

Subgrant Guidelines

San Angelo Cultural Affairs Council

Sub-Granting Program

2017-2018

Supported with funds from the City of San Angelo Hotel/Motel Occupancy Tax and the San Angelo Cultural Affairs Council.

Deadline for applications is August 18, 2017 at NOON

Introduction

The San Angelo Cultural Affairs Council established the Sub-Granting Program in 1989. The Sub-Granting Program is designed to assist local organizations both artistically and administratively. In contracting with local arts organizations for services, the Cultural Affairs Council helps arts organizations contribute to the quality of life, economy, and development of cultural tourism in San Angelo. Grant funds come from the City of San Angelo's hotel/motel tax, the Texas Commission on the Arts and the San Angelo Cultural Affairs Council.

Goals

The San Angelo Cultural Affairs Council Sub-Granting Program has specific goals:

- To increase the marketing capabilities of local arts and cultural organizations;
- To promote self-sufficiency among local arts organizations and groups;
- To increase artistic development;
- To encourage program and audience development;
- To encourage joint programming and mutual support by local art organizations; and
- To promote the arts by encouraging participation within the community and by tourists.

Grant Categories

The San Angelo Cultural Affairs Council provides grants in two categories: **Core Support** and **Project Support**. Generally, Core Support grants provide organizational support for established non-profit arts groups that offer year-round arts programming, while Project Support grants are for special events, exhibits, festivals, performances and arts-in-education programs. Organizations may apply for only one grant during the sub-grant year. Please refer to the definitions below to determine which category is appropriate.

- **Core Support**

This grant is designed to support the activities of established non-profit arts organizations that were created primarily to deliver arts programming and have:

- a full-time, paid professional director;
- an annual budget exceeding \$100,000;
- a three-tiered system of internal fiscal controls; and
- a board-approved policy for tracking out of town visitors

- **Project Support**

This grant is designed to support non-profit organizations that provide other types of community services, but deliver arts programming through specific projects such as exhibits, concerts, cultural festivals, or arts-in-education programs. Project support grants will not exceed \$2500.

Grant awards are limited by availability of funds. Applicants must address the project's role in enhancing and promoting tourism and the convention and hotel industry in San Angelo to be eligible to receive grant funds. Core and Project Grant Applications will be ranked by the grant committee. Funds will be allocated according to rank.

Grant Period

Sub-grant applications may be submitted for projects occurring within the grant period from September 1, 2017 through August 31, 2018. Organizations may apply for only one grant during the sub-grant year. Grant evaluations for the 2017-2018 Grant Year will be due AUGUST 1, 2018.

Eligibility

Organizations applying for financial assistance must meet the requirements listed below:

- Any non-profit, tax-exempt 501(c) 3 organization is eligible to apply for financial assistance. Proof of the organization's tax-exempt status must accompany first-time applications. If this criterion cannot be met, the applicant may apply through a "sponsor organization." If a sponsoring organization is used, written approval from the governing body of the sponsoring organization should accompany the application along with proof of its tax-exempt status. The sponsoring organization will become responsible for project administration and management.
- The applying organization must have been an IRS recognized non-profit for at least one (1) calendar year.
- The applying organization must have administrative offices within the City of San Angelo.
- Special projects must occur within the City of San Angelo and be open to the public.

Projects Not Funded

Projects that will not be funded include:

- Social functions, parties, receptions, fund raising benefits, awards, or prizes;
- Projects involving academic credit;
- Projects at colleges and universities which primarily relate to curriculum and which have minimal or no community involvement;
- Operating expenses for privately-owned facilities;
- Travel for organizational staff or board of directors (artist travel is allowable);
- Commercial projects which are or can be self-supporting;
- Activities restricted to an organization's membership;
- Deficit budget or retroactive funding;
- Direct funding to individuals.

Matching Requirements

All requests for financial assistance will require a dollar-for-dollar match. At no time will support more than 10 percent of the organization's budget. **"In-kind" matches will not be accepted as matching funds.** (Organizations must set aside matching dollars or have a letter of commitment from another funding source.)

Sponsor Acknowledgement

In all publicity, promotion, and program information for the funded project, the grantee must acknowledge the grant with the following: ***"This project is partially supported by funds from the San Angelo Cultural Affairs Council and the City of San Angelo,"*** in a font readable without magnification. Print materials MUST include the logo for the San Angelo Cultural Affairs Council.

Letters of Recognition

Grantees must write a letter of recognition to the City of San Angelo Mayor and to the member of City Council who represents the district in which the grantee's offices are located. These letters must be sent by December 1, 2017 and a copy sent to the office of the San Angelo Cultural Affairs Council. The letters should be non-political in nature and state your organization, its mission, the amount you received from the Sub-grant program, and what project(s) the grant will help fund.

All evidence documenting the SPONSOR ACKNOWLEDGEMENT MUST be submitted electronically in the Evaluation Report. Organizations who do not submit the appropriate documentation by the deadline are ineligible to participate in the sub grant program for one year.

Application Deadline August 18, 2017. Applications should be submitted to the Cultural Affairs Council office no later than **NOON on August 18, 2018 (postmark is not acceptable).** **THE APPLICANT WILL SUBMIT ONE (1) SIGNED ORIGINAL AND SEVEN (7) COPIES OF THE APPLICATION.** Each grant application should include **ONLY** the requested materials printed on 8.5" x 11" paper. **Failure to comply with the instructions in the Grant Applications Checklist will result in immediate disqualification of grant application.**

PHYSICAL ADDRESS: San Angelo Cultural Affairs Council, Cactus Hotel, 36 E. Twohig, Suite 200, San Angelo, TX

Review Panel and Process

The application is submitted to the Cultural Affairs Council's Executive Director for review of completeness and accuracy. Any clarification or correction will be requested before the panel review meeting. The Executive Director of the Cultural Affairs Council will not review applications prior to the due date.

A Review Panel will consider the applications from organizations requesting financial assistance from the Cultural Affairs Council. The panelists may not, at the time of review, be a member of the Board of Directors or paid staff employee of the Cultural Affairs Council, or a member of the Board of Directors or paid staff employee/contractor of any of the organizations submitting applications. The Panel will review all applications received; meet in executive session to rank applications, and make recommendations to the San Angelo Cultural Affairs Council Executive Committee based upon the application scores.

The Cultural Affairs Council Executive Committee reviews all panel suggestions and presents funding recommendations to the Cultural Affairs Council Board of Directors for final approval.

Review Criteria:

The San Angelo Cultural Affairs Council Review Panel, composed of at least seven members, reviews and evaluates all applications using the criteria outlined below. Applying organizations should address all relevant criteria in their applications.

The evaluation includes a ranking system and written comments. Each application has a possible score of 100 points. **The high and low score of each application will be "thrown out" and the remaining scores will be averaged.** The resulting score determines the application's rank. All applications, core and projects, will be ranked together. Panelists will be given the opportunity to comment on each application and will be encouraged to provide written comments on each application, so that these comments may be provided to grant applicants. These comments may include suggestions for improving a given project, improving future applications, guidance to staff in working with the applicant and key points for Cultural Affairs Council's consideration of the application.

Criteria for the weighted voting system is:

Promotion of Tourism: 1-40

- Season/project promotes cultural tourism and preserves and enriches the diverse cultural resources of the community
- Organization markets to out of town visitors
- Organization tracks out of town visitors
- Organization tracks room nights booked
- Data Collection Processes (evidence of attendees and tourism)

Artistic Quality: 1-15

- High artistic merit as perceived by peers, critics and the public
- Innovation and creativity in programming and artistic content
- Vision and leadership of the artistic staff
- Activity furthers applicant's stated artistic mission
- Responsiveness to the community art needs

Quality of Leadership and Grant Application: 1-15

- Evidence that organization has a continuing history of growth, stability and vision
- Evidence of leadership of the administrative staff
- Evidence of organization's ability to accomplish proposed goals
- Evidence of efficiency and effectiveness of organization
- Evidence of effective board/staff interaction
- Accuracy and completeness in financial reporting
- Accuracy and completeness in grant application

Community Outreach: 1-20

- Evidence of efforts to reach a diverse audience (marketing, programming, free-to-public events, school outreach, scholarships)
- Innovation in programming to reach new and special audiences, including collaborative programs with other groups
- Innovation in marketing to reach new and special audiences, including collaborative programs

Need: 1-10

- Evidence that artistic program is not a duplication of other local efforts
- Evidence that organization offers employment opportunities for artists and/or provides useful technical information services to arts and educational institutions, artists, and the community
- Evidence that the organization enhances the artistic quality in San Angelo

Funding Awards

Sub-grant award payments will be made during the last week of September. Grants awarded and distribution of monies will depend on the availability of funds.

Evaluation

The grantee must complete a Sub-Grant Evaluation Form by August 1, 2018. Exceptions to this deadline may be made in the case of extenuating circumstances (such as a project ending on August 31) and will be determined by the Executive Director on a case-by-case basis upon written request from the grantee at least 10 days before the grant period ends. All documentation of the funded project must be included: any reviews, promotional materials, proof of the acknowledgements, budgeted use of funds, income sources, and outcome of the program or project. These documents **MUST** be provided **ELECTRONICALLY**. **Failure to submit an evaluation will result in ineligibility for the Cultural Affairs Council Sub-Granting Program for one year.** Evaluations are required of the Cultural Affairs Council by the City of San Angelo, the Texas Commission on the Arts, and for evaluating future grant requests.

Subgrant Application Checklist

San Angelo Cultural Affairs Council Grant Applications Checklist

To be used for Core Support and Project Support Grants- All applications **MUST** be completed submitted electronically (PDF ONLY) and in the required paper format.

WHAT TO INCLUDE IN YOUR GRANT PACKETS

PART A- For the Grant Reviewers

- ___ 1. Cover letter – **One (1) Original and Seven (7) copies** – no longer than two (2) pages that outlines season/project and addresses pertinent points from criteria.
- ___ 2. Completed application form – **One (1) Original and Seven (7) copies** – **one-sided** on 8.5” x 11” paper
- ___ 3. Budget Narrative – **One (1) Original and Seven (7) copies** – Items a-i in Section E of the application should be outlined in detail, on a separate sheet. This budget narrative should tell the review committee exactly how you are spending the grant monies and the amount of money your organization is contributing to the season/project. This would include in-kind contributions. (*SEE SAMPLE BUDGET FOR MORE INFORMATION.*) If the organization has experienced a significant net gain or loss in the prior year, please explain.
- ___ 4. Current operating budget – **One (1) Original and Seven (7) copies**
- ___ 5. One electronic copy (PDF ONLY) of the above materials emailed to director@sanangeloarts.com

PART B- For SACAC Review- ONLY ONE COPY REQUESTED- DO NOT PLACE COPIES OF THESE MATERIALS IN PART A

- ___ 1. Financial statements – **ONE COPY** – most current 990 if required to file, current (as of July 31) and prior year Balance Sheet, current (as of July 31) and prior year Profit and Loss Statement.
- ___ 2. Current list of Board of Directors and staff – **ONE COPY.**
- ___ 3. Fiscal policies and procedures- **ONE COPY.**
- ___ 4. Process for tracking out of town visitors- **ONE COPY.**
- ___ 5. One electronic copy (PDF ONLY) of the above materials emailed to director@sanangeloarts.com

FIRST TIME APPLICANTS ONLY- ONLY ONE COPY REQUESTED

- ___ 1. IRS exemption letter – **ONE COPY**
- ___ 2. By-laws and organizational history (or any applicable update since last application) – **ONE COPY**

PRESENTING THE GRANT

When completed there should be (A) 8 grant packets **One (1) Original and Seven (7) copies** and (B) one set of additional information for our files. Please do not provide information requested in B in the grant packets for reviewers. Email PDF files labeled organization_part a and organization_part b to director@sanangeloarts.com

Please put each grant application together in **CHECKLIST ORDER**. Please **DO NOT STAPLE OR BIND**. Paper clips are acceptable to keep the sets together. Do NOT use folders, envelopes, or other apparatus to keep grant applications together. Failure to follow ALL instructions will result in IMMEDIATE disqualification of the application.