grants	\$ _____	_____
Federal Grants	\$ _____	_____
Corporate Contributions	\$ _____	_____
Foundations	\$ _____	_____
Membership Dues	\$ _____	_____
Other Contributions	\$ _____	_____
Earned Income	\$ _____	_____
Other (Please specify)	\$ _____	_____
<u>Total Income</u>	\$ _____	<u>100%</u>

Expenses

Salaries and Benefits

Artistic	\$ _____
Administrative	\$ _____
Subtotal	\$ _____
<u>Operating Expenses</u> (list by line item)	\$ _____
	\$ _____
	\$ _____
Subtotal	\$ _____
<u>Total Expenses</u>	\$ _____
Balance	\$ _____

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20. Current Fiscal Year Budget beginning in ____/____/____ and ending in ____/____/____.

Income

<u>Sources</u>	<u>Amount</u>	<u>% of Budget</u>
Sacramento Metropolitan Arts Commission	\$ _____	_____
Local Government (Source _____)	\$ _____	_____
State Grants	\$ _____	_____
Federal Grants	\$ _____	_____
Corporate Contributions	\$ _____	_____
Foundations	\$ _____	_____
Membership Dues	\$ _____	_____
Other Contributions	\$ _____	_____
Earned Income	\$ _____	_____
Other (Please specify)	\$ _____	_____
<u>Total Income</u>	\$ _____	100%

Expenses

Salaries and Benefits

Artistic	\$ _____
Administrative	\$ _____
Subtotal	\$ _____
<u>Operating Expenses</u> (list by line item)	\$ _____
	\$ _____
	\$ _____
Subtotal	\$ _____
<u>Total Expenses</u>	\$ _____
Balance	\$ _____

21. Projected Operating Budget for Next Fiscal Year beginning in _____ and ending in _____.

Income

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

Expenses

Salaries and Benefits

Artistic	\$ _____
Administrative	\$ _____
Subtotal	\$ _____
<u>Operating Expenses</u> (list by line item)	\$ _____
	\$ _____
	\$ _____
	\$ _____
Subtotal	\$ _____
<u>Total Expenses</u>	\$ _____
Balance	\$ _____

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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 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

11-2-90

**1991 SACRAMENTO CULTURAL AWARDS PROGRAM
PROPOSED BUDGET**

<u>SALARIES</u>	<u>CITY FUNDED</u>	<u>COUNTY FUNDED</u>	<u>TOTAL</u>
Coordinator (.50 FTE) (\$48,778/yr)	\$ 24,389	\$ 0	\$ 24,389
Prog. Asst. (1.0) FTE) (\$33,430/yr)	16,715	16,715	33,430
Clerical (.60 FTE) (\$35,152/yr)	0	22,475*	22,475
SUB TOTAL	<u>\$ 41,104</u>	<u>\$ 39,190</u>	<u>\$ 80,294</u>
<u>OPERATING EXPENSES</u>			
Grants	\$156,000	\$401,250	\$557,250
Printing	1,200	2,675*	3,875
Travel	0	100*	100
Panelist Honoraria	0	1,500*	1,500
Phone	100	0	100
Postage	200	0	200
Photocopy	500	0	500
Office Supplies	500	0	500
Photography	1,500	0	1,500
SUB TOTAL	<u>\$160,000</u>	<u>\$405,525</u>	<u>\$565,525</u>
GRAND TOTAL	<u>\$201,104</u>	<u>\$444,715</u>	<u>\$645,819</u>

* TOTALS \$26,750 OF COUNTY'S CONTRIBUTION TO ADMINISTRATIVE COSTS

KH3/BUDGET