

**CITY OF EL PASO, TEXAS**  
**AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** Museums and Cultural Affairs Department

**AGENDA DATE:** 01/09/07

**CONTACT PERSON/PHONE:** Yolanda Alameda, 541-4896

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

That the City of El Paso Museums and Cultural Affairs Department (MCAD) Direct Funding Guidelines be approved, as recommended by the Cultural Affairs Advisory Board and Museums and Cultural Affairs Staff.

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

The City of El Paso Museums and Cultural Affairs Department (MCAD) provides support to arts and culture organizations annually to implement a series of arts and cultural programs for visitors and residents of the City of El Paso. On December 5, 2006, the Cultural Affairs Advisory Board (CAAB), moved forward a recommendation to approve the Direct Funding Guidelines for the following programs: Operational Support Program (OSP), Project Support Program (PSP), Community Arts Program (CAP), and Arts Development and Enrichment Program (ADEP). Attached are the recommended Direct Funding Guidelines.

**PRIOR COUNCIL ACTION**

Has the Council previously considered this item or a closely related one?

Strategic Plan developed for Museums and Cultural Affairs Department was reviewed and approved by City Council on July 19, 2005; MCAD ordinance #016196 restructuring department on November 2, 2005; Council approval of resolution to fund the FY2007 Direct Funding Programs on October 3, 2006; approval of resolution to have Nonprofit Enterprise Center and Genesis 21 provide management and technical assistance to the artists and organizations on November 14, 2006.

**AMOUNT AND SOURCE OF FUNDING:**

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

MCAD budget 15707/55010303/502215

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

Cultural Affairs Advisory Board (CAAB) recommended approval of Direct Funding Guidelines Booklet on December 5, 2006.

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** Jayne A. Juliano

**DATE:** 1/2/07

**RESOLUTION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That the City of El Paso Museums and Cultural Affairs Department Direct Funding Guidelines be approved, as recommended by the Cultural Affairs Advisory Board and Museums and Cultural Affairs Staff.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

CITY OF EL PASO

\_\_\_\_\_  
John F. Cook, Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Lupe Cuellar  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Yolanda R. Alameda, Director  
Museums and Cultural Affairs  
Department

# DIRECT FUNDING PROGRAMS GUIDELINES

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## DIRECT FUNDING PROGRAMS TIMELINE

February 2007	Guidelines & Applications book available
March 16, 2007	Panelist Nomination Forms due to MCAD
March 2007	Application assistance workshops and application distribution
March 2007	Panelist recommendations for all funding programs are forwarded to Cultural Affairs Advisory Board for review and recommendation
<b>April 13, 2007</b>	<b>All applications due with the exception of the Arts Development &amp; Enrichment Program (ADEP)</b>
April – May, 2007	Panel review for all funding programs
May 2007	Funding recommendations are forwarded to Cultural Affairs Advisory Board (CAAB) for review and approval
<b>August 2007</b>	<b>City Council approves FY 2007 City Budget</b>
August 2007	Funding amount determination letters and contracts sent out to awardees
<b>September 1, 2007</b>	<b>Contracts begin</b>
March 16, 2007	Mid-year reports due (reports will not be accepted before March 1, 2007)
September 14, 2007	Final reports due*

\* ADEP and CAP recipients receive payments as services are completed and invoices and reports are submitted.

## GENERAL APPLICATION GUIDELINES

1. Before you begin your application, carefully read all applicable program guidelines.
2. Develop your application so that it addresses applicable program goals and evaluation criteria.
3. Type your organization's name on the top of every page of the application.
4. Complete every required form and submit additional required documents (e.g., bios of key personnel, IRS status letter, etc.).
5. Check your work and make sure that your financial data are accurate and complete.
6. Submit the number of copies required. Use a strong mailing envelope so that materials will arrive intact.
7. Do not staple any of your application materials, a paper clip should suffice. Because your application is photocopied before the panel views it, there is no need to use fancy paper, extravagant folders, or elaborate bindings.
8. Date and label all work samples submitted so that the panel can see how your work has developed. For applicants submitting tapes, be sure tapes are cued to the section you wish the panel to view. All supplementary materials submitted should reflect the quality of your artistic product. Poorly produced supplementary materials, including audio or visual materials can do more harm than good.
9. Contact the appropriate MCAD staff member to ask for clarification. The MCAD staff can review your proposal with you prior to the submission date. The contact for the Cultural Funding program is:  
Carla Cardoza  
Cultural Funding & Technical Assistance Coordinator  
Tel: (915) 541-4481  
Email: [cardozacx@elpasotexas.gov](mailto:cardozacx@elpasotexas.gov)  
  
For the Community Art Program (CAP) procedures please contact:  
Ben Fyffe  
Art in Education Specialist  
Tel: (915) 541-4899  
Email: [fyffebe@elpasotexas.gov](mailto:fyffebe@elpasotexas.gov)
10. **Remember to submit the names of potential panelists to serve on the panels that make up the peer review process.** Utilizing review panels is still a new process for MCAD. As such, we are searching for panelists that represent a diversity of disciplines, community perspectives and expertise. A Panelist Recommendation Form is included in this book and is also available for downloading at our website: **WWW.ELPASOTEXAS.GOV/MCAD** under the Funding Programs section.
11. New contract recipients will need to register as a city vendor by submitting the required forms. These forms can be downloaded by visiting the City's website: **WWW.ELPASOTEXAS.GOV/PURCHASING/FORMS.ASP**. For assistance with the vendor registration process please contact the City's Purchasing Department at (915) 541-4308.

**City of El Paso**  
**Museums and Cultural Affairs Department**

**Direct Funding Programs Guidelines**  
**General Information**

**INTRODUCTION**

The City of El Paso has been providing support to the arts and cultural community for over 25 years, including the creation of the Arts and Culture Department in 1978, the relocation of the El Paso Museum of Art in 1996 and most recently the construction of a new Museum of History scheduled to open in 2007.

In 2004, the City of El Paso embarked on a strategic planning process to review its mission and goals and to develop a programmatic and administrative blueprint to guide the agency in addressing a broad cultural development agenda for the greater El Paso area. In 2005, a strategic plan was approved by the City of El Paso City Council and is available for review on the web at: [WWW.ELPASOTEXAS.GOV/MCAD/STRATEGIC.ASP](http://WWW.ELPASOTEXAS.GOV/MCAD/STRATEGIC.ASP).

The strategic plan resulted in the reorganization of city departments and the creation of the Museums and Cultural Affairs Department (MCAD) and a broad vision to: Assist in developing a world-class arts community in El Paso, Texas.

To accomplish this goal, the MCAD has established the following:

The **Museums Division**, which is comprised of the El Paso Museum of Art, the El Paso Museum of Archaeology and the El Paso Museum of History, each dedicated to providing exhibitions and educational activities that recognize the region's multi-cultural heritage and contributors.

- The El Paso Museum of Art is the art museum of the City of El Paso and a major cultural and educational resource for the surrounding region. Located on the boundary of Texas, Mexico and New Mexico, the Museum is situated within the world's largest international border community with a metropolitan population of 3 million people.
- The El Paso Museum of History exists for the educational benefit of the community and visitors. It preserves, interprets, and promotes the understanding of the rich multicultural and multinational history of the border region known as, "The Pass of the North."
- The El Paso Museum of Archaeology serves primarily as an educational facility for local school children, residents, and visitors to the El Paso area. In this capacity, dioramas, permanent exhibits, temporary exhibits, special public programs, nature trails, and relevant publications supplement area school programs and the heritage tourist industry. The museum is dedicated to informing the public about archaeology as a science, the prehistory and history of American Indians, and human adaptations in the southwestern U.S. and Northern Mexico.

The **Cultural Affairs Division** implements funding programs, public art programs, arts education and community arts development, marketing the arts, cultural tourism and heritage preservation initiatives and performing/visual arts events which provide a variety of opportunities to engage in arts and cultural activities that enliven and celebrate the City of El Paso and the region.

The Museums and Cultural Affairs Department is committed to the continued development of the city's arts industry, providing quality programs that are representative of the city's diverse cultures, and to maximizing available resources in order to enhance the city's cultural vitality.

## **FUNDING PROGRAMS**

The City recognizes the importance of arts and culture in creating a vibrant and healthy community reflecting the character of the city and its citizens. These assets should be shared and experienced, nurtured and supported so that all of El Paso citizens have an opportunity to experience first rate arts and culture programs. To accomplish this goal, City Council has determined the establishment of the funding programs outlined in these guidelines to serve a public and municipal purpose of providing the opportunity for the citizens to experience the finest in arts and culture. City Council further determines that such funding furthers the economic development of the City and serves to attract visitors to the City of El Paso.

One of the primary roles of the Museums and Cultural Affairs Department of the City of El Paso is to serve as a municipal funding organization to assist in the development of El Paso's creative sector, its artists and cultural organizations, and to support access to arts and cultural activities for El Paso residents and visitors alike. The funding programs outlined below reflect the recommendations of the strategic plan to develop a funding program that provides operational and programmatic support to arts and cultural organizations, increases access to community arts and arts education programs, provides opportunities for individual artists to participate in the municipal funding process, and supports the development of local artists and arts and cultural organizations through the provision of management and technical assistance programs.

The primary goals of these programs are to provide cultural services to the citizens of El Paso; to create a greater awareness of the cultural and artistic heritage of El Paso; to provide increased access for El Paso citizens to activities related to arts and culture; to increase the opportunity for El Paso citizens to participate in arts and culture related activities and to provide arts and culture services that may otherwise not be available to El Paso citizens.

The secondary goals are to assist in economic development by providing technical and operational assistance to those organizations that provide arts and culture programs and activities.

To ensure that the organizations and artists receiving funding under the Operating Support Program, Project Support Program and the Community Arts Program, assist the City in achieving the public purpose of providing arts and culture to the El Paso community, the Museums and Cultural Affairs Department will contract with each of the artists and organizations receiving funding under those programs. The contracts will contain sufficient controls to assure that the public purpose sought to be accomplished will be met. Such controls are outlined in the program descriptions below.

Organizations and artists participating in the Arts Development and Enrichment Program (ADEP), although not receiving direct funding, will still be required to submit a final report detailing services and outcomes.

The City of El Paso will award cultural services contracts through the following funding programs:

- **Operating Support Program (OSP):** Provides operating support to non-profit large size arts and culture organizations that provide a season of activities open to the public, active community outreach and activities that have a cultural tourism appeal. OSP is designed to support the organizational stability of El Paso's arts and cultural assets and to cultivate organizational growth and professional development. This category is open to organizations with a minimum of three (3) year operating history and a 3 year history of funding support by the Museums and Cultural Affairs Department (MCAD). The program supports general operating expenditures, including artistic and administrative

expenses. Organizations funded through OSP must provide monthly reporting on activities and programs presented by the organization, attendance, location and information on programs offered for free and/or cost.

- **Project Support Program (PSP):** Provides project support to non-profit arts and cultural organizations and other community based organizations that are reflective of the El Paso region's rich and diverse art, culture and heritage. PSP supports programs that provide high quality arts experiences that are innovative, accessible and appealing to local residents and visitors alike. Project support funds can be used for all project related expenses such as, administration, production costs, artistic fees, coordination (including staffing), audience development, outreach and marketing. Organizations funded through PSP must provide annual reporting on the program or event sponsored through PSP including attendance, location and cost.
- **Community Arts Program (CAP):** Provides funding for non-profit arts and cultural organizations and individual artists to provide a variety of arts and cultural activities that have a focus on arts education and community arts development. The program will create a roster of arts and culture providers available to provide services throughout the city. It is designed to encourage creative interaction among artists, residents and neighborhoods, as well as to encourage collaboration between artists and community-based organizations/services. The program funds can be used for service related expenses such as administrative, artistic and technical personnel, in addition to other expenses related to the service/activity that the artist/organization wishes to provide. Organizations or individuals funded through CAP must provide on-going reporting on each program or event sponsored through PSO including attendance, location and an evaluation of the program. Community hosts must also provide a completed evaluation.
- **Arts Development and Enrichment Program (ADEP):** Provides management and technical assistance to artists and arts/cultural organizations to build artistic and administrative capacity through mentoring, workshops and consultations as well as funding individual and/or organizational programs and special initiatives that further the attainment of the overall goals of the MCAD. The program will provide funding directly to artists and arts and cultural organizations; as well as to consultants and service providers that are qualified to provide management and technical assistance. Organizations or individuals funded through ADEP must provide a report at the conclusion of a program or event sponsored through ADEP that includes attendance, location and an evaluation of the program.

## **ORGANIZATION DEFINITIONS**

The MCAD uses the following definitions to determine eligibility of applicants for the Funding Programs:

### **Large Organizations**

- Large Organizations have an operating budget of \$100,000 or more
- The total funding from the City of El Paso will not exceed \$25,000 per organization in any given category.

### **Mid-size Organizations**

- Mid-size Organizations have an operating budget of at least \$50,000
- The total funding from the City of El Paso will not exceed 50% of any funded project in the Project Support Program.

### **Small or Emerging Organizations**

- Small or Emerging Organizations have annual operating budgets below \$50,000 and have been in existence and/or providing arts and culture programming or services for at least 1-3 years
- The total funding from the City of El Paso will not exceed 50% of any funded project in the Project Support Program.

# GENERAL ELIGIBILITY & PROCESSES FOR ALL APPLICANTS

## ELIGIBILITY CHART

Applicant	Operational Support	Project Support	Community Arts Program	Arts Development & Enrichment Program
Large Nonprofit Arts & Cultural Organizations	√		√	√
Mid-size Nonprofit Arts & Cultural Organizations		√	√	√
Emerging and Small-Budget Nonprofit Arts & Cultural Organizations		√	√	√
Other nonprofit organizations		√		√
Individual Artists			√	√

## FUNDING CYCLES

The MCAD Funding Programs are awarded annually and applicants are required to submit applications for funding on an annual basis. The deadlines for fiscal year 2007 are listed below. Guidelines and deadlines for future years will be published in a similar manner.

## APPLICATION DEADLINES

Applications must be received in the MCAD office **by 5:00 p.m.** or postmarked by midnight on the deadline date.

<u>Operational Support Program</u>	<u>April 13, 2007</u>
<u>Project Support Program</u>	<u>April 13, 2007</u>
<u>Community Arts Program (CAP)</u>	<u>April 13, 2007</u>
<u>Arts Development &amp; Enrichment Program (ADEP)</u>	<u>Varies/Ongoing</u>

## GENERAL ELIGIBILITY

The City of El Paso will fund organizational applicants that meet the following criteria:

- Nonprofit 501(c)(3) arts and cultural organizations, including service organizations to arts and culture, operating and providing programs and services within the City of El Paso *or* other 501(c)(3) organizations that have a documented history or engagement in the arts within the City of El Paso.
- Organizations that have an active volunteer board of directors that meets at least four (4) times per year
- Individual artists who are residents of the City of El Paso, and that have at least one-year of demonstrated history of producing art, arts-education or community arts programming.
- Activities and services that occur within and for the benefit of the residents of and visitors to the City of El Paso with a primary focus on providing services to the residents.
- Activities and services that are open and accessible to the public and meet requirements established by the Americans with Disabilities Acts (ADA) and related City ordinances

- Organization's administrative offices must be located permanently in the City of El Paso.
- **NOTE:** At the time of contract execution with the City of El Paso, successful grant applicants will be required to confirm compliance with several local ordinances and state and federal statutes and regulations. These will be indicated in the contract documents.

The City of El Paso will *not* fund the following through the Cultural Funding Programs (some exceptions are listed in the Arts Development and Enrichment Program (ADEP)):

- Government agencies or public authorities
- Applicants that have a delinquent status with the City of El Paso
- An operating deficit or budget shortfall projected for the funding period or incurred within previous fiscal periods
- Activities which do not have a cultural or artistic focus or whose primary focus is religious
- Cash services or endowments of any kind
- Underwriting of capital expenditures (buildings, land, permanent equipment or artwork)
- Projects planned primarily for fundraising purposes
- Loans, fines, penalties, cost of litigation or associated interest payments
- Political contributions or activity, i.e., lobbying
- Re-granting programs
- Licensing fees of any kind
- Scholarships, awards, cash prizes, tuition expenses or fellowships/grants to individuals
- Activities covered by restrictions outlined in the City of El Paso contract document
- Activities restricted to members or which do not benefit the general public
- College/university or school projects that are part of a course or curriculum or which do not benefit the general public
- Previously completed activities or activities that have occurred prior to the signing of the cultural service contract
- Individual artists who are not residents of El Paso or organizations that do not have administrative offices located in the City of El Paso
- Youth applicants or organizations that involve youth who are in school and have not completed the 12<sup>th</sup> grade (for the primary delivery of the artistic product)
- Activities that occur outside of the City limits.

#### **FIRST-TIME APPLICANTS**

Throughout these guidelines and proposal forms, the term "first-time applicant" refers to applicants submitting proposals to the program for the first time, as well as to applicants that have applied in the past, but are not currently funded through the program.

In addition to the funding requirements, first-time applicants to the Funding Program must submit the following:

- Charter, articles of incorporation and by-laws
- A copy of the organization's Internal Revenue Service letter of determination
- **EXCEPTION:** a new organization in its first three years of existence may apply on the proposal deadline without providing the required IRS letter of determination as long as:

- The organization provides a completed Form 1023 and attachments as evidence that it has applied to the IRS for 501 (c)(3) status, and
- Has its letter of determination by the time of contract award

### **PEER REVIEW PANEL PROCESS**

To be consistent with arts industry public funding practices the City of El Paso Museums and Cultural Affairs Department (MCAD) has implemented a peer review process. Therefore, the MCAD will convene peer review panels each year, depending on the number of categories or disciplines within each program. Peer review panel members will represent diverse disciplines, community perspectives and field expertise.

Panel membership is open to people with relevant experience and who are able to volunteer adequate time and energy to the process. Nominations for reviewers come from the El Paso community, colleagues within other local arts agencies, the public and staff. Potential reviewers may be nominated by submitting a completed Peer Review Panel Nomination Form to the MCAD staff. A Nomination Form is included in this package or can be downloaded from our website: **WWW.ELPASOTEXAS.GOV/MCAD** by clicking on Funding Programs.

- A Peer Panel Review Process will be utilized to review all applications with the exception of the Arts Development & Enrichment Program (ADEP).
- Panelists will score and rank applicants in accordance with established criteria for each funding program. Applicants will be evaluated and ranked based on a maximum score of 100.
- Applicants will be required to submit supplemental materials including samples of past work in manuscript, slide, video and/or recorded format and promotional materials for panel review.
- There will be no discussion or exchange of information related to the applications between applicants and panelists during the review process.

### **AWARD PROCESS**

The Museums and Cultural Affairs Department recommendation for funding for all applicants to all funding programs is based on the following:

- Panel ranking/Scores
- Quality of program
- Compliance at all levels with the appropriate procedures
- Geographic and ethnic representation
- Availability of funds
- Recommendation by the Cultural Affairs Advisory Board (CAAB) and approval by MCAD Director and City Manager's Office
- Approval of these applications is subject to budget appropriations and budget approval by City Council.
- **NOTE:** Refer to Funding Program Timeline on page 2 for details.

### **CREDIT LINE**

Arts organizations and artists awarded City of El Paso contracts for cultural services must include the following credit line in all publications, programs, press releases, season brochures, lobby displays, advertising and every mode of public communication:

**“With the support of the City of El Paso Museums and Cultural Affairs Department.”**

It is of utmost importance that the citizens of El Paso know that their local tax dollars make it possible for them to enjoy the high caliber of arts produced in this City. All contractors must recognize the Museums and Cultural Affairs Department (MCAD) in the same manner in which they recognize other contributors in terms of benefits, type size on publications and frequency of acknowledgment.

If organizations receive Texas Commission on the Arts (TCA) funding they will be notified so as to include the TCA credit line in published materials and announcements regarding the funded activities. The credit line shall read:

**“With the support of the City of El Paso Museums and Cultural Affairs Department and the Texas Commission on the Arts.”**

The City of El Paso seal or logo may not be used in any printed materials. However, the MCAD logo can be downloaded at [www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad). In addition, you can download the TCA logo at <http://www.arts.state.tx.us/tca/logo.asp>.

# **Operational Support Program (OSP)**

## **Funding Guidelines**

### **PURPOSE**

The program's purpose is to provide operating support to non-profit large size arts and culture organizations that provide a season of activities open to the public, active community outreach and activities that have a cultural tourism appeal. OSP is designed to support the organizational stability of El Paso's arts and cultural assets and to cultivate organizational growth and professional development through investments that benefit the people of El Paso and improve their quality of life as well as build the region's creative economy and visitor industry. This category is open to organizations with a minimum of three (3) year history of funding support by the Museums and Cultural Affairs Department (MCAD). Particular consideration is given to organizational activities that emphasize tourism, marketing, collaboration, innovation and diversity.

### **WHAT WILL BE FUNDED**

Support for general operating expenditures, including artistic and administrative expenses.

### **PROGRAM ELIGIBILITY CRITERIA**

In addition to General Eligibility Criteria, applicants must meet all of the following criteria:

- Has been in operation for at least three (3) years and have a minimum of three (3) years funding history with the Museums and Cultural Affairs Department (MCAD)
- Has minimum cash revenues of \$100,000 (including MCAD funding) during the most recently completed fiscal period
- Has year-round programming, including performance series, or exhibition series, or other ongoing arts activities with a primary focus on providing services to the residents (Note: Large-scale special festivals and special events may qualify if they can demonstrate year-round planning and fundraising activities directly related to the festival or special event) that are open to the public and conducted within the El Paso city limits.
- Presents documentation of past programs and services, evidenced by copies of programs, playbills, reviews, or other similar documentation
- Submits a 12-month or long-term programming and operations plan that covers the funding period
- Has at least a part-time executive director or business manager
- Presents evidence of payment to artists for services rendered or provides career advancement opportunities for artists and related creative support personnel.
- Proposed activities must start no earlier than September 1 and end no later than August 31 of the applicable City of El Paso fiscal year
- Organization's administrative offices must be located permanently in the City of El Paso.

### **FUNDING LIMITS**

The minimum award for this program is \$15,000 with a maximum award of \$25,000.

## **EVALUATION CRITERIA**

### **Impact/Services to El Paso Residents**

- To what extent will the City's support for the proposed programs and/or services meet the needs or expand the opportunities of citizens?
- Does the program/service provide a measurable economic contribution?
- How great is the City's need for the services provided by the organization
- To what extent would the procurement of services serve to meet the needs of the community.

### **Artistic Excellence and Innovation**

- Has the organization maintained high artistic standards in programming and services?
- Does the organization exemplify the excellence and uniqueness of the El Paso region's diverse arts and cultural community?

### **Administrative Health (Capacity)**

- Based on submitted financial statements, is the organization fiscally sound?
- Is the budget and/or funding request appropriate?
- Does the organization have diverse funding sources?
- Is the organizational plan clear and feasible?

### **Scope of Services**

- Are the services to be provided to the city fairly specific in type and number?

### **Diversity and Outreach**

- Is there measurable involvement of diverse populations on the board and staff and in the development and preservation of the artistic product?
- Does the applicant cultivate ethnically, culturally and socially diverse audiences and patrons?
- Does the applicant develop productive partnerships with diverse organizations and artists to broaden the reach of its programs and services?
- Does the applicant demonstrate active community outreach?
- **NOTE:** If the mission of the organization is to provide programming specific to a particular ethnic group or groups, you are not expected to diversify programming beyond that mission.

### **Audience Development and Tourism Promotion**

- Does the applicant offer, market and promote its programs and services to the widest possible constituency, including residents, visitors and commuters?
- Are programs and services easily accessible to tourists and other visitors?

## **CULTURAL SERVICES CONTRACT (ORGANIZATIONAL)**

A letter of notification will be sent to the organization and a cultural services contract will be executed for successful applicants. The contract includes the following requirements:

### **Scope of Services**

Services that are to be provided to the City (including community outreach) will be fairly specific in number and type to be provided. Should it become necessary to alter the contracted services during the contract term, a written request must be submitted and approved by the MCAD Director before the changes are implemented.

### **Schedule of Payments**

Once the contract is executed, grantees are required to submit an invoice for up to 50% of the contract amount, listing the actual services performed. If the organization's program has not begun, list the producing or coordinating activities related to the program on the invoice.

**NOTE:** The first payment should not be expected before December 1, 2007.

**Payments may be delayed or withheld at the discretion of the City if determined that the organization is not in full compliance with the terms of the contract.** All financial obligations of the City shall be subject to appropriation of funds by City Council. Contractors agree and understand that the full scope of services and/or amounts payable under the contract is subject to amendment and revision. Any such revision shall be accomplished pursuant to the pertinent sections of the El Paso City Code.

### **Analysis Guidelines**

To determine that participants under this program support the City in achieving the public purpose of providing arts and culture to the El Paso community, controls are outlined below:

#### **Monthly Reports**

A listing of activities and programs presented by the organization and the total attendance at each activity must be submitted **by the 15th day** of each month (reporting the prior month's activities) on the report form provided by MCAD. The form may be downloaded from the City's website: [www.elpasotexas.gov/mcad/organizations\\_funding.asp](http://www.elpasotexas.gov/mcad/organizations_funding.asp).

#### **Mid-Year Report**

A Mid-Year Report of expenditures and a summary of activities for the contract period through the end of February must be submitted by **March 16, 2007** on the forms provided by MCAD along with an invoice requesting payment of up to 45% of the contract amount. This payment will be made in April 2007.

#### **Final Report**

A final evaluation report of expenditures and a summary of activities for the contract period must be submitted by **September 14, 2007** on the forms provided by MCAD along with an invoice for the remaining 5% of the contract amount. Failure to submit the report in a timely manner or submission of an incomplete report may result in delayed payment of the final contract installment as well as payment on future contracts. The report form must be typed and is available on the City's website: [www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad).

#### **Audited Financial Reports**

An audit for the **most recently completed fiscal year** must be submitted by all funded organizations to the MCAD when the audits are available, and **no later than six months** after the completion of the organization's fiscal year. **NOTE:** Mid-size organizations are not required to submit an audit. A financial statement will be submitted **no later than six months** after the completion of the organization's fiscal year.

#### **Proof of Insurance**

Insurance requirements are included in the contract. A Certificate of Insurance must be submitted to the City whenever a policy expires and is renewed. Funds cannot be released without evidence of the required insurance. Proof of insurance **must meet the specific terms of the contract.**

#### **Complimentary Tickets**

The organization must inform MCAD staff of all programs and activities during the funding period. Upon request, up to **four (4) complimentary tickets** shall be made available to MCAD staff for each program, production, exhibition, or other activities sponsored by the organization where tickets are required. This requirement applies to the organization's regular programming only and not to special fundraising events. Requests from Cultural Affairs Advisory Board (CAAB) members should be made directly to the CAAB member at the discretion of the organization.

### **Cultural Diversity/Outreach**

It is the intent of the City's cultural policy to contract with cultural organizations that demonstrate a commitment to **diverse community representation** on their boards and staffs. In addition, the organizations are expected to demonstrate a commitment to cultural diversity and community outreach in all aspects of their operations and programming.

**NOTE:** If the mission of the organization is to provide programming specific to a particular ethnic group or groups, you are not expected to diversify programming beyond that mission.

### **Probation**

Organizations that fail to provide contractual services or meet program eligibility and reporting requirements may be placed on probation. Failure of an organization to satisfactorily address the City's concerns within a period of the probation may result in a recommendation of "no funding" or a "minimum 5% reduction" in funding for the next fiscal year. The City will maintain a list of all organizations on probationary status.

### **Revisions**

Once the contract has been signed, any changes in the project scope (either programmatic or financial) must be approved in advance by the MCAD Director. The contractor must submit a typewritten request for approval of any changes at least three weeks prior to implementation of proposed changes. Forms may be downloaded from the City's website: **[www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad)**.

### **Americans with Disabilities Acts (ADA)**

At the time of contract execution with the City of El Paso, successful grant applicants will be required to submit specific ADA-related documents to confirm compliance with several local ordinances and state and federal statutes and regulations.

# OPERATIONAL SUPPORT PROGRAM APPLICATION INSTRUCTIONS

## APPLICATION DEADLINE

Operational Support applications must be received in the MCAD office by 5:00 p.m. on **April 13, 2007**, or postmarked by midnight on the deadline date. Late proposals will not be accepted for any reason.

Operational Support will cover the 12-month period from **September 1, 2007 through August 31, 2008**. All applicants will receive a confirmation form indicating that the application was received and is being processed. If the confirmation form is not received within two weeks after submitting the application, contact the MCAD office immediately.

## FIRST-TIME APPLICANTS TO OSP

First-time applicants to OSP must meet with MCAD staff at least two weeks prior to the deadline to go over application process and ensure that grant requirements are fulfilled effectively. Throughout these guidelines and proposal forms, the term "first-time applicant" refers to applicants submitting proposals to the program for the first time, as well as to applicants that have applied in the past, but are not currently funded through the program.

## APPLICATION PACKAGE

Submit one signed original and six copies of the application. All application forms must be typed using at least a 12-point font. The forms are available in the book or may be downloaded at [WWW.ELPASOTEXAS.GOV/MCAD](http://WWW.ELPASOTEXAS.GOV/MCAD) by clicking on Funding Programs.

Please do not bind or staple application forms. The application and all copies must be assembled in the following order.

- Proposal Cover Sheet**
- Assurances and Signatures:** The proposal must be reviewed and signed by the organization's Board Chair/Authorizing Official and the Executive/Project Director before being submitted to the MCAD
- Narrative:** Please observe and adhere to page limits indicated on the forms
- Form A:** Operating Income
- Form B:** Operating Expenses
- Form C:** Operating Budget Summary
- Form D:** Status of Operating Endowment(s) (if applicable)
- Form E:** Status of Accumulated Operating Deficit (if applicable)
- Form F:** Financial Audit Reconciliation
- Form G:** Cultural Diversity Summary
- Attachments:**
  - o Charter, articles of incorporation and by-laws (required of first-time applicants and current organizations that have changed their by-laws)
  - o IRS 501(c)(3) Letter of Determination (required for first time applicants)
  - o Current season of Events (1 page limit)
  - o Proposed season of Events 2007-2008 (1 page limit)
  - o List of names and titles of key staff, including Artistic Director, and brief bios (2 page limit)
  - o Board list with contact information for all Board members
  - o Audit completed by a certified public accounting firm. If not included as part of this application, the organization's end-of-year balance sheet should be submitted
  - o Additional support materials (news clippings, video and/or audiotapes, or any promotional materials) please submit materials that will help the Peer Review Panel better understand the services provided by the organization

**City of El Paso**  
**Museums and Cultural Affairs Department**  
**OPERATIONAL SUPPORT PROGRAM APPLICATION**  
**FY 20\_\_**

This application is due by 5:00 p.m. on April \_\_\_\_ or must be postmarked by the deadline.  
**It must be typed.**

<b>Legal Name of Organization:</b>					
<b>Organization's Fiscal Year:</b>	<b>From:</b>		<b>To:</b>		
			Month/Day	Month/Day	
<b>Amount of Funds Requested (this program only):</b>			\$		
<b>Projected Total Attendance for FY 2006-2007:</b>					
<b>Mailing Address:</b>					
	<b>City:</b>		<b>State:</b>	<b>Zip Code:</b>	
<b>Email:</b> <small>(In the future announcements and messages will be communicated via email. Please provide the email address of a primary contact person who will regularly access messages and ensure prompt contact.)</small>					
<b>Telephone (include area code):</b>		( ) -	<b>Fax (including area code):</b>		( ) -
<b>Organization's Website Address:</b>					
<b>Primary Contact Person:</b>		( ) -			
<b>Organization Executive Director:</b>					
<b>Director's Email Address:</b>					
<b>Executive Director's Phone #:</b>		( ) -			
<b>Authorized Official/Board Chair:</b>			<b>Tel #:</b>	( ) -	
<b>Artistic Director:</b>			<b>Tel #:</b>	( ) -	
<b>Business Manager:</b>			<b>Tel #:</b>	( ) -	

**ELECTED CITY OFFICIAL OF APPLICANT'S ADMINISTRATIVE OFFICES**

<b>City Council Representative:</b>	
<b>District #:</b>	

(Available from City Clerk's Office, 541-4127)

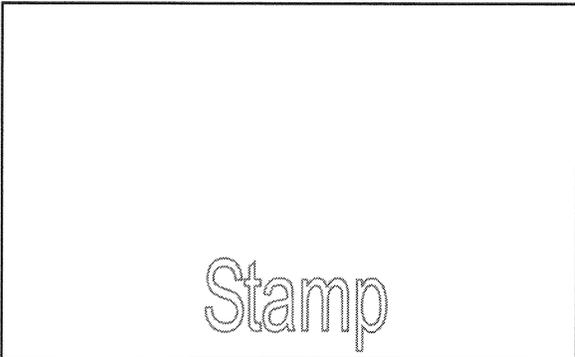
**Is the applicant a 501(c)(3) nonprofit, tax-exempt organization?**  Yes  No

**FOR MCAD USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE**

**Check if received & write in quantity:**

- Videotape \_\_\_\_\_
- Audiocassette tape \_\_\_\_\_
- CD \_\_\_\_\_
- Slides \_\_\_\_\_
- Photographs \_\_\_\_\_
- Manuscript \_\_\_\_\_

Staff Review Completed by: \_\_\_\_\_



Applicant: \_\_\_\_\_

**ASSURANCES AND SIGNATURES**

**If funding is awarded, the applicant hereby assures the Museums and Cultural Affairs Department that:**

1. Any funds received as a result of this application will be used **solely** for the purposes described.
2. The activities and services for which financial assistance is sought will be administered by or under the supervision of the applicant organization.
3. The applicant organization is a non-profit entity as defined by the Internal Revenue Service, or an educational institution, or a unit of government.
4. The applicant organization will comply with the following: Title VI of the Civil Rights Acts of 1964; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 and City of El Paso Ordinance #9779 C. 1. regarding accessibility; Drug Free Workplace Act of 1988; Texas Assumed Business or Professional Name Act; Section 5(j) of National Foundation of the Arts and Humanities Act of 1965 regarding labor standards and City of El Paso Ordinance #8790 regarding soliciting money or property.
5. The applicant organization officials have read, understand and will conform to the intent outlined in the current "Funding Program Guidelines" for the City of El Paso, Museums and Cultural Affairs Department.
6. The undersigned have been duly authorized by the applicant organization to submit this application.
7. In addition to the assurances listed above, the applicant organization hereby assures the City of El Paso, Museums and Cultural Affairs Department that the applicant will comply with the following:
  - Equity Mandate regarding equitable procedures for the distribution of resources to recipients who reflect the geographical, cultural, and ethnic diversity of the state's population
  - Obscenity Clause - Section 10 (7) (b) of the Texas Commission on the Arts' Enabling Legislation, which prohibits the Texas Commission on the Arts and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program which includes obscene material as defined in Section 43.21 Penal Code of Texas

**CERTIFICATION**

I certify that all information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

_____ Signature of Authorized Official/Board Chair	_____ Complete Legal Name (print)	_____ Date
_____ Signature of Project/Executive Director	_____ Complete Legal Name (print)	_____ Date

**NOTE: Please use BLUE INK for signatures      PRINT YOUR COMPLETE LEGAL NAME.**

**DEFINITION**

**Authorized Official** - a principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization. He/She must read and guarantee the organization's compliance with all requirements listed above.

Applicant: \_\_\_\_\_

## **NARRATIVE**

Answer all questions. Use a clear, easy to read font of at least 12 points. **Use only the space provided.** Do not attach additional pages, unless specifically indicated.

**1. Organization's Mission Statement:**

**2. Describe the history and development of your organization. Include information about the organization's artistic achievement.**

Applicant: \_\_\_\_\_

**3. Describe how your organization and proposed activities address the evaluation criteria. Please use only space provided.**

**3. (a) Impact/Services to El Paso Residents**

**3. (b) Artistic Excellence and Innovation**

Applicant: \_\_\_\_\_

**3. (c) Administrative Capacity**

**3. (d) Proposed Scope of Services: List the type and number of services to be provided to the city**

Applicant: \_\_\_\_\_

**3. (e) Diversity and Outreach**

**3. (f) Audience Development and Tourism Promotion**

**4. Describe how your organization ensures that programs and facilities are accessible to individuals with disabilities.**

--

**5. Provide a description of the organization's outreach activities including educational programs and audiences served. List activities that include attracting underserved audiences and visitors to your events or facilities as well as visibly representing a variety of communities.**

--

**FOR PERFORMING ARTS ORGANIZATIONS ONLY**

<i>Provide the following information based on the most recently completed year:</i>			
<b>Total # seats available:</b>		<b>Total # of tickets sold:</b>	
<b>Ticket Price Range:</b>			
<b>For Adults</b>	<b>From:</b>	\$	<b>To:</b> \$
<b>For Children</b>	<b>From:</b>	\$	<b>To:</b> \$

**FOR FIRST TIME APPLICANTS ONLY**

<b>Total attendance at organization's activities from September 2005 through August 2006:</b>	
---	--

Applicant: \_\_\_\_\_

**FORM A: Operating Income**

Please itemize income sources as indicated below. Attach supplemental breakdowns for any line item totaling \$50,000 or more (other than City of El Paso support, memberships and individual contributions). Round off all figures to the nearest dollar. **Do not show in-kind contributions or revenue for capital improvements.** Definitions pertaining to this form are provided in Proposal Instructions and Definitions. Figures should relate to organization's fiscal year.

**Organization's Fiscal Year: From** \_\_\_\_\_ **To** \_\_\_\_\_

	PREVIOUS FISCAL YR ACTUAL	CURRENT FISCAL YEAR ESTIMATE	NEXT FISCAL YEAR PROJECTION
<b>CITY OF EL PASO – MCAD</b>			
Operational Support	\$ _____	\$ _____	\$ _____*
Other MCAD support (CAP, ADEP)			
<b>EARNED REVENUE</b>			
Admissions	\$ _____	\$ _____	\$ _____
Tuition/Class/Workshop Fees	\$ _____	\$ _____	\$ _____
Contracted Service Revenue	\$ _____	\$ _____	\$ _____
Auxiliary Activities	\$ _____	\$ _____	\$ _____
Memberships	\$ _____	\$ _____	\$ _____
Fundraisers/Special Events	\$ _____	\$ _____	\$ _____
<b>RESTRICTED CONTRIBUTIONS</b>			
Individuals	\$ _____	\$ _____	\$ _____
Corporations	\$ _____	\$ _____	\$ _____
Foundations	\$ _____	\$ _____	\$ _____
<b>UNRESTRICTED CONTRIBUTIONS</b>			
Individuals	\$ _____	\$ _____	\$ _____
Corporations	\$ _____	\$ _____	\$ _____
Foundations	\$ _____	\$ _____	\$ _____
<b>GOVERNMENT GRANTS</b>			
Federal (NEA, NEH, etc.)	\$ _____	\$ _____	\$ _____
State (TCA)	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____
<b>ENDOWMENTS</b>	\$ _____	\$ _____	\$ _____
<b>INTEREST</b>	\$ _____	\$ _____	\$ _____
<b>PRIOR YEAR SURPLUS</b>	\$ _____	\$ _____	\$ _____
<b>OTHER INCOME (itemize)</b>			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

(Carry forward to Form C)

\*Amount Requested from MCAD

Applicant: \_\_\_\_\_

### FORM B: Operating Expenses

Please itemize operating expenses as indicated under the following categories. Attach supplemental breakdowns for any line item totaling \$50,000 or more (other than salaries or utilities). Round off all figures to the nearest dollar. **Do not show in-kind or capital improvement expenses.** Definitions pertaining to this form are provided in Proposal Instructions and Definitions. Figures should relate to organization's fiscal year.

	PREVIOUS FISCAL YR ACTUAL	CURRENT FISCAL YEAR ESTIMATE	NEXT FISCAL YEAR PROJECTION
<b>PERSONNEL SALARIES/BENEFITS*</b>			
Administrative/General	\$ _____	\$ _____	\$ _____
Artistic	\$ _____	\$ _____	\$ _____
Technical/Production	\$ _____	\$ _____	\$ _____
Program Services	\$ _____	\$ _____	\$ _____
<b>OUTSIDE PROFESSIONAL SERVICES</b>			
Administrative/General	\$ _____	\$ _____	\$ _____
Artistic	\$ _____	\$ _____	\$ _____
Technical/Production	\$ _____	\$ _____	\$ _____
Program Services	\$ _____	\$ _____	\$ _____
<b>TRAVEL</b>	\$ _____	\$ _____	\$ _____
<b>SHIPPING</b>	\$ _____	\$ _____	\$ _____
<b>TELEPHONE</b>	\$ _____	\$ _____	\$ _____
<b>EQUIPMENT RENTAL</b>	\$ _____	\$ _____	\$ _____
<b>SPACE RENTAL*</b>	\$ _____	\$ _____	\$ _____
<b>UTILITIES</b>			
Electric	\$ _____	\$ _____	\$ _____
Natural gas	\$ _____	\$ _____	\$ _____
Water and sewer	\$ _____	\$ _____	\$ _____
<b>OTHER RENTALS</b>	\$ _____	\$ _____	\$ _____
<b>MARKETING/PROMOTION/PRINTING</b>	\$ _____	\$ _____	\$ _____
<b>POSTAGE</b>	\$ _____	\$ _____	\$ _____
<b>SUPPLIES/MATERIALS</b>	\$ _____	\$ _____	\$ _____
<b>INSURANCE</b>	\$ _____	\$ _____	\$ _____
<b>OTHER (itemize)</b>			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
<b>TOTALS</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

(Carry forward to Form C)

\* This program requires organizations to have a minimum of one half-time paid employee and administrative offices located in El Paso.

Applicant: \_\_\_\_\_

### FORM C: Operating Budget Summary

	PREVIOUS* FISCAL YR. ACTUAL	ESTIMATE CURRENT FISCAL YR.	NEXT FISCAL YR. PROJECTION
Total Income (from Form A)	\$ _____	\$ _____	\$ _____
Total Expenses (from Form B)	\$ _____	\$ _____	\$ _____
NET DIFFERENCE (if any)	\$ _____	\$ _____	\$ _____

**If there is a net difference in any fiscal year, please indicate below how the deficit or surplus was, or will be handled.**

Total operating support amount requested from MCAD for FY 2006-07: \$ \_\_\_\_\_

(Should be the same as MCAD Operational Support for Next Fiscal Year in form A.)

\*Are PREVIOUS FISCAL YEAR ACTUAL figures based on Audited Financial Statement?  YES  NO

If YES, and Audited Financial Statement differs in any way from the PREVIOUS FISCAL YEAR figures in the proposal, organization must submit Form F (Financial Audit Reconciliation).

If NO, when will Previous Fiscal Year Audited Financial Statement be completed? \_\_\_\_\_

---

### FORM D: Status of Operating Endowment(s)

Does your organization maintain an operating endowment?  YES  NO

If YES, please report the following information:

These figures based on:

- Cost of original investments
- Current market value (as of end of PREVIOUS FISCAL YEAR)

PREVIOUS FISCAL YR. ACTUAL	ESTIMATE CURRENT FISCAL YR.	NEXT FISCAL YR. PROJECTION
\$ _____	\$ _____	\$ _____

In the space below, provide a narrative statement explaining changes, if any, in your operating endowment (s) and a brief description of your organization's efforts to further develop operating endowment (s). Use additional page if necessary.

Applicant: \_\_\_\_\_

### FORM E: Status of Accumulated Operating Deficit\*

Does your organization have an accumulated operating deficit?  YES  NO

If YES, please report the following figures:

PREVIOUS FISCAL YR ACTUAL	ESTIMATE CURRENT FISCAL YR	NEXT FISCAL YR PROJECTION
\$_____	\$_____	\$_____

In the space below, provide a narrative statement explaining changes, if any, in your accumulated operating deficit and a brief description of your organization's efforts to reduce or eliminate it. Use additional page if necessary.

\*The accumulated operating deficit is obtained from the year-end balance sheet.

### FORM F: Financial Audit Reconciliation

This form is to be completed by those cultural organizations whose audited financial statement differs in any way from the PREVIOUS FISCAL YEAR ACTUAL figures in this proposal. Submission of this form will enable the City to reconcile the total income/loss figures shown in the audited financial statement to the income/loss figures shown on Form C: Operating Budget Summary.

If the figures shown on Form C: Operating Budget Summary for PREVIOUS FISCAL YEAR ACTUAL, are based on the audited financial statement, **this form and its attachment should be submitted with the funding proposal only if the figures vary.**

If the PREVIOUS FISCAL YEAR ACTUAL figures are un-audited, this form and its attachment along with the final figures (both operating income and expenses for PREVIOUS FISCAL YEAR ACTUAL) must be submitted to the City as soon as the audit is complete only if the figures vary.

#### INSTRUCTIONS:

1. Photocopy and attach the section of your audited financial statement entitled "Statement of Revenue, Expenses and Changes in Fund Balances" to this form.
2. In the space provided below, use a footnote format reference specific figures on the "Statement." In as concise a manner as possible, explain how the PREVIOUS FISCAL YEAR ACTUAL figures shown on Form C: Operating Budget Summary related to the total income/loss figures shown on the audited financial statement. Attach additional sheets if necessary.

Applicant: \_\_\_\_\_

## FORM G: Cultural Diversity Summary

**Current Board Makeup** (should correlate to Form I: Board of Directors Information)

	#	Male	Female
African-American	_____	_____	_____
Asian	_____	_____	_____
Latino	_____	_____	_____
Native-American	_____	_____	_____
Native Hawaiian/Other Pacific Islander	_____	_____	_____
White, non-Latino/Hispanic	_____	_____	_____
Other _____	_____	_____	_____

**Current Personnel/Employees** (should correlate to Addendum: Personnel Summary Sheet)

	#	Male	Female
African-American	_____	_____	_____
Asian	_____	_____	_____
Latino	_____	_____	_____
Native-American	_____	_____	_____
Native Hawaiian/Other Pacific Islander	_____	_____	_____
White, non-Latino/Hispanic	_____	_____	_____
Other _____	_____	_____	_____

**Personnel/Contract** (in last fiscal year)

	#	Male	Female
African-American	_____	_____	_____
Asian	_____	_____	_____
Latino	_____	_____	_____
Native-American	_____	_____	_____
Native Hawaiian/Other Pacific Islander	_____	_____	_____
White, non-Latino/Hispanic	_____	_____	_____
Other _____	_____	_____	_____

Please give percentages where applicable. Type N/A where not applicable:

**The following should be based on totals for the most recently completed fiscal year.**

**Audience at Regular Season Event/Exhibitions**

Total Attendance	_____
African-American	_____ %
Asian	_____ %
Latino	_____ %
Native-American	_____ %
Native Hawaiian/Other Pacific Islander	_____ %
White, non-Latino/Hispanic	_____ %
Other _____	_____ %

**Audience at Outreach Events**

Total Attendance	_____
African-American	_____ %
Asian	_____ %
Latino	_____ %
Native-American	_____ %
Native Hawaiian/Other Pacific Islander	_____ %
White, non-Latino/Hispanic	_____ %
Other _____	_____ %

**Season Subscribers/Membership**

Total Attendance	_____
African-American	_____ %
Asian	_____ %
Latino	_____ %
Native-American	_____ %
Native Hawaiian/Other Pacific Islander	_____ %
White, non-Latino/Hispanic	_____ %
Other _____	_____ %

**Volunteers/Docents**

Total Attendance	_____
African-American	_____ %
Asian	_____ %
Latino	_____ %
Native-American	_____ %
Native Hawaiian/Other Pacific Islander	_____ %
White, non-Latino/Hispanic	_____ %
Other _____	_____ %

## OSP PROGRAM DEFINITIONS

### Operating Income: Form A

Admissions: Funds earned from subscription, group and single ticket sales

Tuition/workshop fees: Funds earned from adult/student attendance

Contracted Services Revenue: Funds earned from sponsors for performances, exhibitions, residencies, optional services, and consultations

Auxiliary Activities: Funds earned from concessions, gift shop sales, parking, publications, rentals, and advertising

Memberships: Funds earned from services provided to members

Restricted Contributions: Individual/corporate/foundation contributions given on the condition they are used for specific programs/activities in the operating budget

Unrestricted Contributions: Individual/corporate/foundation contributions given to the operating budget **without** restrictions on how they are used

### Government Grants:

- **Federal** - NEA, NEH, IMS, CDBG
- **State** - TCA and TCH
- **Local** - Funds from other municipalities (not the City of El Paso).

Endowments: Funds distributed from the organizations own endowment fund if used in the operating budget

Interest: Revenue from interest-earning accounts or investments

Prior Year Surplus: List funds carried forward from the previous fiscal year (*Only for those organizations using cash-based accounting*)

Other Income: Grants from other sources, revenue from galas and other sources, other than those listed above (*Please itemize*)

### Operating Expenses: Form B

Personnel Salaries/Benefits: The total amount of wages and benefits for full or part-time **employees** of your organization (not consultants, see below)

Administrative/General: Wages/benefits paid to employees involved in administrative and general support of the organization, such as executive director, financial officer, development staff, clerical staff and other administrative support personnel. NOTE: If an employee's time is split between, Administrative, Artistic, Technical and/or Program Services, be sure to allocate the wages/benefits to the proper categories

Artistic: Wages/Benefits paid to such employees as curators, artistic directors, conductors, choreographers, composers, graphic artists, actors, dancers, singers, musicians, instructors, designers, video artists, film makers, and photographers

Technical/Production: Wages/Benefits paid to technical management staff and such employees as technical directors; stage, lighting, and sound crews; stitchery; preparators; video and film technicians

Program Services: Wages/Benefits paid to program services staff and such employees as program coordinators and outreach staff

Outside Professional Services: Honoraria, stipends, commissions or fees to any person not on the organization's salaried staff. These services may be in any of the three areas of administrative, artistic, technical/production or program services described above

Travel: All costs directly related to organization's personnel travel, guest artists, consultants, etc. Include fares, lodging expenses, food, taxis, gratuities, *per diem*, tolls, parking, mileage, personal vehicle allowances, and car rentals

Shipping: Freight charges for visual art exhibitions, and performance materials/items

Telephone: Fees for local and long distance calls, installation, and repairs

Equipment Rental: Costs for rented office equipment and production equipment (cameras and lighting)

Space Rental: Include offices, rehearsal, theater, gallery, hall, warehouse or other fees paid for use of buildings

Utilities: Electricity, gas

Other Rentals: Rental of visual arts exhibitions and films

Marketing/Promotion/Printing: Fees for printing and mailing (including postage and mailing service costs) of announcements, mailers, brochures, catalogues, tickets, programs, and/or costs for newspaper and broadcast advertising used to encourage attendance at events and to encourage earned or unearned income

Do not include payments to individuals or firms that belong under Personnel Salaries/Benefits or Outside Professional Services

When directly connected to fundraising or promotion, do include: Food, Drinks or Space Rental

Supplies/Materials: Cost of office supplies, scripts, scores, photographic supplies, materials for sets/props/costumes, food and maintenance supplies

Insurance: Call Carla Cardoza at (915) 541-4167 if you have any insurance questions

Other: Any operational expenses not covered above. For groups using cash based accounting, non-capital debt reduction should be reported here

### **Instructions for Forms C through G**

Form C: Operating Budget Summary - Transfer Total Income from **Form A** and Total Expenses from **Form B**. If there is a Net Difference explain how the deficit or surplus has been or will be handled

Form D: Status of Operating Endowment(s): Complete only if applicable. Narrative statement should include short-term and long-term plans for developing the endowment and using its earnings for cultural services

Form E: Status of Accumulated Operating Deficit: Complete only if applicable. Narrative statement should include detailed plans for correcting the organization's financial problems

Form F: Financial Audit Reconciliation: If for any reason, your audited financial statements differ in any way from the ACTUAL figures in your proposal, complete this form. Submit financial statements and notes. Use additional paper if necessary

Form G: This form should reflect the information provided in the **Diversity and Outreach** section (page 19 and 21) of the narrative

**NOTE**: If the mission of the organization is to provide programming specific to a particular ethnic group or groups, you are not expected to diversify programming beyond that mission.

# **PROJECT SUPPORT PROGRAM (PSP)**

## **Funding Guidelines**

### **PURPOSE**

The Project Support Program (PSP) provides support to arts and cultural organizations and other community based organizations that are reflective of the El Paso region's rich and diverse art, culture and heritage. PSP supports programs that provide high quality arts experiences that are innovative, accessible and appealing to local residents and that promote cultural tourism.

### **WHAT WILL BE FUNDED**

Project support funds can be used for project related expenses such as, administration, production costs, artistic fees, coordination (including staffing), audience development, outreach and marketing.

### **PROGRAM ELIGIBILITY CRITERIA**

In addition to General Eligibility Criteria, applicants must meet all the following criteria:

- Has been in operation for at least three (3) years
- Have qualified artistic and administrative leadership capable of completing the proposed project with a commitment to funding artists and artistic products
- Proposed activities must start no earlier than September 1 and end no later than August 31 of the applicable City of El Paso fiscal year
- Proposed project must have a primary focus on providing services to the residents and be open to the public and conducted within the El Paso city limits
- Organizations must submit a final report and budget summary
- Organization's administrative offices must be located permanently in the City of El Paso

The Cultural Affairs Advisory Board will review and recommend approval of these applications, subject to budget appropriations and budget approval by City Council.

### **FUNDING LIMITS AND MATCHING FUNDS**

The maximum award will be \$15,000. The total award will not exceed more than 50% of the proposed project's budget. A 1:1 match is required for all awards. Up to one-half of the match may be in well-documented in-kind support (at true market value with proper documentation), with prior approval of the MCAD Director.

### **EVALUATION CRITERIA**

#### **Impact/Services to El Paso Residents**

- To what extent will the City's support for the proposed programs and/or services meet the needs or expand the opportunities of citizens?
- Does the program/service provide a measurable economic contribution?
- How great is the City's need for the services provided by the organization
- To what extent would the procurement of services serve to meet the needs of the community.

#### **Artistic Excellence and Innovation**

- Has the organization maintained high artistic standards in programming and services?
- Does the organization exemplify the excellence and uniqueness of the El Paso region's diverse arts and cultural community?

#### **Administrative Health (Capacity)**

- Based on submitted financial statements, is the organization fiscally sound?

- Is the budget and/or funding request appropriate?
- Does the organization have diverse funding sources?
- Is the organizational plan clear and feasible?

#### **Scope of Services**

- Are the services to be provided to the city fairly specific in type and number

#### **Diversity and Outreach**

- Is there measurable involvement of diverse populations on the board and staff and in the development and preservation of the artistic product?
- Does the applicant cultivate ethnically, culturally and socially diverse audiences and patrons?
- Does the applicant develop productive partnerships with diverse organizations and artists to broaden the reach of its programs and services?
- Does the applicant demonstrate active community outreach?
- NOTE: If the mission of the organization is to provide programming specific to a particular ethnic group or groups, you are not expected to diversify programming beyond that mission.

#### **Audience Development and Tourism Promotion**

- Does the applicant offer, market and promote its programs and services to the widest possible constituency, including residents, visitors and commuters?
- Are programs and services easily accessible to tourists and other visitors?

### **CULTURAL SERVICES CONTRACT**

A letter of notification will be sent to the organization and a cultural services contract will be executed for successful applicants. The contract includes the following requirements:

#### **Scope of Services**

Services that are to be provided to the City (including community outreach) will be fairly specific in number and type to be provided. Should it become necessary to alter the contracted services during the contract term, a written request must be submitted and approved by the MCAD Director before the changes are implemented.

#### **Schedule of Payments**

Once the contract is executed, grantees are required to submit an invoice for up to 80% of the contract amount, listing the actual services performed. If the organization's program has not begun, list the producing or coordinating activities related to the program on the invoice.

**NOTE: The first payment should not be expected before December 1, 2007.**

**Payments may be delayed or withheld at the discretion of the City if determined that the organization is not in full compliance with the terms of the contract.** All financial obligations of the City shall be subject to appropriation of funds by City Council. Contractors agree and understand that the full scope of services and/or amounts payable under the contract is subject to amendment and revision. Any such revision shall be accomplished pursuant to the pertinent sections of the El Paso City Code.

#### **Analysis Guidelines**

To determine that participants under this program support the City in achieving the public purpose of providing arts and culture to the El Paso community, controls are outlined below:

**Final Report** of expenditures and a summary of activities for the contract period must be submitted no later than 30 days after the completion of the project or **August 31, 2007**, whichever comes first on the forms provided by MCAD along with an invoice for the remaining contract amount. Failure to submit the report in a timely manner or submission of an incomplete report may result in delayed payment of the final contract installment as well as payment on future

contracts. The report form must be typed and is available on the City's website: [www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad).

**Matrix Report** listing activities and programs presented by the organization and the total attendance at each activity must be submitted with the final report. The matrix form may be downloaded from the City's website: [www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad).

### **Complimentary Tickets**

The organization must input all programs and activities under the funded project in the MCAD Calendar of Events at <http://www.elpasotexas.gov/mcad>. Upon request, up to four (4) complimentary tickets shall be made available to MCAD staff for each production, exhibition, or other activities sponsored by the funded project. This requirement applies only to the project for which funding is requested. Requests from Cultural Affairs Advisory Board (CAAB) members should be granted directly to the CAAB member at the discretion of the organization.

### **Cultural Diversity and Outreach**

It is the intent of the City's cultural policy to contract with cultural organizations that demonstrate a commitment to diverse community representation on their boards and staffs. In addition, the organizations are expected to demonstrate a commitment to cultural diversity and community outreach in all aspects of their operations and programming.

**NOTE:** If the mission of the organization is to provide programming specific to a particular ethnic group or groups, you are not expected to diversify programming beyond that mission.

### **Probation**

Organizations that fail to provide contractual services or meet program eligibility and reporting requirements may be placed on probation. Failure of an organization to satisfactorily address the City's concerns within a period of the probation may result in a recommendation of "no funding" or a "minimum 5% reduction" in funding for the next fiscal year. The City will maintain a list of all organizations on probationary status.

### **Revisions**

Once the contract has been signed, any changes in the project scope (either programmatic or financial) must be approved in advance by the MCAD Director. The contractor must submit a typewritten request for approval of any changes at least three weeks prior to implementation of proposed changes. Forms may be downloaded from the City's website: [WWW.ELPASOTEXAS.GOV/MCAD](http://WWW.ELPASOTEXAS.GOV/MCAD) by clicking on Funding Programs.

### **Americans with Disabilities Acts (ADA)**

At the time of contract execution with the City of El Paso, successful grant applicants will be required to submit specific ADA-related documents to confirm compliance with several local ordinances and state and federal statutes and regulations.

# PROJECT SUPPORT PROGRAM APPLICATION INSTRUCTIONS

## APPLICATION DEADLINE

Project Support Program applications must be received in the MCAD office on **April 13, 2007, by 5:00 p.m.**, or postmarked by midnight on the deadline date. Late proposals will not be accepted for any reason.

Project Support will cover the 12-month period from **September 1, 2007 through August 31, 2008**. All applicants will receive a confirmation form indicating that the application was received and is being processed. If the confirmation form is not received within two weeks after submitting the application, contact the MCAD office immediately.

## FIRST-TIME APPLICANTS

First-time applicants to PSP must meet with MCAD staff at least two weeks prior to the deadline, to go over application process and ensure that grant requirements are fulfilled effectively. Throughout these guidelines and proposal forms, the term “first-time applicant” refers to applicants submitting proposals to the program for the first time, as well as to applicants that have applied in the past, but are not currently funded through the program.

## APPLICATION PACKAGE

Submit one signed original and six copies of the application. All application forms must be typed using at least a 12-point font. The forms are available in the book or may be downloaded at **WWW.ELPASOTEXAS.GOV/MCAD** and clicking on Funding Programs.

Please do not bind or staple application forms. The application and all copies must be assembled in the following order.

- Proposal Cover Sheet**
- Assurances and Signatures:** The proposal must be reviewed and signed by the organization’s Board Chair/Authorizing Official and the Executive/Project Director before being submitted to the MCAD
- Narrative:** Please observe and adhere to page limits indicated on the forms
- Form A:** Budget – Income
- Form B:** Budget – Expenses
- Attachments:**
  - o Charter, articles of incorporation and by-laws (required of first-time applicants and current organizations that have changed their by-laws)
  - o IRS 501(c)(3) Letter of Determination (required for first time applicants)
  - o Key Staff qualifications (please limit to 2 pages)
  - o Additional support materials (news clippings, video and/or audiotapes or any promotional materials) please submit materials that will help the Peer Review Panel better understand the services provided by the organization

CITY OF



TEXAS

MUSEUMS AND CULTURAL AFFAIRS DEPARTMENT

**NOTES:**

A large, empty rectangular box with a thin black border, intended for handwritten notes. The box is currently blank.

**City of El Paso  
Museums and Cultural Affairs Department**

**PROJECT SUPPORT PROGRAM APPLICATION  
FY 20 \_\_\_\_\_**

This application is due by 5:00 p.m. on April \_\_\_\_\_ must be postmarked by the deadline.  
**It must be typed.**

<b>Legal Name of Organization:</b>					
<b>Organization's Fiscal Year:</b>	<b>From:</b>		<b>To:</b>		
<b>Amount of Funds Requested (this program only):</b>			\$ _____		
<b>Project Title:</b>					
<b>Exact Project Dates:</b>	<b>From:</b>		<b>To:</b>		
<b>Mailing Address:</b>					
	<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>
<b>Telephone (include area code):</b>	( ) -		<b>Fax (including area code):</b>	( ) -	
<b>Organization's Website Address:</b>					
<b>Primary Contact Person:</b>				( ) -	
<b>Email:</b> _____					
<small>(In the future announcements and messages will be communicated via email. Please provide the email address of a primary contact person who will regularly access messages and ensure prompt contact.)</small>					
<b>Project/Executive Director:</b>					
<b>Director's Email Address:</b>				( ) -	
<b>Authorized Official/Board Chair:</b>			<b>Tel #:</b>	( ) -	
<b>Artistic Director:</b>			<b>Tel #:</b>	( ) -	
<b>Business Manager:</b>			<b>Tel #:</b>	( ) -	

**ELECTED CITY OFFICIAL OF APPLICANT'S ADMINISTRATIVE OFFICES**

<b>City Council Representative:</b>	
<b>District #:</b>	

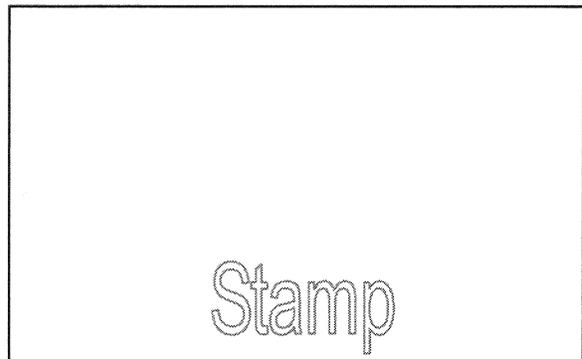
(Available from City Clerk's Office, 541-4127)

**Is the applicant a 501(c)(3) nonprofit, tax-exempt organization?**  Yes  No

**FOR MCAD USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE**

**Check if received & write in quantity:**

- Videotape \_\_\_\_\_
  - Audiocassette tape \_\_\_\_\_
  - CD \_\_\_\_\_
  - Slides \_\_\_\_\_
  - Photographs \_\_\_\_\_
  - Manuscript \_\_\_\_\_
- Staff Review Completed by: \_\_\_\_\_



Applicant: \_\_\_\_\_

### ASSURANCES AND SIGNATURES

**If funding is awarded, the applicant hereby assures the Museums and Cultural Affairs Department that:**

1. Any funds received as a result of this application will be used **solely** for the project described.
2. The activities and services for which financial assistance is sought will be administered by or under the supervision of the applicant organization.
3. The applicant organization is a non-profit entity as defined by the Internal Revenue Service, or an educational institution, or a unit of government.
4. The applicant organization will comply with the following: Title VI of the Civil Rights Acts of 1964; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 and City of El Paso Ordinance #9779 C. 1. regarding accessibility; Drug Free Workplace Act of 1988; Texas Assumed Business or Professional Name Act; Section 5(j) of National Foundation of the Arts and Humanities Act of 1965 regarding labor standards and City of El Paso Ordinance #8790 regarding soliciting money or property.
5. The applicant organization officials have read, understand and will conform to the intent outlined in the current "Cultural Funding Program Guidelines" for the City of El Paso, Museums and Cultural Affairs Department.
6. The undersigned have been duly authorized by the applicant organization to submit this application.
7. In addition to the assurances listed above, the applicant organization hereby assures the City of El Paso, Museums & Cultural Affairs Department that the applicant will comply with the following:
  - Equity Mandate regarding equitable procedures for the distribution of resources to recipients who reflect the geographical, cultural, and ethnic diversity of the state's population
  - Obscenity Clause - Section 10 (7) (b) of the Texas Commission on the Arts Enabling Legislation, which prohibits the Texas Commission on the Arts and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program which includes obscene material as defined in Section 43.21 Penal Code of Texas.

### CERTIFICATION

I certify that all information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

Signature of Authorized Official/Board Chair	Complete Legal Name (print)	Date
Signature of Project/Executive Director	Complete Legal Name (print)	Date

**Please use BLUE INK for signatures      PRINT YOUR COMPLETE LEGAL NAME.**

**NOTE:** For proposals being submitted by two organizations, the authorized official/board chair and project/executive director of each organization certifies that the materials are true and correct to the best of our knowledge. It is understood and agreed that each organization must sign above (make additional copies of this page for each organization's signatures).

### DEFINITION

**Authorized Official** - a principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization; he/she must read and guarantee the organization's compliance with all requirements listed above.

Applicant: \_\_\_\_\_

## NARRATIVE

Answer all questions. Use a clear, easy to read font of at least 12 points. **Use only the space provided.** Do not attach additional pages, unless specifically indicated.

**1. Organization's Mission Statement:**

--

**2. Describe the history and development of your organization. Include information about the organization's artistic achievement.**

--

Applicant: \_\_\_\_\_

**3. Describe how your organization and proposed activities address the evaluation criteria. Please use only space provided.**

**3. (a) Impact/Services to El Paso Residents**

**3. (b) Artistic Excellence and Innovation**

Applicant: \_\_\_\_\_

**3. (c) Administrative Health (capacity)**

**3. (d) Proposed Scope of Services: List the type and number of services to be provided to the city**

Applicant: \_\_\_\_\_

**3. (e) Diversity and Outreach**

**3. (f) Audience Development and Tourism Promotion**

**4. Describe how your organization ensures that programs and facilities are accessible to individuals with disabilities.**

**5. Provide a description of the organization's outreach activities including educational programs and audiences served. List activities that include attracting underserved audiences and visitors to your events or facilities as well as visibly representing a variety of communities.**

Applicant: \_\_\_\_\_

### FORM A: Budget – Income

Round off all figures to the nearest dollar. **Do not show in-kind contributions or revenue in this form.** Definitions pertaining to this form are provided in Proposal Instructions and Definitions. Figures should relate to organization's fiscal year.

Organization's Fiscal Year: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

	ANTICIPATED (A) OR CONFIRMED (C)	CASH INCOME
<b>A. EARNED REVENUE</b>		
1. Ticket/Box Office Receipts	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
2. Tuition/Class/Workshop Fees	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
3. Contracted Service Revenue	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
4. Concessions	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
5. Other: _____	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
<b>TOTAL EARNED INCOME</b>		<b>\$ _____</b>
<b>B. CONTRIBUTED INCOME</b>		
1. Fundraising/Special events	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
2. Individual Contributions	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
3. Membership Fees	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
4. Other: _____	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
5. Grants		
- State Government	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
- Federal Government	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
- Corporate & Business	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
- Foundations	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
- Other (specify)		
_____	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
_____	<input type="checkbox"/> A <input type="checkbox"/> C	\$ _____
<b>TOTAL CONTRIBUTED INCOME</b>		<b>\$ _____</b>
<b>C. OTHER ORGANIZATIONAL FUNDS</b>		<b>\$ _____</b>
<b>D. AMOUNT REQUESTED FROM MCAD (for this project only)</b>		<b>\$ _____</b>
<b>TOTAL income (A + B + C+ D)*</b>		<b>\$ _____</b>

\* Total Income must equal Total Expenses

Applicant: \_\_\_\_\_

### FORM B: Budget – Expenses

EXPENSES (for this project only)

	COLUMN A MCAD REQUEST	COLUMN B CASH EXPENSES	COLUMN C IN-KIND SERVICES
A. Organizational Personnel			
Administrative	\$ _____	\$ _____	\$ _____
Artistic	\$ _____	\$ _____	\$ _____
Technical/Production	\$ _____	\$ _____	\$ _____
B. Fringe Benefits			
C. Outside/Other Services			
Administrative	\$ _____	\$ _____	\$ _____
Artistic	\$ _____	\$ _____	\$ _____
Technical/Production	\$ _____	\$ _____	\$ _____
D. Local Travel	\$ _____	\$ _____	\$ _____
E. Printing/Copying	\$ _____	\$ _____	\$ _____
F. Postage	\$ _____	\$ _____	\$ _____
G. Telephone	\$ _____	\$ _____	\$ _____
H. Equipment Rental	\$ _____	\$ _____	\$ _____
I. Facility Rental			
J. Other Rental	\$ _____	\$ _____	\$ _____
K. Publicity/Promotion	\$ _____	\$ _____	\$ _____
L. Supplies/Materials	\$ _____	\$ _____	\$ _____
M. Insurance	\$ _____	\$ _____	\$ _____
N. Other: _____	\$ _____	\$ _____	\$ _____
<b>TOTAL PROJECT EXPENSES</b>	\$ _____	\$ _____	

(Total expenses must equal total income. do not include in-kind services.)

**TOTAL PROJECT EXPENSES** (Columns A + B)                      \$ \_\_\_\_\_

Estimate the size of the audience or number of participants to be served by this project: \_\_\_\_\_

Estimate the number of artists to be employed by this project: \_\_\_\_\_

Does this organizations plan to continue this project after the proposed funding period?  Yes  No

If YES, please explain future project phases of development in the space below.

## PSP PROGRAM DEFINITIONS

### Earned Income

**Ticket/Box Office Receipts** - Earnings from subscription, group and single ticket sales

**Tuition/Class/Workshop Fees** - Funds earned from students receiving instruction

**Contracted Services Revenue** - Funds earned from sponsor's fees for performances, exhibitions, residencies optional services, and consultations

**Other** - Funds earned from gift shop sales, parking, publications, rental, and advertising

### Contributed Income

**Fund Raising/Special Events** - Funds earned from activities whose primary purpose is to raise funds for the proposed project

**Individual Contributions** - Contributions from individuals specifically for the proposed project

**Membership Fees** - Funds earned from services provided to members

### Grants

**Corporate & Business** - Contributions from local or national businesses targeted for the proposed project from which the business will not derive direct monetary benefit

### Expenditures

**Personnel Salaries** - full or part-time employees dedicated fully or partially to the project

**Administrative** - funds paid to such employees as executive director, program coordinator, managers, development staff, clerical staff, and support personnel, e.g., includes box office and security staff

**Artistic** - Funds paid to curators, artistic directors, conductors, choreographers, composers, graphic artists, actors, dancers, singers, musicians, instructors, designers, video artists, and filmmakers

**Technical/Production** - Funds paid to technical managers; technical directors; stage, lighting, and sound crews; stitchery; preparators; video and film technicians

**Benefits** - Employer-paid fees for health insurance and matching of social security

**Outside Professional Services** - Honoraria, stipends, commissions, or fees to any persons not on salaried staff in either administrative, artistic, or technical/production areas

**Travel** - All costs directly related to travel of the organization's personnel, guest artists, consultants, e.g., includes fares, hotel, and other lodging expenses, food, taxis, gratuities, per diem, toll charges, parking, mileage, allowances on personal vehicles, car rental and any other costs within the City of El Paso directly relating to providing the CPP service

**Shipping** - Freight charges for visual arts exhibits and performance related materials

**Telephone** - Fee for local and long distance calls, installation, and repairs

**Equipment Rental** - Costs for office equipment and production equipment (cameras and lighting) rented for the proposed project

**Space Rental** - Offices, rehearsal, theater, gallery, hall, warehouse, or fees for space usage

**Other Rentals** - Rental of visual arts exhibitions and films

**Publicity/Promotions** - Fees for printing and mailing (including postage and mailing service costs) of announcements, mailers, brochures, catalogues, tickets, programs, and/or costs for media advertising used to encourage attendance at events and to encourage earned or unearned income. Do not include personnel costs of any kind. No food or space costs directly connected to fund-raising

**Supplies/Materials** - Cost of office supplies, scripts and scores, photographic supplies, materials for sets/props/costumes, food, and maintenance supplies

**Other** - Any operational expenses not covered in above categories. Do not include capital debt reduction, capital expenditure, or operational debt reduction

**In-kind Goods or Services** - Donated goods or services that can be directly applied to the proposed projects

# COMMUNITY ARTS PROGRAM (CAP)

## Funding Guidelines

### PURPOSE

The Community Arts Program (CAP) provides support and opportunities for artists and cultural organizations to teach, perform, and exhibit at host facilities around the City to showcase and celebrate the community's unique history and varied ethnic heritage. CAP will create a roster of arts and culture providers available to provide services throughout the city. This program is designed to encourage creative interaction among artists, residents and neighborhoods, as well as to encourage collaboration between artists and community-based organizations/services.

### WHAT WILL BE FUNDED

The program funds can be used for service related expenses such as administrative, artistic and technical personnel, in addition to other expenses related to the service/activity that the artist/organization wishes to provide.

### PROGRAM ELIGIBILITY CRITERIA

- Individual artists who are residents of the City of El Paso or arts organizations in the City of El Paso are eligible to apply
- Applicant organizations must be incorporated as private 501 (c) (3) non-profits. This does not apply to individual artists
- Artists and cultural organizations performing and presenting in the areas of music, dance, theatre, literature, visual arts, film/video and literary arts, and folk artists are all eligible to apply
- All applicants should be able to verify a minimum track record or organizational history of three (3) years. Proposed activities must start no earlier than September 1 and end no later than August 31 of the applicable City of El Paso fiscal year

### HOW TO APPLY

First time applicants to the Community Arts Program must attend at least one of two workshops conducted by the Museums and Cultural Affairs Department staff in March 2007. Program guidelines and proposal forms will be available at that time and the application process will be discussed at both workshops.

Completed proposals must be submitted to the Museums and Cultural Affairs Department on or before **April 13, 2007 by 5 p.m.** or postmarked by midnight on the deadline date. **The proposal must be typed and the forms are available to download online at [WWW.ELPASOTEXAS.GOV/MCAD](http://WWW.ELPASOTEXAS.GOV/MCAD) under the Funding Programs section.** The proposal must explain services and related activities that the artist/organization wishes to provide (performances, exhibitions, classes, workshops, and residencies), the projected fee for the service (the maximum fee for a single service will generally not exceed \$2,500), the number of times the service will be provided, and any special technical requirements related to the service. Support materials will also be required (such as program brochures, critical reviews, and samples of work, cassette, or videotape recordings). Only one proposal will be accepted per applicant. The maximum amount that may be allocated through this program each year to an individual artist or organization is \$10,000. **Matching funds are not required for this program.**

## **PROPOSAL REVIEW PROCESS**

A peer review panel reviews proposals. The panel will recommend those applicants to be included on the Community Arts Program. The Museums and Cultural Affairs Department staff will recommend allocations based on the following:

- The total funds available for the program
- The need to provide a balance among arts disciplines represented in the program
- The cost of each service

The Cultural Affairs Advisory Board will review and recommend approval of these applications, subject to budget appropriations and budget approval by City Council.

## **PROPOSAL REVIEW CRITERIA**

Proposals will be evaluated by the panel according to the following criteria:

- **Artistic Qualifications** - the qualifications of the artist/organization based on training and/or professional experience and quality of work
- **Capacity** - does the applicant show the capacity to successfully provide the proposed service(s) as evidenced by planning skills, past record of achievement, and potential to manage and carry out the proposed service
- **Need of the Community** - the need of the community for the particular service, based on how it will increase understanding of arts and culture, meet an underserved need in the community, and/or provide arts education opportunities
- **Artistic Merit** - the extent to which the service offers a quality product that advances the preservation or perpetuation of art forms, including a curriculum, timeline, budget and appropriateness to targeted audiences

## **SERVICE CONTRACTS**

The MCAD staff will conduct a workshop on CAP artist's responsibilities. All CAP artists meet with MCAD staff to review instructions on scheduling of services, completing agreement forms, evaluation forms, and invoices. A signed agreement must be completed with the MCAD before commencement of services.

### **Identification of Community Hosts**

The MCAD staff will work with participating artists/organizations to identify community hosts. Community hosts may include churches, schools, community organizations, recreation centers, social service agencies, and other non-profit groups. Emphasis will be placed on underserved or unserved communities that have not had prior exposure to the art form. An attempt will be made to spread program services throughout all areas of the City. All funded activities **must** occur within the City of El Paso. The community host will provide a facility/space at **no charge** to the artist/organization and participating audience or neighborhood participants. The host is expected to generate publicity to ensure adequate attendance.

### **Americans with Disabilities Act (ADA)**

At the time of contract execution with the City of El Paso, successful grant applicants will be required to submit specific ADA-related documents to confirm compliance with several local ordinances and state and federal statutes and regulations.

### **Artist/Community Host Agreement**

After a service has been confirmed with a host, the artist/organization must submit a signed Artist/Community Host Agreement Form to the MCAD at least *two weeks* prior to the commencement of each service. **No exceptions will be made.** The signed Artist/Community Host Agreement Form must contain all necessary information including precise dates and times for the proposed service. Incomplete, unsigned or faxed Community Host Agreement Forms will not be accepted. Services through the program must be completed by **August 31, 2007.**

### **Payment**

The artist/organization will submit a signed invoice to the City upon completion of each contracted service. In the case of long-term artist's residencies, invoices may be submitted on previously agreed upon dates during the residency. Artist evaluation forms and host evaluation forms must be submitted with invoice. Invoices submitted prior to the date of service will not be accepted.

### **Analysis Guidelines**

Controls to determine grantees are achieving the public purpose of the city of providing arts and culture to the El Paso community will be measured by artist evaluation forms and community host evaluation forms. Organizations or individuals funded through CAP must provide on-going reporting on each program or event sponsored including attendance, location and an evaluation of the program. Community hosts must also provide a completed evaluation form within seven (7) business days following the presentation.

### **APPLICATION PACKAGE**

Submit one signed original and six copies of the application. All application forms must be typed using at least a 12-point font. The forms are available in the book or may be downloaded at [www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad) and clicking on Funding Programs.

Please do not bind or staple application forms. The application and all copies must be assembled in the following order.

- Proposal Cover Sheet**
- Assurances and Signatures:** The proposal must be reviewed and signed by the organization's Board Chair/Authorizing Official and the Executive/Project Director before being submitted to the MCAD
- Narrative:** Please observe and adhere to page limits indicated on the forms
- Attachments:**
  - Charter, articles of incorporation and by-laws (required of first-time applicants and current organizations that have changed their by-laws)
  - IRS 501(c)(3) Letter of Determination (required for first time applicants)
  - Key Staff qualifications; Resume/Bio for individual artists (please limit to 2 pages)
  - Organization description and mission (if applicable)
  - Curriculum and/or evidence of TEKS alignment
  - Additional support materials (news clippings, video and/or audiotapes, or any promotional materials) please submit materials that will help the Peer Review Panel better understand the services provided by the organization

**City of El Paso  
Museums and Cultural Affairs Department**

**COMMUNITY ARTS PROGRAM APPLICATION  
FY 20 \_\_\_\_\_**

This application is due by 5:00 p.m. on April \_\_\_\_\_ or must be postmarked by the deadline.  
**It must be typed.**

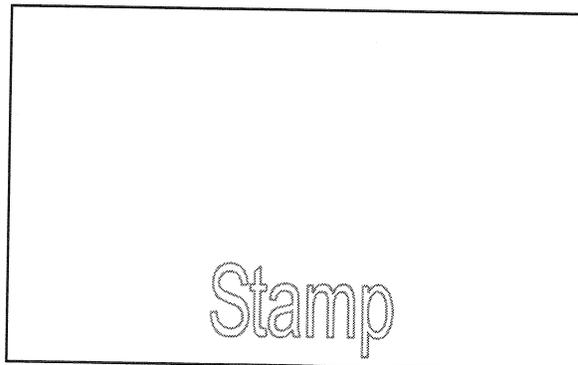
<b>Legal Name of Applicant:</b>						
<b>Mailing Address:</b>	<b>City:</b>	El Paso	<b>State:</b>	TX	<b>Zip Code:</b>	
<b>Physical Address:</b>	<b>City:</b>	El Paso	<b>State:</b>	TX	<b>Zip Code:</b>	
<b>Primary Contact Person:</b>						
<b>Email:</b> _____						
<small>(In the future announcements and messages will be communicated via email. Please provide the email address of a primary contact person who will regularly access messages and ensure prompt contact.)</small>						
<b>Business Phone:</b>	( ) -	<b>Home Phone:</b>	( ) -			
<b>Fax:</b>	( ) -	<b>Website address:</b>				
<b>Social Security # (for individual artists only):</b>						
<b>Federal Employer ID # (for organizations only):</b>						
<b>Is your <u>organization</u> operated for charitable (nonprofit) goals?</b>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Does your <u>organization</u> have administrative offices in El Paso?</b>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>ELECTED CITY OFFICIAL OF APPLICANT'S RESIDENCE OR ADMINISTRATIVE OFFICES</b>						
<b>City Council Representative:</b>						
<b>District #:</b>						
<small>(Available from City Clerk's Office, 541-4127)</small>						
<b>Artistic Discipline of Proposed Service:</b>						
<input type="checkbox"/> Theatre	<input type="checkbox"/> Dance	<input type="checkbox"/> Visual arts	<input type="checkbox"/> Music	<input type="checkbox"/> Film/Video		
<input type="checkbox"/> Literary	<input type="checkbox"/> Multi-media (specify media):		<input type="checkbox"/> Multi-disciplinary (specify disciplines):			
<input type="checkbox"/> Performing arts	<input type="checkbox"/> Other:					
<b>Title of Service:</b>						

**FOR MCAD USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE**

**Check if received & write in quantity:**

- Videotape \_\_\_\_\_
- Audiocassette tape \_\_\_\_\_
- CD \_\_\_\_\_
- Slides \_\_\_\_\_
- Photographs \_\_\_\_\_
- Manuscript \_\_\_\_\_

Staff Review Completed by: \_\_\_\_\_



Applicant: \_\_\_\_\_

### ASSURANCES AND SIGNATURES

**If funding is awarded, the applicant hereby assures the Museums and Cultural Affairs Department that:**

1. Any funds received as a result of this application will be used **solely** for the project described.
2. The activities and services for which financial assistance is sought will be administered by or under the supervision of the applicant artist or organization.
3. The applicant is an individual artist or a non-profit organization entity as defined by the Internal Revenue Service, or an educational institution, or a unit of government.
4. The applicant will comply with the following: Title VI of the Civil Rights Acts of 1964; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 and City of El Paso Ordinance #9779 C. 1. regarding accessibility; Drug Free Workplace Act of 1988; Texas Assumed Business or Professional Name Act; Section 5(j) of National Foundation of the Arts and Humanities Act of 1965 regarding labor standards and City of El Paso Ordinance #8790 regarding soliciting money or property.
5. The applicant artist or organization officials have read, understand and will conform to the intent outlined in the current "Cultural Funding Program Guidelines" for the City of El Paso, Museums and Cultural Affairs Department.
6. The undersigned is the artist applicant or has been duly authorized by the applicant organization to submit this application.
7. In addition to the assurances listed above, the applicant hereby assures the City of El Paso, Museums and Cultural Affairs Department that the applicant will comply with the following:
  - Equity Mandate regarding equitable procedures for the distribution of resources to recipients who reflect the geographical, cultural, and ethnic diversity of the state's population
  - Obscenity Clause - Section 10 (7) (b) of the Texas Commission on the Arts Enabling Legislation, which prohibits the Texas Commission on the Arts and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program which includes obscene material as defined in Section 43.21 Penal Code of Texas.

#### CERTIFICATION

I certify that all information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

#### Individual Artists/Organization Contact Person

Signature	Complete Legal Name (print)	Date
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#### SECOND SIGNATURE REQUIRED FOR ORGANIZATIONS

I hereby certify that the Board of Directors of this organization has given formal approval for submission of this proposal.

Signature of Authorized Official/Board Chair	Complete Legal Name (print)	Date
--	-----------------------------	------

**NOTE: Please use BLUE INK for signatures      PRINT YOUR COMPLETE LEGAL NAME.**

#### DEFINITION

**Authorized Official** - a principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization; he/she must read and guarantee the organization's compliance with all requirements listed above.



Applicant: \_\_\_\_\_

6. For what audiences will this service be most appropriate: (check up to 3)

- Pre-school children       Grade school children       Middle/high school students  
 Adult       Senior adults       Persons with disabilities  
 Other audiences (specify) \_\_\_\_\_

7. Explain what you hope your audience or participants will gain or learn from your service.

8. When will you be available to provide these services between October 1, 2007 and August 31, 2008?  
(AM, PM, weekends only, etc.)

9. List all special technical requirements and/or restrictions related to the proposed service. (For example: dimensions of stage area, ceiling height, electrical or lighting needs, dressing rooms, class size, supplies, furniture and equipment, etc.)

Applicant: \_\_\_\_\_

10. Describe any marketing ideas that you and/or the host may use to promote this service. List any potential community hosts and their contact information.

11. Summarize your training (formal or informal), background, or previous experience that qualifies you to provide this service.

**Proposed expenses**

Please provide a detailed breakdown of expenses for ONE service. Round all figures to the nearest dollar. Total for one service should not exceed \$2,500.00. All set up and preparation costs should be included in the ONE service fee.

**10. PROPOSED EXPENSES FOR ONE SERVICE**

- A. Administrative Personnel \$ \_\_\_\_\_
  - B. Artistic Personnel \$ \_\_\_\_\_
  - C. Technical Personnel \$ \_\_\_\_\_
  - D. Other Expenses: Please list and explain expenses related to this service including production and Marketing. \$ \_\_\_\_\_
- \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**TOTAL EXPENSES FOR ONE SERVICE (lines A through D)** \$ \_\_\_\_\_

11. Number of services available to provide between October 1, 2007 and August 31, 2008: \$ \_\_\_\_\_

## CAP PROGRAM DEFINITIONS

### COMMUNITY HOST EVALUATION FORM

Selected CAP artists are responsible for providing the host with a Community Host Evaluation Form for each service provided. Completed forms may be mailed directly by the host or given to the artist to forward to the Museums and Cultural Affairs Department.

### APPLICATION VOCABULARY:

**Artist** - Any practitioner of the fine arts

**Classes** - Instruction to include demonstrations, performances or exhibitions

**Discipline** - Any art form such as music, dance, theater, literature, visual, media or folk

**Folk Artist** - Maintains or practices traditional beliefs or skills that are learned and passed on from one generation to the next by word of mouth and customary example. The folk arts can include both material culture and oral/expressive traditions, and are found in groups of people who share a cultural bond and history

**Host** - Any organization, which brings an artist to its community. Hosts may be churches, schools, community organizations, recreation centers, social service agencies and other non-profit groups

**Lesson Plan** - Step-by-step outline of educational service objectives and methods of implementation indicating a timetable for completion

**Master Class** - An advanced class usually taught by a professional artist for students who have already had a considerable amount of training

**Residency** - Long-term (two or more weeks) instruction to include demonstrations, performances and exhibitions

**Service** - The activity for which the applicant is requesting funds. Service consists of activity from beginning to end.

**Service Budget** - The total expenses for each type of service for which funds are requested

**Workshop** - Short-term instruction, one or two sessions

# ARTS DEVELOPMENT AND ENRICHMENT PROGRAM

## PURPOSE

The Arts Development and Enrichment Program (ADEP) respond to the needs and encourage the creativity of local artists and cultural organizations; provide management and technical assistance to artists and arts/cultural organizations to build artistic and administrative capacity through mentoring, workshops and consultations as well as funding individual and/or organizational programs and special initiatives.

The ADEP provides management and technical assistance to artists and arts/cultural organizations to build artistic and administrative through mentoring, workshops and consultations through:

- Mentoring – Provides opportunities for individuals/organizations to benefit from the expertise and experience of successful individuals/organizations
- Workshops – Provides one-time or on-going learning opportunities in an educational setting provided by the MCAD and/or other service providers
- Consultations – Provides professional services to individuals/organizations to address specific needs

Funding individual and/or organizational programs and special initiatives that further the attainment of the overall goals of the MCAD to support the development of quality arts experiences, arts education, community arts development, cultural heritage and cultural tourism initiatives and performing/visual arts events that provide a variety of opportunities to engage in arts and cultural activities that enliven and celebrate the City of El Paso and the region. Through:

- Community Partnerships – Including other governmental agencies

The ADEP will also provide community partnership project support to individual artists, arts and cultural organizations and other agencies including but not limited to the Chamizal National Memorial Park and the Mission Trails Association for projects and special initiatives that help meet the MCAD goal to support the development of quality arts experiences, arts education, community arts development, cultural heritage and cultural tourism initiatives and performing/visual arts events that provide a variety of opportunities to engage in arts and cultural activities that enliven and celebrate the City of El Paso and the region.

**Eligibility Criteria** – To apply for ADEP an individual artist or organization must meet the general eligibility requirements of any existing funding program and specifically reside in the City of El Paso.

**Review Criteria** – When determining the amount of payment to be made on behalf of an individual/organization, applications are evaluated according to the following criteria:

- Need – How great is the individual's and/or organization's need to participate? To what extent would procurement of services by the City serve to meet the needs of the community and the organization?
- Stability/Accountability – Has the individual/organization performed in a reliable manner in the past year, in terms of regular programming, community outreach, fiscal management practices (organizations only), and compliance with City contracts?
- Ability to Succeed – Does the individual/organization meet the requirements for participation in this program and show the capability to comply with requirements and successfully complete management and technical assistance programs?

**Review Process** – AEDP is administered by the Museums and Cultural Affairs Department (MCAD) and includes application review, selection, implementation and evaluation. The staff will select applicants that meet the program criteria and guidelines for participation, subject to availability of funds.

- Priority is given to emerging, small and mid-size organizations and/or artists
- Submission of an application does not guarantee participation; sufficient planning and early applications are encouraged

**Guidelines**

- Submission of a completed application 90 days prior to project implementation
- Ability to meet financial obligations not covered through AEDP (e.g., travel, fees, etc.)
- Completion of all program requirements and submission of progress reports and final reports as requested
- Participants must meet all evaluation requirements of the program

**APPLICATION PACKAGE**

Submit one signed original of the application. All application forms must be typed using at least a 12-point font. The forms are available in the book or may be downloaded at [www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad) and clicking on Funding Programs.

Please do not bind or staple application forms. The application must be assembled in the following order.

- Proposal Cover Sheet**
- Assurances and Signatures:** The proposal must be reviewed and signed by the organization's Board Chair/Authorizing Official and the Executive/Project Director before being submitted to the MCAD
- Narrative:** Please observe and adhere to page limits indicated on the forms
- Attachments:**
  - Charter, articles of incorporation and by-laws (required of first-time applicants and current organizations that have changed their by-laws)
  - IRS 501(c)(3) Letter of Determination (required for first time applicants)
  - Key Staff/Consultant qualifications; Resume/Bio for individual artists (please limit to 2 pages)
  - Organization description and mission (if applicable)
  - Curriculum and/or evidence of TEKS alignment
  - Additional support materials (news clippings, video and/or audiotapes, or any promotional materials) please submit materials that will help the Peer Review Panel better understand the services provided by the organization

**City of El Paso  
Museums and Cultural Affairs Department**

**ARTS DEVELOPMENT AND ENRICHMENT PROGRAM APPLICATION  
FY 20\_\_\_\_\_**

This application is due 90 days before project implementation. **It must be typed.**

<b>Legal Name of Applicant:</b>						
<b>Mailing Address:</b>	<b>City:</b>	El Paso	<b>State:</b>	TX	<b>Zip Code:</b>	
<b>Physical Address:</b>	<b>City:</b>	El Paso	<b>State:</b>	TX	<b>Zip Code:</b>	
<b>Contact Person:</b>						
<b>Email:</b> <small>(In the future announcements and messages will be communicated via email. Please provide the email address of a primary contact person who will regularly access messages and ensure prompt contact.)</small>						
<b>Business Phone:</b>	( ) -	<b>Home Phone:</b>	( ) -			
<b>Fax:</b>	( ) -	<b>Social Security # (for individual artists only):</b>				
<b>FOR ORGANIZATIONS ONLY</b>						
<b>Federal Employer ID # (for organizations only):</b>						
<b>Is your organization operated for charitable (nonprofit) goals?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Does your organization have administrative offices in El Paso?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No		

**ELECTED CITY OFFICIAL OF APPLICANT'S RESIDENCE OR ADMINISTRATIVE OFFICES**

<b>City Council Representative:</b>	
<b>District #:</b>	

(Available from City Clerk's Office, 541-4127)

Applicant: \_\_\_\_\_

## ASSURANCES AND SIGNATURES

**If funding is awarded, the applicant hereby assures the Museums and Cultural Affairs Department that:**

1. Any funds received as a result of this application will be used **solely** for the project described.
2. The activities and services for which financial assistance is sought will be administered by or under the supervision of the applicant artist or organization.
3. The applicant is an individual artist or a non-profit organization entity as defined by the Internal Revenue Service, or an educational institution, or a unit of government.
4. The applicant will comply with the following: Title VI of the Civil Rights Acts of 1964; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 and City of El Paso Ordinance #9779 C. 1. regarding accessibility; Drug Free Workplace Act of 1988; Texas Assumed Business or Professional Name Act; Section 5(j) of National Foundation of the Arts and Humanities Act of 1965 regarding labor standards and City of El Paso Ordinance #8790 regarding soliciting money or property.
5. The applicant artist or organization officials have read, understand and will conform to the intent outlined in the current "Cultural Funding Program Guidelines" for the City of El Paso, Museums and Cultural Affairs Department.
6. The undersigned is the artist applicant or has been duly authorized by the applicant organization to submit this application.
7. In addition to the assurances listed above, the applicant hereby assures the City of El Paso, Museums and Cultural Affairs Department that the applicant will comply with the following:
  - Equity Mandate regarding equitable procedures for the distribution of resources to recipients who reflect the geographical, cultural, and ethnic diversity of the state's population
  - Obscenity Clause - Section 10 (7) (b) of the Texas Commission on the Arts Enabling Legislation, which prohibits the Texas Commission on the Arts and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program which includes obscene material as defined in Section 43.21 Penal Code of Texas.

### CERTIFICATION

I certify that all information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

#### Individual Artists/Organization Contact Person

Signature	Complete Legal Name (print)	Date
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### SECOND SIGNATURE REQUIRED FOR ORGANIZATIONS

I hereby certify that the Board of Directors of this organization has given formal approval for submission of this proposal.

Signature of Authorized Official/Board Chair	Complete Legal Name (print)	Date
--	-----------------------------	------

**NOTE: Please use BLUE INK for signatures      PRINT YOUR COMPLETE LEGAL NAME.**

### DEFINITION

**Authorized Official** - a principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization; he/she must read and guarantee the organization's compliance with all requirements listed above.

Applicant: \_\_\_\_\_

## NARRATIVE

Please complete the information below.

- Mentoring** – Provides opportunities for a minimum of three months during which time individuals/organizations may benefit from the expertise and experience of successful individuals/organizations
- Workshops** – Provides one-time or on-going learning opportunities in an educational setting provided by the MCAD and/or other service providers
- Consultations** – Provides professional services to individuals/organizations to address specific needs
- Projects/Special Initiatives** – Provides support for the development of quality arts experiences, arts education, community arts development, cultural heritage and cultural tourism initiatives and performing/visual arts events that provide a variety of opportunities to engage in arts and cultural activities that enliven and celebrate the City of El Paso and the region

**In the space provided below describe your program and assistance requested (including the art form, style, cost estimate, and time frame. Provide names and resumes for prospective assistance). Add a maximum of one additional page, if needed.**

CITY OF

**El Paso**

TEXAS

MUSEUMS AND CULTURAL AFFAIRS DEPARTMENT

NOTES:

A large empty rectangular box with a black border, intended for notes.

## **PEER REVIEW PANEL NOMINATION INSTRUCTIONS**

The City of El Paso Museums and Cultural Affairs Department (MCAD) is looking for qualified individuals to serve as Peer Review Panelists to assist the department with the Funding Program application review process. Selected panelists will serve on a peer review panel and review funding applications submitted to the MCAD.

### **PANEL MEMBERSHIP CRITERIA**

**Knowledge** – a panel member must have a high level of knowledge in a given arts discipline or field. The MCAD welcomes members who are not arts experts, but who have served as board members and are knowledgeable in the arts and culture non-profit sector from an administrative perspective.

**Understanding** – a panel member’s knowledge must not only relate to an arts discipline or field, but to the diversity and cultural, ethnic, aesthetic and artistic plurality in the El Paso region.

**Experience** – a panel member must be able to demonstrate a history of involvement in the management, artistic director and/or participation in a professional, community or emerging arts organization.

**Standards** – panel members must be dedicated to the highest professional standards within their respective discipline or field.

### **RESPONSIBILITY**

A panel member must be able to attend the panel orientation and scheduled review meeting, as well as perform site visits if/and as requested by the MCAD. Panelists receive copies of the funding applications in advance and are required to review them prior to the panel meeting.

### **PEER REVIEW PANELS ARE DESIGNED TO:**

- Provide a qualitative evaluation of the applications submitted to the MCAD
- Score all applications on their relative merit
- Comment on the reasonability of the funding requested in relationship to the proposed project or service
- Provide knowledgeable guidance to the MCAD in working with a given applicant in the future
- Provide advice and guidance to the MCAD
- Not make funding determinations or funding level recommendations – panelists do not make funding decisions

### **HOW YOU NOMINATE YOURSELF OR SOMEONE ELSE:**

- Nominations may be made by anyone interested individual or organization.
- Nominations must include the following:
  - A completed nomination form with all questions answered
  - A copy of the nominee’s resume

A variety of backgrounds and broad discipline representation must be included in the Peer Review Panel. Panelists selected must represent:

- Major institutions; arts/cultural organizations (both established and emerging), educational institutions, individual artists
- Appropriate geographic, ethnically diverse, disability and gender representation
- A balance of knowledgeable lay and professional representation

The panels to which individuals may be nominated to are:

- **Operating Support Program (OSP):** Provides operating support to non-profit large size arts and culture organizations that provide a season of activities open to the public, active community outreach and activities that have a cultural tourism appeal. OSP is designed to support the organizational stability of El Paso's arts and cultural assets and to cultivate organizational growth and professional development. This category is open to organizations with a minimum of three (3) year operating history and a 3 year history of funding support by the Museums and Cultural Affairs Department (MCAD). The program supports general operating expenditures, including artistic and administrative expenses. Organizations funded through OSP must provide monthly reporting on activities and programs presented by the organization, attendance, location and information on programs offered for free and/or cost.
- **Project Support Program (PSP):** Provides project support to non-profit arts and cultural organizations and other community based organizations that are reflective of the El Paso region's rich and diverse art, culture and heritage. PSP supports programs that provide high quality arts experiences that are innovative, accessible and appealing to local residents and visitors alike. Project support funds can be used for all project related expenses such as, administration, production costs, artistic fees, coordination (including staffing), audience development, outreach and marketing. Organizations funded through PSP must provide annual reporting on the program or event sponsored through PSP including attendance, location and cost.
- **Community Arts Program (CAP):** Provides funding for non-profit arts and cultural organizations and individual artists to provide a variety of arts and cultural activities that have a focus on arts education and community arts development. The program will create a roster of arts and culture providers available to provide services throughout the city. It is designed to encourage creative interaction among artists, residents and neighborhoods, as well as to encourage collaboration between artists and community-based organizations/services. The program funds can be used for service related expenses such as administrative, artistic and technical personnel, in addition to other expenses related to the service/activity that the artist/organization wishes to provide. Organizations or individuals funded through CAP must provide on-going reporting on each program or event sponsored through PSO including attendance, location and an evaluation of the program. Community hosts must also provide a completed evaluation.

**City of El Paso  
Museums and Cultural Affairs Department  
Peer Review Panel Nomination Form**

FY 20 \_\_\_\_\_

<b>Name of Nominee:</b>					
<b>Title:</b>					
<b>Organization:</b>					
<b>Mailing Address:</b>		<b>City:</b>		<b>State:</b>	
<b>Telephone #:</b>					
<b>Fax:</b>					
<b>Email:</b>					
<b>Select the area(s) of expertise of the nominee</b> (refer to the disciplines list found on the following page 64)			Discipline Code _____		Discipline Code _____
			Discipline Title _____		Discipline Title _____
			Other _____		Other _____
<b>Select the program panels on which you feel the nominee is qualified to serve:</b>			<input type="checkbox"/> Operational Support Program		
			<input type="checkbox"/> Project Support Program		
			<input type="checkbox"/> Community Arts Program		

<b>Nominated by:</b>					
<b>Name:</b>					
<b>Title:</b>					
<b>Organization:</b>					
<b>Mailing Address:</b>		<b>City:</b>		<b>State:</b>	
<b>Telephone #:</b>					
<b>Fax:</b>					
<b>Email:</b>					

Nominee Information: Completing this information is optional; however, providing this information enables MCAD to ensure that panels are diverse and balanced.

<b>Select the nominee's appropriate category:</b>	<input type="checkbox"/> African American	<input type="checkbox"/> Asian
	<input type="checkbox"/> Latino/Hispanic	<input type="checkbox"/> Native American
	<input type="checkbox"/> White, Non-Latino/Hispanic	
	<input type="checkbox"/> Native Hawaiian or other Pacific Islander	
	<input type="checkbox"/> Other	
<b>Select the nominee's appropriate category:</b>	<input type="checkbox"/> Female	<input type="checkbox"/> Male

I have spoken with the nominee and he/she has supplied their resume and consented to serve on a panel, if selected during the Funding Reviews in FY \_\_\_\_\_  Yes  No

Comments:

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Discipline Classification Listing

Please use this listing to complete Peer Panel Nomination Form

- 1 Dance (all forms)**
  - a. Ballet
  - b. Ethnic/Jazz – (includes folk inspired, see Folk Arts #12)
  - c. Modern
  - e. Metal
  - f. Paper
  - g. Plastic
  - h. Wood
  - i. Mixed Media
- 2 Music**
  - a. Band (not jazz/popular)
  - b. Chamber (examples: quartets, quintets, Da Camera, etc.)
  - c. Choral
  - d. New (experimental, electronic)
  - e. Ethnic – (includes folk inspired, see Folk Arts #12)
  - f. Jazz
  - g. Popular (includes rock music)
  - h. Solo/Recital (only solo artists)
  - i. Orchestral (symphonic/chamber orchestra)
- 3 Opera/Musical Theatre**
  - a. Opera
  - b. Musical Theatre
- 4 Theatre**
  - a. Mime
  - b. Puppet
  - c. Theatre for young audiences
- 5 Visual Arts**
  - a. Experimental
  - b. Graphics (does not include graphic design/ does include print press, print making, illustrations)
  - c. Painting (includes watercolor)
  - d. Sculpture
- 6 Design Arts**
  - a. Architecture
  - b. Fashion
  - c. Graphic
  - d. Industrial
  - e. Interior
  - f. Landscape architecture
  - g. Urban/Metropolitan
- 7 Crafts**
  - a. Clay
  - b. Fiber
  - c. Glass
  - d. Leather
- 8 Photography (includes holography)**
- 9 Media Arts (see 14 for multi-media)**
  - a. Film
  - b. Audio (include radio and sound installation)
  - c. Video
- 10 Literature**
  - a. Fiction
  - b. Non-Fiction
  - c. Playwriting
  - d. Poetry
- 11 Interdisciplinary** – Pertaining to art forms/art works that integrate more than one arts discipline to form a single work (collaborations between/among the performing and/or visual arts). Includes performance art.
- 12 Folk Arts** – Pertaining to oral, customary, material and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. Does not include folk-inspired dance or music such as interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition.
- 13 Humanities** – Pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches.
- 14 Multi-disciplinary** – Pertaining to two or more arts disciplines (does not include interdisciplinary activities or events). All multi-media technology (websites, training, etc.).