

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

**DEPARTMENT:** Museums and Cultural Affairs Department

**AGENDA DATE:** 11/14/06

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

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

That the City Council finds that providing management and technical assistance, as outlined in the Museum and Cultural Affairs Department's Arts Development and Enrichment Program guidelines, to artists and non-profit arts and cultural organizations located within the city, is a municipal purpose and that the City Manager be authorized to enter into contracts with the NonProfit Enterprise Center and Genesis 21 to provide such management and technical assistance to the artists and organizations selected by the City in an amount not to exceed \$12,500 per contract.

**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 management and technical assistance to artists and arts organizations to build artistic and administrative capacity as outlined in the Arts Development and Enrichment Program (ADEP) Guidelines - Attachment A. In July 2005, the City Council approved an Agency Strategic Plan for MCAD, which recommended the availability of management assistance to arts and culture organizations through independent contractors who provide professional, nonprofit and business development services to improve their organizational capacity, effectiveness and efficiency of operations and programs and enhance the career and business development of artists for expanded workforce opportunities economic viability and cultural enrichment of the citizens of El Paso.

**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.

**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?**

505200/15707/55010303/55000 as approved in FY 2007 budget.

**BOARD / COMMISSION ACTION:**

**Enter appropriate comments or N/A**

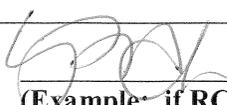
N/A

CITY CLERK DEPT.  
06 NOV - 6 PM 4: 31

\*\*\*\*\*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: Deborah Hamley

DATE: 4/6/16

CITY CLERK DEPT.  
06 NOV - 6 PM 4:32

RESOLUTION

WHEREAS, on July 19, 2005, the City Council adopted the Agency Strategic Plan which recognized the importance of arts and culture in creating a vibrant and healthy community and contributing to the economic development of the city; and,

WHEREAS, the Agency Strategic Plan recognized that arts and culture should be shared and experienced, nurtured and supported so that all of El Paso citizens have an opportunity to experience and share in a first rate arts and culture program; and,

WHEREAS, part of the Agency Strategic Plan includes a funding program which provides for management and technical assistance to city artists and non-profit city arts and cultural organizations, who provide programs or projects for the citizens of El Paso; and,

WHEREAS, providing management and technical assistance to city artists and non-profit city arts and cultural organizations will allow those artists and organizations to continue to provide arts and culture programs and projects to the public and; therefore, serves a public and municipal purpose; and,

WHEREAS, the city desires to contract with agencies possessing the skill and expertise to provide management and technical assistance to city artists and non-profit arts and cultural organization within the city to assist them in;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Council finds that providing management and technical assistance, as outlined in the Museum and Cultural Affairs Department's Arts Development and Enrichment Program guidelines, to artists and non-profit arts and cultural organizations located within the city, is a municipal purpose and that the City Manager be authorized to enter into contracts with the NonProfit Enterprise Center and Genesis to provide such management and technical assistance to the artists and organizations selected by the City in an amount not to exceed \$12,500 per contract. .

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

THE CITY OF EL PASO:

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

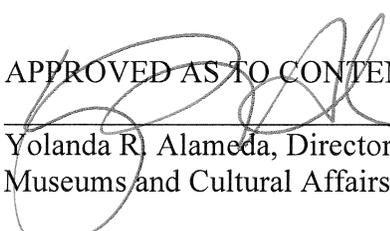
ATTEST:

\_\_\_\_\_  
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

06 NOV - 6 PM 4:32

CITY CLERK DEPT.

CITY CLERK DEPT.  
06 NOV - 6 PM 4:32

THE STATE OF TEXAS) )  
COUNTY OF EL PASO ) )

**CONTRACT**

This Contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between the CITY OF EL PASO, Texas, a municipal corporation, hereinafter referred to as the "City," and GENESIS 21, hereinafter referred to as the "Contractor".

**NOW, THEREFORE,** the parties do hereby agree as follows:

1. Scope of Services

- a. Contractor will administer and manage the portion of the Arts Development and Enrichment Program (ADEP) that includes, but is not limited to, emerging nonprofits and individual artists. The ADEP program provides management and technical assistance to artists and arts and cultural organizations to build artistic and administrative capacity through mentoring, workshops, consultations and special initiatives as outlined in the ADEP program guidelines (Attachment A).
- b. These independent contractors shall provide:

Professional, nonprofit and business development services to local nonprofit arts and cultural organizations and artists. Improve organizational capacity of cultural service providers; improve effectiveness and efficiency of operations and programs of cultural service providers and enhance the career and business development of artists for expanded workforce opportunities and economic viability.

The City of El Paso, Museums and Cultural Affairs Department ("MCAD") will forward eligible ADEP applications to "Contractor" to develop and provide nonprofit arts and cultural organizations and individual artists with one-on-one consulting and respond to management assistance requests by making available the following services:

- Workshops
- Individual counseling
- Special initiatives
- Seminars
- Technical Assistance

The "Contractor" and each ADEP participant will submit a final report at the conclusion of services, describing the strengths, weaknesses and specific outcomes of organizations/artists development. The "Contractor" will also make recommendations of subsequent steps to be taken by organizations/artists.

2. Compensation

In consideration for such services, the city shall pay the contractor TWELVE THOUSAND DOLLARS AND FIVE HUNDRED AND NO/100 DOLLARS (\$12,500). Contractor will submit an invoice for actual services rendered, no one service, specified in Paragraph 1b above, should exceed \$2,500. Administrative fees for Contractor will not exceed 10% of the total contract amount. All services are subject to review and prior approval by MCAD director.

3. Term of Agreement

The term of this Agreement shall begin on the date executed by both parties and shall continue until August 31, 2007 unless terminated under the provisions of this agreement. Provided that the Contractor is not in default under the terms of this Agreement, this Agreement may be renewed for a successive one-year term on the same terms and conditions as set forth herein except with the exception of paragraph 2 above. The compensation for Contractor shall be renegotiated at the close of this term if the parties agree to renew the contract for a second term.

4. Independent Contractor Relationship.

It is expressly understood and agreed by and between the parties that the Contractor is hired and engaged as an Independent Contractor and is not an officer, agent or employee of the City. Nothing herein shall be construed as creating the relationship of the employer and employee between the City and the Contractor. The City shall not be subject to any obligations or liabilities of Contractor incurred in the performance of this Contract. Contractor specifically acknowledges that, in its capacity as an Independent Contractor, it has NOT been provided with worker's compensation insurance or other insurance coverage regularly provided by the City to its regular employees.

5. Indemnification.

The Contractor shall and does agree to indemnify and hold the City harmless for any and all claims, liabilities and obligations directly or indirectly arising out of, caused by, or resulting from, in whole or in part, any act, omission or breach on the part of the Contractor. The Contractor shall also indemnify, defend, and hold the City harmless from any claims or causes of action, which might arise from use of any material developed and/or provided by Contractor. Contractor shall be responsible for any damage to any facilities or equipment caused by the Contractor. In the event of any such damage, the Contractor shall pay any and all costs of repairs and or replacement. The City through its Museums and Cultural Affairs Department will furnish the Contractor with a detailed written statement of any such damages and cost of repair, normal wear and tear excepted, within sixty (60) days of the time of the damage.

CITY CLERK DEPT.

06 NOV -6 PM 4:32

6. Termination.

In the event that a party to this Contract fails to comply with any or all of the terms specified herein, written notice shall be sent to the non-compliant party stating the extent of non-compliance and providing ten (10) days within which to cure such non-compliance. Any failure to cure such non-compliance may result in Termination of this Contract. If the Contractor does not provide the services herein mentioned for reasons other than accidents, riots, strikes, epidemics, or acts of God, the Contractor shall be responsible to the City for any actual damages incurred by the City relating to this Contract. This agreement may be terminated for convenience, provided that either party give the other party 30 days written notice.

7. Complete Agreement.

This Contract constitutes and expresses the entire agreement of the parties in reference to the services of the Contractor for the City and in reference to any of the matters provided for or discussed or mentioned in reference to the providing of such services, all promises, representations and understandings relative hereto being herein merged. This contract may not be amended except upon mutual written agreement between the parties.

8. Notices.

Any notices required under this Contract shall be sufficient if sent by certified mail, return receipt requested, to the parties as follows:

CITY:	City of El Paso Attention: Office of the City Manager 2 Civic Center Plaza 10 <sup>th</sup> Floor El Paso, Texas 79901-1196
COPY TO:	Museums and Cultural Affairs Department 2 Civic Center Plaza 6 <sup>th</sup> Floor El Paso, Texas 79901-1196
CONTRACTOR:	BWDG, Inc. dba Genesis 21 616 Virginia, Suite F El Paso, TX 79902 (915) 532-0521

or to such other addresses as the parties may indicate to each other in writing.

9. Law Governing Contract.

The validity, construction and effect of this Contract shall be governed by the laws of the State of Texas. Venue shall be in the County of El Paso, Texas.

10. Miscellaneous Provisions.

a. Regardless of any other provision in this Contract, this Contract does not become binding on either party until signed by the Contractor and the City Manager of the City of El Paso.

b. Each person signing below represents that he or she has read this Agreement in its entirety; understands its terms; is duly authorized to execute this Agreement on behalf of the party indicated below by his or her name; and agrees on behalf of such Party that such Party will be bound by those terms.

**WITNESS THE FOLLOWING SIGNATURES AND SEAL:**

THE CITY OF EL PASO

\_\_\_\_\_  
Joyce Wilson  
City Manager

CITY CLERK DEPT.  
06 NOV - 6 PM 4: 32

CONTRACTOR:

By \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED AS TO FORM:

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

APPROVED AS TO CONTENT:

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

**ATTACHMENT A**

06 NOV -6 PM 4:32

**ARTS DEVELOPMENT AND ENRICHMENT PROGRAM****PURPOSE**

The 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.

The ADEP 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 in order build artistic and administrative capacity, through the following initiatives:

- 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

The ADEP will also provide project support to individual artists and arts and cultural organizations 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** – any artists and arts and culture organization that 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 in management and technical assistance? 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 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

**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 alignmentAdditional 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

THE STATE OF TEXAS) )  
COUNTY OF EL PASO ) )

**CONTRACT**

CITY CLERK DEPT.  
06 NOV -6 PM 4:32

This Contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between the CITY OF EL PASO, Texas, a municipal corporation, hereinafter referred to as the "City," and Nonprofit Enterprise Center (NpEC), hereinafter referred to as the "Contractor".

**NOW, THEREFORE**, the parties do hereby agree as follows:

1. Scope of Services

- a. Contractor will administer and manage the portion of the Arts Development and Enrichment Program (ADEP) that includes, but is not limited to, emerging nonprofits and individual artists. The ADEP program provides management and technical assistance to artists and arts and cultural organizations to build artistic and administrative capacity through mentoring, workshops, consultations and special initiatives as outlined in the ADEP program guidelines (Attachment A).
- b. These independent contractors shall provide:

Professional, nonprofit and business development services to local nonprofit arts and cultural organizations and artists. Improve organizational capacity of cultural service providers; improve effectiveness and efficiency of operations and programs of cultural service providers and enhance the career and business development of artists for expanded workforce opportunities and economic viability.

The City of El Paso, Museums and Cultural Affairs Department ("MCAD") will forward eligible ADEP applications to "Contractor" to develop and provide nonprofit arts and cultural organizations and individual artists with one-on-one consulting and respond to management assistance requests by making available the following services:

- Workshops
- Individual counseling
- Special initiatives
- Organizational Assessments

The "Contractor" and each ADEP participant will submit a final report at the conclusion of services, describing the strengths, weaknesses and specific outcomes of organizations/artists development. The "Contractor" will also make recommendations of subsequent steps to be taken by organizations/artists.

2. Compensation

In consideration for such services, the city shall pay the contractor TWELVE THOUSAND DOLLARS AND FIVE HUNDRED AND NO/100 DOLLARS (\$12,500). Contractor will submit an invoice for actual services rendered, no one service specified in Paragraph 1b above, shall exceed \$2,500. Administrative fees for Contractor will not exceed 10% of the

total contract amount. All services are subject to review and prior approval by MCAD director.

3. Term of Agreement

The term of this Agreement shall begin on the date executed by both parties and shall continue until August 31, 2007, unless terminated in accordance with the provisions of this agreement. Provided that the Contractor is not in default under the terms of this Agreement, this Agreement may be renewed for a successive one-year term on the same terms and conditions as set forth herein except with the exception of paragraph 2 above. The compensation for Contractor shall be renegotiated at the close of this term if the parties agree to renew the contract for a second term.

4. Independent Contractor Relationship.

It is expressly understood and agreed by and between the parties that the Contractor is hired and engaged as an Independent Contractor and is not an officer, agent or employee of the City. Nothing herein shall be construed as creating the relationship of the employer and employee between the City and the Contractor. The City shall not be subject to any obligations or liabilities of Contractor incurred in the performance of this Contract. Contractor specifically acknowledges that, in its capacity as an Independent Contractor, it has NOT been provided with worker's compensation insurance or other insurance coverage regularly provided by the City to its regular employees.

5. Indemnification.

The Contractor shall and does agree to indemnify and hold the City harmless for any and all claims, liabilities and obligations directly or indirectly arising out of, caused by, or resulting from, in whole or in part, any act, omission or breach on the part of the Contractor. The Contractor shall also indemnify, defend, and hold the City harmless from any claims or causes of action, which might arise from use of any material developed and/or provided by Contractor. Contractor shall be responsible for any damage to any facilities or equipment caused by the Contractor. In the event of any such damage, the Contractor shall pay any and all costs of repairs and or replacement. The City through its Museums and Cultural Affairs Department will furnish the Contractor with a detailed written statement of any such damages and cost of repair, normal wear and tear excepted, within sixty (60) days of the time of the damage.

6. Termination.

In the event that a party to this Contract fails to comply with any or all of the terms specified herein, written notice shall be sent to the non-compliant party stating the extent of non-compliance and providing ten (10) days within which to cure such non-compliance. Any failure to cure such non-compliance may result in Termination of this Contract. If the Contractor does not provide the services herein mentioned for reasons other than accidents, riots, strikes, epidemics, or acts of God, the Contractor shall be responsible to the City for any actual damages incurred by the City relating to this Contract. Either party may give the

other party written notice of termination at least thirty (30) days prior to the expiration of the term.

7. Complete Agreement.

This Contract constitutes and expresses the entire agreement of the parties in reference to the services of the Contractor for the City and in reference to any of the matters provided for or discussed or mentioned in reference to the providing of such services, all promises, representations and understandings relative hereto being herein merged. This contract may not be amended except upon mutual written agreement between the parties.

8. Notices.

Any notices required under this Contract shall be sufficient if sent by certified mail, return receipt requested, to the parties as follows:

CITY: City of El Paso  
Attention: Office of the City Manager  
2 Civic Center Plaza  
10<sup>th</sup> Floor  
El Paso, Texas 79901-1196

COPY TO: Museums and Cultural Affairs Department  
2 Civic Center Plaza  
6<sup>th</sup> Floor  
El Paso, Texas 79901-1196

CONTRACTOR: Nonprofit Enterprise Center (NpEC)  
Attn: Frank Rene Lopez  
1812 Hunter Dr.  
El Paso, TX 79915  
(915) 590-1333

CITY CLERK DEPT.  
06 NOV - 6 PM 4:32

or to such other addresses as the parties may indicate to each other in writing.

9. Law Governing Contract.

The validity, construction and effect of this Contract shall be governed by the laws of the State of Texas. Venue shall be in the County of El Paso, Texas.

10. Miscellaneous Provisions.

a. Regardless of any other provision in this Contract, this Contract does not become binding on either party until signed by the Contractor and the City Manager of the City of El Paso.

b. Each person signing below represents that he or she has read this Agreement in its entirety; understands its terms; is duly authorized to execute this Agreement on behalf of the party indicated below by his or her name; and agrees on behalf of such Party that such Party will be bound by those terms.

**WITNESS THE FOLLOWING SIGNATURES AND SEAL:**

THE CITY OF EL PASO

\_\_\_\_\_  
Joyce Wilson  
City Manager

CONTRACTOR:

By \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED AS TO FORM:

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

APPROVED AS TO CONTENT:

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

CITY CLERK DEPT.  
06 NOV -6 PM 4:32

# ATTACHMENT A

CITY CLERK DEPT.

06 NOV -6 PM 4: 32

## ARTS DEVELOPMENT AND ENRICHMENT PROGRAM

### PURPOSE

The 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.

The ADEP 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 in order build artistic and administrative capacity, through the following initiatives:

- 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

The ADEP will also provide project support to individual artists and arts and cultural organizations 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** – any artists and arts and culture organization that 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 in management and technical assistance? 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 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

**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** 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 alignmentAdditional 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

06 NOV - 6 PM 4:32  
CITY CLERK DEPT.