

**City Of Rapid City
2010
Arts Support Grant
Guidelines & Application**

For nonprofit, 501 c (3), Arts Organizations in the City of Rapid City

**Application Deadline
Thursday, October 15th, 2009, Noon**

Anticipated Award February 2010



**Mandatory Individual Presentation by Appointment
Wednesday, November 11th, or
Thursday, November 13, 2008, Beginning at 6:30 PM
1202 E. St Francis Street, Rapid City**

**Please consider attending for *thanks*:
City Council Meeting
First Monday in March 2010 at 7:00 PM
City Council Chambers
300 E. Sixth Street, Rapid City**

APPLICATION CHECKLIST:

Please complete the following checklist and attach it to the front of your application. Check each item, as appropriate, to signify it is contained within the application package. **The full application must be received in the Allied Arts Fund office by Noon on October 15th, 2009.**

Unless otherwise indicated below, include **the signed ORIGINAL, plus five additional collated copies** of the following documents. **Incomplete applications will be ineligible for consideration.** Please collate your application so that it follows this checklist. **Do not put applications in folders, binders, or staple.**

List of attachments, which must be included:

- Checklist
- Application Form
- Fiscal year-end financial statement (audited or IRS form 990) signed by the organization's Treasurer or appropriate authorizing official. The statement must cover the most recent closed accounting period. Statements are reviewed for accuracy and eligibility of expenses.
- Financial information (form provided)
- Statistics page (blank form provided)
- Current year's budget.
- Current list of officers and board members, with addresses for each, and with their permission, phone and email address.
- Letter from the IRS documenting your 501 (c) (3) tax-exempt standing. AAF Member Agency's need not submit. The letter should show your organization's current name.
- A list of your programs and events from prior and upcoming season/year with a brief description.
- Samples of printed materials documenting compliance with AAF "Credit Where It's Due" requirements.
- Copy of draft thank you letter to Mayor and Aldermen if any funding is approved. This requirement is to encourage the City to continue financial support for your arts activities. Your letter should specify how funds will be used.



2010 City Subsidy Grant Application

Grants are available to provide general operating support (GOS) within the criteria, to arts organizations that present performing or visual arts or, through their core activities provide arts programs that are vital to the cultural life of the community.

DEADLINE FOR ALL APPLICATIONS: Noon, Thursday, October 15th, 2009

Applications must be **RECEIVED** in the Allied Arts Office, 1202 E. St. Francis Street or at PO Box 4080, Rapid City, SD 57709 by **Noon, Thursday, October 15th, 2009** Incomplete or late applications will **NOT** be considered.

General Information:

	Organization	Contact Person
Name		
Mailing Address		
City		
State		
Zip		
Phone		
Fax		
Email		
FEI#		N/A
DUNS#		N/A
Website		N/A

Eligibility Criteria (Please do not apply if you fail to meet any of the following.)

- Applicant must be an arts/cultural organization holding arts/cultural activities or events within the City of Rapid City.
- The goal of funding for this grant is to provide support for arts/cultural organizations that contribute to the quality of life and economic well being of the City of Rapid City.
- Public and private schools, non-profit organizations established to support school-based programs, cultural programs at colleges and universities, and arts programs produced by government agencies are **not** eligible.
- Applicant organizations must have been in operation for a minimum of three years.
- Grant funds may not be used for meeting or workshop fees, cash prizes, money for contest prizes, or capital expenditures (building programs).
- Applicants must demonstrate a plan for providing credit to the City of Rapid City and AAF in all promotional materials and programs. Proof -will be required. ***See recipient obligations page 6.***
- Submitting an application for an award does not guarantee an award.
- An application filed this year is for funding during the next calendar year.
- Any award is dependent upon total budget funding approved by the Rapid City Council.
- To encourage fiscal responsibility and diversity of funding support, no more than 25% of an organization's total operating budget will be funded (the exception being organizations funded by city statute or prior agreement).
- Preference is given to organizations funded by the City of Rapid City by statute or prior agreement.

Preference given:

Applicants not listed below (City Statute Title 2, Chapter 2.84, or the agreement between the City and Minnelusa Pioneer Museum), must meet all criteria.

Applicants Covered under Statute

Black Hills Symphony Orchestra
Dakota Choral Union
Rapid City Municipal Band
Rapid City Ranger Band

Review Process

- Each applicant shall complete the city subsidy grant application form.
- The City Subsidy Review Committee shall remove applicants that do not meet eligibility criteria.
- The City Subsidy Review Committee shall allocate the funds obligated by city statute and agreement. The procedure in the following three steps applies only to qualifying organizations that are not funded by statute or agreement.
 1. At an individual appointment on **Wednesday, November 11th**, or **Thursday, November 12th**, beginning at 6:30 pm, a representative from each qualifying organization shall be allowed five minutes to give an oral presentation. As we receive your application you will be contacted via email to set the time of your individual appointment. Each qualifying organization shall be asked to distribute five copies of a bulleted, double spaced, single sheet with information related to the oral presentation. The oral presentation should be based on the following questions (which reflect the Allocation Criteria to be used in the award process).
 - What is the mission of your organization?
 - How does your organization benefit the taxpayers of Rapid City?
 - What special programs do you provide?
 - What other unique things would you like the balloters to know about your organization?
 2. After the individual presentations have been made the City Subsidy Review Committee will discuss each individual application and review for the criteria, outlined in the attachment provided. The Committee members will determine the allocation based on the above process and vote on approval of the final allocation.

3. A three-minute question and answer period immediately after the oral presentation shall allow the speaker to clarify any items
- Qualifying organizations who receive funds by city statute agreement are not required to give an oral presentation.
 - No organization may receive more than 25% of their expenses for the previous year.

Confidentiality

Materials received from applicants are confidential to be shared only with the award panel, AAF staff, Executive Committee, AAF Board Directors, and officials of the City of Rapid City.

Conflict of Interest

The members of the board of directors, volunteers and the employees of AAF must avoid conflicts of interest and any conduct, which may suggest the appearance of impropriety in the disbursement of Federal, State and Local funds

Recipient Obligations

Grantees are required to include the following donor credit on all program materials and in publicity:

“This project is partially funded by Allied Arts Fund, in partnership with the City of Rapid City”

Attend the Individual Presentation appointment, Wednesday, November 11th, or Thursday, November 12th, 2009, at the Allied Arts office, 1202, East St. Francis Street.

Failure to do any of the above will jeopardize funding or future eligibility.

Acceptable Accounting Procedures

All grant recipients must follow acceptable accounting procedures in maintaining accurate, current, and complete records which identify adequately the source and use of grant funds. All grant recipients must allow access to any books, documents, papers and records maintained to account for funds expended under the terms and conditions of the grant for the purpose of making audit examination. Any duly authorized representative of the AAF may make excerpts and transcripts. Recipients must maintain complete and accurate records, which are supported by source documentation and all financial transactions, related to the grant for a period of three (3) years.

Other Important Notes

AAF City Subsidy Review Committee reviews applications and makes recommendations for funding after review process is completed.

CRITERIA FOR PANEL REVIEW

The advisory panel reviews and evaluates applications. The evaluation includes both a scoring system and written panel comments. The bullets under each criterion are examples of issues the advisory panel may consider. These bullets do not represent the only means of evaluating the criteria but are provided as a guide to the panelists. They may not apply to every application and do not individually have a specific point value. Each application is individually rated and the resulting score determines the application's ranking. Panel scoring criteria:

1. Organizational Capability:

- evidence of sound management and planning
- demonstrates financial responsibility and evidence of public and private financial support other than the request to the City Subsidy Review Committee

2. Community Involvement:

- accessibility to the community, regardless of gender, race, ethnic background, age, ability or sexual orientation
- service to a constituency which lacks artistic or cultural opportunities
- participation of community in organization's activities
- impact of project on the community

3. Evidence of Community Support:

- impact of volunteer services on organization
- impact of in-kind contributions on organization
- evidence of Board support
- other evidence of community contributions
- "Community" is defined as the Rapid City constituents served by the application based on discipline, geography or culture.

Timeline City of Rapid City Arts Subsidy Grant:

DATE	ACTION	WHO RESPONSIBLE	OTHERS INVOLVED
January	AAF Board reviews changes to application form & guidelines; notified of awards	AAF President	AAF Operations Director, Board Directors, Grant Chair
January	Letter to City Finance Office showing award amounts; and invoice for total awarded	AAF Operations Director	Committee Chair
January	Award letter to applicants	AAF Treasurer	AAF Operations Director
February	City check to AAF	City Finance Officer	
February	Checks to award recipients	AAF Operations Director	AAF Executive Committee
February	Joint press release from City & AAF	AAF Operations Director	AAF Marketing Chair, Mayor's Office
February	Submit City Subsidy budget proposal to Mayor's office	AAF Treasurer Operations Director	Board
March	AAF Board approves changes to application form & guidelines	AAF President	AAF Operations Director, AAF Board Directors
March	City develops budget	Mayor	
May - July	Attend City budget hearing	AAF President	
May 31 & September 1	Public notice requesting applications and email notice to prior applicants	AAF Operations Director	Subsidy Review Chair
September	Distribute application forms to prior applicants	AAF Operations Director	
October 1	Accept applications	AAF Operations Director	
October 15	Deadline for application	AAF Operations Director	
November	Individual Applicant Presentation Appointment	City Subsidy Review Committee	AAF Operations Director, City Subsidy Review Committee, Individual Applicants
November	Award Panel reviews applications & and recommends awards & changes to guidelines & application for next year.	City Subsidy Review Committee	AAF Operations Director, Subsidy Review Committee
December	AAF Executive Committee approves awards, recommends changes to form & guidelines	AAF President	AAF Operations Director, Executive Committee

City Subsidy Application / Allied Arts Fund

Data from your fiscal year ending prior to 7/1/2008

Items marked " * " are required.

Statistics

- * *In estimated numbers:*
- * value of tickets or entry fees donated to local business
- value of tickets or entry fees donated to children, schools,
- * low income
- * value of scholarships provided
- * administrative employees
- * artistic employees
- * total attendance or participation
- * attendance or participation by children & youth
- * attendance or participation by seniors
- attendance or participation by minorities
- total number of events (each performance/class is a separate
- * event)
- events for children
- events for seniors
- attendance or participation by those with disabilities
- attendance or participation by tourists
- * volunteers
- volunteer hours
- * events outside Rapid City
- activities in which you collaborated with non-AAFD
- * organizations or with businesses

City Subsidy Application / Allied Arts Fund / Financial Information

Organization Name

	<u>Cash balance</u>	
Checking Account(s) balance		-----
Savings Account(s) balance		-----
Other Accounts(s) balance - NOTE: attach itemized list		-----
TOTAL (sum of above)	\$	-

Any financial information should be based on an audited financial statement or the organization's 990. Each item below must be annotated on your organization's financial statement.

		Date of :	Most recently completed Fiscal Year:	Prior Fiscal Year	Current Year Budget starting:
			2008	2007	2009
EXPENSES			Operating Expenses	Operating Expenses	Operating Expenses Budget
A.	Programming				
B.	General & Administrative				
C.	Fundraising				
D.	Capital Expenditure				
F.	Total All Expenses (A through D)		-	-	-
INCOME			Operating Income	Operating Income	Operating Income Budget
I.	Income from Programs, Ticket Sales, etc.				
J.	Income from Grants & contributions (provide detail below)				
K.	Other Income (Dues, member fees, interest, etc.)				
O.	Total Applicant Income (I through K)		-	-	-

Detail of Item J. Income from Grants and Contributions:

<u>Source of Funding</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	\$0.00