

To ensure arts and culture are incorporated into the civic infrastructure of the City, the City of Plano offers both arts and events grants to non-profit organizations

# Guidelines & Application

2019-20 Small Arts Grant



Cultural Affairs Commission | City of Plano, Texas

---

## FY 2019-20 SMALL ARTS GRANTS GUIDELINES

### Purpose & Overview

This grant is intended to support artists and projects that create a greater appreciation for the cultural and ethnic diversity of our citizens; to stimulate the development of new programs, which would otherwise be unavailable; and to encourage projects that involve the active collaboration and cooperation of multiple arts organizations.

### Application Deadline & Submission

**Grants applications will open for submission at noon on February 8, 2019 and will be due by noon on April 3, 2019.** Incomplete applications and/or applications posted after deadline will **not** be considered for the current grant year or held for the next fiscal year.

Application Part 2 and supporting documents should be combined into one (1) PDF file under 50mb. Clearly label the file with your organization name and the grant application year, e.g. FY2019-20 and emailed to:

Raini M. Layne, MA, MPA  
Cultural Affairs Commission Staff Liaison  
Arts & Events Grants Contract Administrator  
1520 K Avenue, Ste. 360  
Plano, TX 75074  
(972) 941-5154  
[rainil@plano.gov](mailto:rainil@plano.gov)

### Eligibility & Restrictions

#### Eligibility

All organizations submitting a Small Arts Grant application must meet the following criteria:

- Organizations that are not 501(c)(3) may apply for this grant for a total of two years. After that time, 501(c)(3) status will be required and an IRS letter of determination of non-profit status must be attached to the application
- Based in Plano: for the purpose of these grant applications, the applicant organization must meet two (2) of the following three (3) criteria:
  1. Maintain a principal office, primary facility, or a location where practice, rehearsals, performances or exhibitions are regularly conducted within the City of Plano

2. Perform or operate at least two-thirds of its events, programs, or performances within the City of Plano
  3. Promote the City of Plano (e.g. the inclusion of Plano in the organization name, stated Plano-connected purpose in the organization's bylaws or articles of incorporation, or through other Plano-focused initiatives)
- Produce events and/or programming within the City of Plano
  - Produce events and/or programming open to the community at-large and open to the public
  - Must have an active Board of Directors with more than one member residing in Plano
  - Must have programming, administrative practices and board membership which do not discriminate on the basis of race, color, national origin, sex or disability
  - Must have successfully fulfilled all prior contract obligations if previously funded

### Restrictions

- Organizations applying for City of Plano Small Arts Grants are not eligible to apply for City of Plano Major Arts Grants or Events Grants in the same year
- Small Arts Grants will not exceed \$2,500 and no more than five (5) grants will be available to the top five (5) scoring organizations.
- All in-kind goods/services must be recognized in accordance with Generally Accepted Accounting Principles accepted within the United States (GAAP)
- Donated services are recognized ONLY if the services either: (a) create or enhance a non- financial asset or (b) require specialized skills, are provided by entities or persons possessing those skills and would need to be purchased if they were not donated
- Financial credit for volunteer hours should not be included in the applicant's expenses but may be reported as a reflection of support for the Organization. Volunteer hours spent by Board members on an organization's general affairs are NOT an in-kind donation

In addition, the City of Plano will not fund the following:

- More than 25% of the organization's most recently completed fiscal year's expenditures, excluding fundraising activities
- Grants to individuals
- Reduction of deficits from or expenditures related to activities of previous fiscal years
- Mortgage interest and depreciation on real property or capital improvements
- Activities in which academic credit is given
- Fines, penalties or costs of litigation
- Underwriting or subscriptions, investments, stocks, bonds or any financial obligation
- Scholarships and fellowships for employees/volunteers; however, scholarships for programming are acceptable
- Social functions, parties, receptions, openings, fundraising benefits, refreshments or beverages

- Run/walk/bike elements of an event
- Personnel employed full-time or part-time by an Event, specifically for the purpose of managing the Event (Programs funded through the Small and Major Arts grants may include Personnel expenses)

## Application Review & Scoring

Applications will be reviewed by Commissioners once the submission deadline has passed. Answers to all narrative questions provided by the applicants will be scored on a cumulative scale of 0 to 100, each question worth up to five (5) points.

### Scoring Criteria

Applications for financial support in all categories will be scored using three (3) criteria. The criteria will be weighted as follows:

1. *Organization Overview (30 points)*  
Organization budget is well thought out and reasonable. For organizations with an operational track record, a demonstration of diversity efforts and sound financials is evident. If applicable, the on-time, accurate, and complete submissions of Quarterly Reports to the City of Plano for past grants.
2. *Cultural & Artistic Merit (40 points)*  
Organization demonstrates a commitment to and/or potential for quality artistic/cultural or creative merit as perceived by others (i.e., peers, critics, and/or the public).
3. *Community Outreach (30 points)*  
Organization has measurable, ongoing efforts to involve individuals of different ethnic heritages.

### Scoring Definitions

A value of zero (0) through five (5) will be applied to each applicant presentation and application by each qualifying Commissioner. Fractions (i.e. 4.5, 3.25, etc.) are permitted. Scoring definitions are as follows:

- Five (5) – Outstanding/excellent job of meeting the criteria - exemplary group compared to North Texas area peers
- Four (4) – Very good job of meeting grant criteria
- Three (3) – Meets minimum expectations
- Two (2) – Needs improvement to meet grant criteria
- One (1) – Some effort at addressing criteria, but a significant shortfall from expectations
- Zero (0) – Criteria were not addressed

**A minimum composite score of 70 is required for any funding consideration. A score of less than 70 will not be considered.**

## Funding Recommendations

The Cultural Affairs Commission Staff Liaison will use a formula to calculate final eligibility for the grant-funding amount based on Commissioner Scores and using the following formula(s):

(Applicant's request x raw score of Commissioners as a %) x % of available arts budget

Final eligibility amounts are reduced proportionally to meet any funding cap set by City Council. The Cultural Affairs Commission will present its recommendations for grants funding to the Plano City Council for final review during an August budget work session for the 2019-20 fiscal year. The Plano City Council will adopt that fiscal year's budget in September of 2019. This includes the appropriation for all grant funding.

## Funding Contracting & Fund Disbursement

### Award Notification

Announcement of funding decisions will be made no later than October 1 of the funding year. A letter will be mailed to the grant contact listed in the application and should be retained by the organization for reference.

### Contracting

Contracts will be prepared by the Contract Administrator after October 1 of the funding year. Primary organization contacts listed in the application will be emailed final contracts in pdf format with a deadline to return in hard copy or via email within a ten-day period. Contracts should be reviewed to ensure amounts and information match award letters, printed single or double-sided, signed, notarized, and returned to the Contract Administrator along with a revised grant budget (scaled to coincide with the original application, but not entirely different from application), and proof of insurance. Also due upon contract submission are any documentation requiring update, such as Employee Dishonesty Bond, and external audit where applicable.

Upon receipt, the Contract Administrator then sends the organization's proof of insurance to the City's Risk Department for approval and then on to the City's Legal Department and City Manager for signature and notarization.

### Award Disbursement

Funds will be made available after the contract has been executed by the City Manager's office and returned to the Contract Administrator. No funds will be available before November 1 of the funding year. Specific grant disbursement deadlines are:

Small Arts Grant awards will be dispersed in full upon execution of contract or by November 30 of the funding year.

## Required Reporting

### One-time Reporting

Organizations awarded Small Arts grants must provide the Contract Administrator with detailed final report per the required format within 60 days of the end of the fiscal year. Event reports should include usage of city funding and copies of receipts.

### Requirements

Reports should sufficiently describe the expenditure of funds provided by the City, as well as a written description of program/event goals Report should include the name and physical location of each performance/venue and a list of event attendance by zip.

### Verification

Reports should be signed by Board Members listed in initial application. In the event a board member has resigned or rolled off, a new Board of Directors list should be provided. In addition, neither verification nor notarization can be made by the document preparer.

### Other Contract & General Requirements

#### *Logo*

Per Exhibit C contract requirements, The Contractor must officially recognize its relationship with the City of Plano by incorporating an acknowledgment, that is in accordance with City of Plano guidelines, in all of its publications and electronic media such as “\_\_\_\_\_ is funded in part by the City of Plano” and by including a link on their website to [www.planocvb.com](http://www.planocvb.com), the Plano Convention and Visitors Bureau site.

The Contract Administrator will review all print and electronic documents for this information.

#### *Meeting Attendance*

A representative of each organization receiving grant monies must attend a minimum of one (1) regular Cultural Affairs Commission meeting per quarter. Meeting dates and times are posted on [www.plano.gov](http://www.plano.gov) and are typically the first Thursday of the month at Municipal Center.

FY 2019-20 SMALL ARTS GRANT APPLICATION PART 2

Organization Information

Organization Name: Year Established:
Address: City: Zip Code:
Phone: Email:

ORGANIZATION DIRECTOR

Name: Title:
Address: City: Zip Code:
Phone: Email:

GRANT CONTACT

\*This is the sole contact for the City of Plano in regard to contract, reporting, and payments.

Name: Title:
Address: City: Zip Code:
Phone: Email:

Art Form/Focus

(Check all that apply)

- Vocal Theatre/Drama Visual Arts
Music Dance Film
Jazz Ballet Painting
Instrumental Modern Sculpture
Classical Folk Photography
Traditional Mixed Media Crafts

Other:

Does your group focus on a specific ethnic art and/or cultural heritage? Yes No

Volunteers

Number of Volunteers:
Number of volunteer hours:

Annual Operating Budget

(Please attach additional sheets if necessary.)

	Expense	Revenue
<b>Personnel Expense</b>	-	-
<b>Contracted Services</b>	-	-
<b>Travel Expense</b>	-	-
<b>Rental Expense</b>	-	-
<b>Advertising/Promotional</b>	-	-
<b>Insurance</b>	-	-
<b>Other Expenses</b>	-	-
<b>TOTAL</b>	-	-

**Narrative Questions**

Please refer to the Scoring Definitions section of the Grant Manual as you answer the following questions. Answer as briefly as possible; be specific and give examples; keep all six answers under one single-spaced page. Any point may be elaborated on or exemplified further through visual aids during the presentation to the Commission.

1. Describe the history and purpose of the organization. Where will your programs/activities occur?
2. Who is the target audience and what attendance/participation level is anticipated?
3. Describe the program or activities that the requested funds will support:
4. Where will your program/activities occur?
5. How will your organization serve the Plano Community?
6. If you have a Board of Directors, please name them. If not, who is responsible for your organization:

**Other Information**

If you have achieved 501(C)(3) status, please attach the IRS Letter of Determination certifying federal tax-exempt status.

Funds provided by this grant will be used for the following purposes: (Check all that apply)

Artist Fees

Production Supplies

Advertising/Promotion

Transportation

Performance/Exhibit Space  
Program Scholarship

Production Equipment  
Contract Services

## FY 2019-20 SMALL ARTS GRANT APPLICATION PART 2

Presentations are scheduled for Small Arts & Major Arts grants applicants during a special session the first Saturday in June. On these dates, a 20- minute review process will take place for each applicant. The review process will consist of a ten (10)-minute presentation and a ten (10)-minute question and answer session for each applicant.

Representatives of applicant organization should be prepared to answer questions relevant to their organization' application and discuss the degree to which their organization met or did not meet its organizational goals in the previous year, as well as any questions regarding submitted financials.

Logistics and suggested presentation content will be conveyed via email well in advance of the presentation dates as noted on the Cultural Affairs Commission Calendar.

## VALIDATION OF APPLICATION

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Plano, has successfully fulfilled all prior sponsorship contract obligations.

Signature of Authorized Official

Date

Printed Name

Title within Organization

Telephone

E-mail