



**CULTURAL AFFAIRS COMMISSION
PLANO MUNICIPAL CENTER
1520 K AVENUE
February 2, 2012**

ITEM NO.	EXPLANATION
	<p>Notice is hereby given that the Cultural Affairs Commission will meet in Worksession at the Plano Municipal Center, 1520 Avenue K, Plano, Texas on Thursday, February 2, 2012 at 6:00 p.m. in compliance with Chapter 551, Government Code, V.T.C.A., the Open Meeting Act, to consider the following:</p> <p>6:00 p.m. – Regular Session – Training Room A</p> <p>1 Call to Order/Pledge of Allegiance</p> <p>2 Comments of Public Interest - The Commission will hear comments of public interest relevant to the Cultural Affairs Commission, but any discussion shall be limited to placing the item on a future agenda if appropriate. Remarks are limited to five minutes per speaker.</p> <p>3 Approval of Minutes for the, January 5, 2012 Cultural Affairs Commission work session.</p> <p>4 Reports from Grant Recipients regarding various events.</p> <p>5 Reports from Commissioners or staff.</p> <p>6 Review Guidelines, Applications and Evaluation Criteria for:</p> <ul style="list-style-type: none">• Major Arts Grants• Small Arts Grants• Special Event Grants• Urban-Town Center Grants <p>7 Future Agenda Items</p> <p>8 Adjournment</p> <p>Council Liaisons: Council Member André Davidson Council Member Patrick Gallagher</p> <p>Plano Municipal Center is wheelchair accessible. A sloped curb entry is available at the main entrance facing Municipal Avenue, with specially marked parking spaces nearby. Access and special parking are also available on the north side of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the Public Information Department at (972)941-7307.</p>

CITY OF PLANO
Cultural Affairs Commission
February 2, 2012
Work Session
Agenda Item 3

Consideration of Minutes from January 5, 2012 Work Session

Summary of Item

The minutes from the January 5, 2012 work session are included in your packet for review and approval

Action Requested

Approval

Staff Resource

Kimberly Simmons

Time Allotted

5 minutes

CULTURAL AFFAIRS COMMISSION MEETING
MINUTES – Thursday, January 5, 2012

Marilyn Mahoney called the meeting of the Cultural Affairs Commission to order at 6:07pm in Training Room A at Plano Municipal Center.

Present: Marilyn Mahoney, Chair
Mark Greer, Commissioner
Marion Brockett, Jr, Commissioner
Allen Safir, Commissioner
Greg Huckaby, Commissioner
Margaret Tsai, Commissioner (arrived 6:11pm)

Staff: Dana Conklin, Director Public Information
Phyllis Reese, Sr. Public Information Coordinator
Kimberly Simmons, Administrative Coordinator
Karen Williams, Events Supervisor, Parks & Recreation Dept.

Council Members: Andre' Davidson

Public Comments

No public comments were made.

Approval of Minutes

Mr. Safir, moved to approve the minutes of the December 1, 2011 meeting. Mr. Huckaby seconded the motion. Motion passed 6:0

Reports from Grant Recipients:

Plano Civic Chorus (Jennifer Jafari) 1st Concert of the year, attendance doubled from last year; doing a dual concert in Plano with Plano Symphony Orchestra and in Dallas.

Plano Art Association (Katherine Kyhnel) Their next show “What You Love About TX” will be held at the ArtCentre; everyone is invited. They are presently working on the 125 shows with Collin County College. Everyone is invited to attend their reception.

International Festival (Gracella Katzer) The date for the Festival is October 13. Organizing the Community Circles to be held at Southwest Center on January 10, at 6:30pm.

ArtCentre of Plano (Suzy Jones) – Michael Askews black and white photograph on display through January 21st.

Men of Note (Tim Shirey) Held their Holiday shows on December 2 and 3; three of the shows sold out. Did Pledge for the City Council on November 28th. Offering classes on how to run a chorus and it's open to the public; they are free of charge. Singing Valentine coming and it's always a big hit.

Theatre Britain (Sue Birch) “Dick W.” show a huge success; great reviews from several of the media. Vaudeville show to be held at Cox Theatre in April.

CULTURAL AFFAIRS COMMISSION MEETING

DAAYO (Din Lin) They will be having two Spring concerts in March & May. Auditions for the shows will begin this Sunday. 2nd week of June, they will be going back to China.

MLK (Ernest Burk) all events will start on January 14 with a Power Breakfast with scholarships awarded. Community Unity Walk follows with City Manager Bruce Glasscock as Grand Marshal; Ms. Hightower will be the keynote speaker at the City Hall program, then celebration concludes on January 19 with Plano ISD program at Plano West Senior High.

Historic Downtown Plano (Rachel Rouse) Talks about doing a downtown Plano Walk.

Children's Chorus of Collin County (Russ Porter) Seven concerts this fall, one with Men of Note. WFAA also asked them to perform in November at the morning show. "Children of the World" heritage concert in April and May with Kids in costume.

Rover Dramawerks (Jason Rice) rehearsing for Gilligan, it will be awesome.

Plano Symphony Orchestra (Debbie Watson) They collaborated with many local arts groups this year (Men of Note, Plano Civic Chorus, Younger Generation, etc.) There will be a concert at Eisemann with acrobatics. On February 11 a special concert will be held at the Marriott. She urged the Commissioners to attend some of the school concerts. They are in planning stages for 2012-2013 Season. There's an Arts Leaders meeting on January 11th.

Chamberlain Ballet (Valentine Liberatore) Spring production will start March 1st. Dancers did a show at the Douglass Center.

Plano Metropolitan Ballet (Janet Dolan) two performances were held at Plano Community Home. Really nice article in Plano Profile about the "Cinderella". Cinderella performances still going on and tickets are available.

Plano Children's Theater (Sarah Akers) they saw an increase in attendance and ticket sales. Plano Profile named "Scrooge" the best performance to see; ticket sales are well. Starting free performance at Douglass.

Plano Balloon Festival (Jessica Jackson) Plano Balloon Festival will be held September 21 – 23, more details to follow in upcoming months.

Asia Fest (Paul Look) preparing the 9th Annual Asia Fest on Saturday May 5th.

Plano Community Band (Adrian Wong) Their November 5th concert with the 11 year old was sold out. April 15th will be their next concert.

Reports from Commissioner or staff:

Mr. Huckaby attended the Men of Note Holiday concert; venue was packed and a remarkable performance. Dallas Asia Festival well attended and had a great time.

Ms. Mahoney attended the Children's Chorus "Masters in the Hall" was amazing. Theatre Britain was terrific panto and very interactive, and every program glowed in the dark.

CULTURAL AFFAIRS COMMISSION MEETING

Ms. Conklin stated Liz Haywood has resigned from the Commission due to her work schedule. Ms. Mahoney added that her groups will be assigned a new CAC Liaison. Ms. Mahoney also welcomed Ms. Davidson.

Agenda Item 6

Break-out sessions with commissioners to discuss proposed changes to Major Arts, Small Arts, Special Events and Urban-Town Center Grants:

Three breakout groups were formed to discuss the following with Commissioners.

Applicable to all grants:

Should the financial eligibility be calculated on 990 history rather than projected budget?

Should the definition of “Plano-based” organization be improved? If so, how?

Arts:

In order to insure that public funds are spent in a way that maximize the return on the investment, should there be any excluded performance types? (i.e. nursing homes, small student recitals)

In order to be qualified for a grant, should the minimum number of performances required by a group be increased?

Special Events and Urban-Town Center:

What is the best balance of grants funds between in-kind services and cash?

Final decisions will be made at February meeting.

Future Agenda Items:

None

Motion to adjourn brought by Mr. Brockett and seconded by Mr. Huckaby. Motion passed 6:0. The meeting adjourned at 7:50pm

CITY OF PLANO
Cultural Affairs Commission
February 2, 2012
Regular Session
Agenda Item 6

Review Guidelines and Applications

Summary of Item

Draft copies of the Guidelines and Applications for Major Arts Grants, Small Arts Grants, Special Event Grant and Urban-Town Center Grant are included in your packet.

Action Requested

Review

Staff Resource

Dana Conklin
Phyllis Reese
Karen Williams

Time allotted

20 minutes



Cultural Affairs Commission

2012-2013 MAJOR ARTS GRANT GUIDELINES

I. INTRODUCTION & PURPOSE OF GRANT

The purpose of this grant is to enhance the arts (performing, visual and literary), culture and humanities of our city. This grant is intended to support artists and projects that create a greater appreciation for the cultural and ethnic diversity of our citizens; and to stimulate the development of new programs which would otherwise be unavailable; and to encourage projects that involve the active collaboration and cooperation of multiple arts organizations.

II. DEADLINE

April 13, 2012. All applications must be uploaded by 5:00 p.m. on this day.

III. ELIGIBILITY

All organizations submitting an application must meet the following criteria:

- A. Must be based in the City of Plano **and/or** present more than one performance, exhibition or workshops, or provide services and other arts/cultural activities for the citizens of Plano as well as for those audiences and participants attracted through the organization's broad marketing and promotion practices;
- B. Must be nonprofit, federally tax-exempt under section 501(c)(3) of the Internal Revenue Code, and the IRS letter of determination must be included with your application;
- C. Must have at least a 24-month history of continuous, stable programming prior to the grant application due date;
- D. Must have an active Board of Directors with at least one member residing in Plano;
- E. Must have programming, administrative practices and board membership which do not discriminate on the basis of race, color, national origin, sex or disability;
- F. If previously funded, applicant must have successfully fulfilled all prior contract obligations;

- G. Complete and submit by the due date the Grant Application on the form provided. An electronic template is available; however, no changes can be made in this format. All information requested must be provided in the order and format of the original template. **Do not omit any section of the Grant Application;**
- H. Organizations applying for City of Plano Major Arts Grants are not eligible to apply for City of Plano Small Arts Grants in the same year.

IV. RESTRICTIONS

The City of Plano **will not** fund the following:

- A. Grants to individuals;
- B. Reduction of deficits from or expenditures related to activities of previous fiscal years;
- C. Activities in which academic credit is given;
- D. Mortgage interest and depreciation on real property or capital improvements;
- E. Scholarships and fellowships for employees/volunteers; however, scholarships for programming are acceptable;
- F. Social functions, parties, receptions, openings, fundraising benefits, refreshments or beverages;
- G. Fines, penalties or costs of litigation and;
- H. Underwriting or subscriptions, investments, stocks, bonds or any financial obligation.

Financial credit for volunteer hours shall not be included in the application. In-kind goods/services credit is accepted.

Grants to an organization will not exceed **25%** of the organization's most recently completed fiscal year's expenditures less the above-restricted expenses.

V. APPLICATION REVIEW CRITERIA

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

<p>Artistic/Cultural/Creative Merit</p> <ol style="list-style-type: none"> 1. Applicant demonstrates a commitment to produce high quality artistic/cultural or creative merit as perceived by peers, critics and/or the public, as evidenced by press reviews, awards and increases in average attendance; 2. Activities that promote and encourage creativity, quality and excellence in the arts; 3. Innovation and creativity in programming, services, exhibits; 4. Vision and leadership of artistic/cultural staff, which can be measured by continual artistic or service growth and a corresponding increase in audiences, participants and constituents; 5. Activities that further the applicant organization's goals and objectives. 	<p>35%</p>
<p>Community Outreach</p> <ol style="list-style-type: none"> 1. Measurable, ongoing efforts to involve individuals of different ethnic heritages; 2. Efforts to reach new and special audiences through programming, services and educational focuses which promote cultural, artistic, or ethnic diversity; 3. Comprehensive marketing which promotes Plano as an important cultural center to its citizens, throughout the State of Texas and beyond; 4. Organized plan or methodology for education of the entire community regarding the organization's particular program or art form, as evidenced by classes, Master classes, public performances, PISD performances, etc.; 5. Evidence of growing public demand as demonstrated by increasing audience size and percent of programs or services conducted in the City of Plano and beyond. 	<p>30%</p>
<p>Administrative & Fiscal Responsibility</p> <ol style="list-style-type: none"> 1. A continuing history of growth, stability, fiscal responsibility and vision (as evidenced by such things as increasing private sector sponsorships and/or memberships, cost reductions, finding of new revenue streams, on-time submission of quarterly reports to City of Plano for past grants, etc.); 2. An active Board of Directors which meets regularly, oversees the finances, and sets the policies of organization and encourages diversity in the board and in the organization; 3. Ability to deliver programs, projects or services effectively; 4. Realistic budget proposal, as evidenced by a funding request proportionate to the service/usage levels; 5. Evidence of financial support from both private and public sectors; 6. Timely, accurate and complete reporting to the City of Plano on the use of grant funds. 	<p>35%</p>

A minimum composite score of 75% is required for any funding consideration. A score of less than 75% will not be considered.

VI. REVIEW PROCESS

- A. On Saturday, June 9, 2012 an approximately 20 minute mandatory review process will take place. The review will consist of a ten (10) minute presentation and a ten (10) minute questions and answer session. Representatives of applicant organization should be prepared to answer questions relevant to its application.
- B. The Cultural Affairs Commission will present its recommendations for grants funding to the Plano City Council for final review during a summer budget work session for Fiscal Year 2012-13.
- C. The Plano City Council will adopt the FY 2012-2013 Budget in September 2012. This includes the appropriation for all grant funding. All grant recipients will be notified of their funding after the budget adoption.

VII. FUNDING AVAILABILITY

- A. Grant funds awarded FY 2012-2013 are for expenses incurred during the fiscal year **October 1, 2012** through **September 30, 2013**.
- B. Funds will be made available after the organization has accepted, signed and returned the contract to the City of Plano, and all other required documents have been received by the City of Plano. No funds will be available before November 1, 2012.

VIII. OTHER REQUIREMENTS

The grantee organization **must**:

- A. Incorporate the following acknowledgment in all of its publications (including programs, flyers, brochures, handbills, press releases, advertisements, annual reports and all other mailing pieces:

“(the organization) is funded in part by the City of Plano.”

Grantee will provide copies of these publications and documents to the City of Plano Cultural Affairs Commission.

- B. Provide free admission (up to two tickets) to each of the organization’s programs/events for each Commissioner. All free tickets will be processed through the Public Information Office. Commissioner liaison assignments may change during the grant year.
- C. Provide the Commission with advance notice of performance/event schedules.
- D. Provide the Commission with detailed quarterly reports on the forms provided. Reports should sufficiently describe the expenditure of funds provided by the City, as well as a written description of program goals achieved and/or progress of same for the period covered by each report. Each quarterly report is due no later than 30 days after the end of the quarter. Reports will be due at the end of January, the end of April, the end of July, and the end of October.

- D. The Grantee organization's representative must attend a minimum of one regular Cultural Affairs Commission meeting per quarter.

IX. ANNOUNCEMENT

Announcement of the funding decisions will be made no later than September 30, 2012. The estimated timing for the disbursement of funds will be announced at that time.

Contract documents will be prepared for approval by the Plano City Council after the beginning of the appropriate fiscal year.

X. HOW TO APPLY

Applications must be submitted no later than **April 13, 2012** at 5:00pm.

The Cultural Affairs Commission will only accept applications in **electronic form**. Applications and all support materials must be submitted in **two Adobe Acrobat (PDF) files**.

Please label the application document with your organization name followed by the number 1 (ex. PlanoSongTroupe1)

Please label the secondary required documentation with your organization name followed by the number 2 (ex. PlanoSongTroupe2)

File size is limited to 5MB per each file.

1. Open your internet browser and go to <http://ww.plano.gov>
2. Click on the Plano Agendas button on the top-left portion of the page.
3. Click on the Cultural Affairs Grant Guidelines and Application Forms menu option on the left-side INFORMATION menu.

(To go directly to the application page: Open your internet browser and go to http://plano.gov/City_Hall/agendas/Pages/Cultural%20Affairs%20Commission.aspx)

4. Click on the **Submit Your Grant Application** link.
5. A new window will open. Follow the on-screen instructions to upload your application document.

NOTE: This is a firm due date and time. Incomplete or late submissions will not be considered for funding.

Questions may be directed to
City of Plano Public Information Department
972-941-7307
danac@plano.gov; phyllisr@plano.gov



Cultural Affairs Commission

2012-2013 MAJOR ARTS GRANT APPLICATION

Must be typed and submitted no later than 5:00 pm on April 13, 2012.

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**Cultural Affairs
Commission**

**2012-2013
MAJOR ARTS GRANT APPLICATION**

APPLICANT ORGANIZATION: _____

ORGANIZATION DIRECTOR: _____

PROGRAM ADMINISTRATOR:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ email: _____

Cell Phone: _____

GRANT CONTACT PERSON:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ email: _____

Cell Phone: _____

FINANCE OFFICER:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ email: _____

Cell Phone: _____



Cultural Affairs Commission

GRANT AMOUNTS:

Amount Requested for 2012-13 \$ _____

Amount Received for 2011-12 \$ _____

Percent increase/decrease requested over last year's grant _____%

2011-12 BUDGET SUMMARY:

	CITY FUNDS	OTHER FUNDS	TOTAL
PERSONNEL (as itemized on page 6)			
CONTRACTED SERVICES (as itemized on page 6)			
TRAVEL (as itemized on page 6)			
RENTAL EXPENSE (as itemized on page 7)			
ADVERTISING & PROMOTION (as itemized on page 7)			
INSURANCE (as itemized on page 7)			
OTHER EXPENSES (as itemized on page 8)			
IN-KIND GOODS/SERVICES (located on pg 8)	N/A		
TOTAL			



Cultural Affairs Commission

COMPARISON OF ACTUAL, PROJECTED AND PROPOSED BUDGET

APPLICANT'S FISCAL YEAR IS _____ TO _____
 Month Month

Financial Recap for Grant Year 2010-11
 Projected Budget for Grant Year 2011-12
 Proposed Budget for Grant Year 2012-13

	<u>Last Complete FY 2010-11</u>	<u>Current Budget FY 2011-12</u>	<u>Proposed Budget FY 2012-13</u>
A. Earned Income			
_____	_____	_____	_____
_____	_____	_____	_____
Total Earned Income	_____	_____	_____
B. Contributed Income (list below)			
_____	_____	_____	_____
_____	_____	_____	_____
Total Contributed Income	_____	_____	_____
C. In Kind Income (list below)			
C1. Goods or Services	_____	_____	_____
C2. Volunteer Time	_____	_____	_____
D. Total All Income (A+B+C)	_____	_____	_____
E. Expenses (list below)			
E1. Personnel	_____	_____	_____
E2. Contracted Services	_____	_____	_____
E3. Travel	_____	_____	_____
E4. Rental Expense	_____	_____	_____
E5. Advertising & Promotion	_____	_____	_____



Cultural Affairs Commission

	<u>Last Complete FY 2010-11</u>	<u>Current Budget FY 2011-12</u>	<u>Proposed Budget FY 2012-13</u>
E6. Insurance	_____	_____	_____
E7. Other Expenses	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
F. Depreciation/Mortgage Interest	_____	_____	_____
G. Total Expenses	_____	_____	_____
H. Total Income (D)	_____	_____	_____
Minus	_____	_____	_____
Total Expenses (G)	_____	_____	_____
Equals Net	_____	_____	_____

Attach to this application by way of the second file (in digital format):

- Balance Sheet and Statement of Income and Expenses **AND** Form 990 as filed with the U.S. Internal Revenue Service for the **two** most recently completed fiscal years.
- **Note: If you are claiming in-kind income, this must be supported by IRS Form 990 (Long Form). Form 990-EZ is not sufficient support for this claim.**

Use the following pages to itemize your request.



Cultural Affairs Commission

2012-13 BUDGET CATEGORY ITEMIZATION FOR FUNDS REQUESTED

Personnel (Artistic, Cultural, Technical and Administrative Staff)

Please list all compensated employees, whether full or part time.

Name	Title	FT/PT	Salary & Benefits	Amount Requested

Total Amount Requested \$ _____
 Enter this amount on Item 1 of 2012-2013 Budget Summary.

Contracted Services

Description	Amount Requested

Total Amount Requested \$ _____
 Enter this amount on Item 2 of 2012-2013 Budget Summary.

Travel

Description	Amount Requested

Total Amount Requested \$ _____
 Enter this amount on Item 3 of 2012-2013 Budget Summary.



Cultural Affairs Commission

Rental Expense

Description	Amount Requested

Total Amount Requested \$ _____
Enter this amount on Item 4 of 2012-2013 Budget Summary.

Advertising & Promotion

Name	Amount Requested

Total Amount Requested \$ _____
Enter this amount on Item 6 of 2012-2013 Budget Summary.

Insurance

Type	Amount Requested

Total Amount Requested \$ _____
Enter this amount on Item 7 of 2012-2013 Budget Summary.



Cultural Affairs Commission

Other Expenses: (List any type of expenses greater than \$250.00 as a separate line item.)

Description	Amount Requested

Total Amount Requested \$ _____
 Enter this amount on Item 8 of 2012-2013 Budget Summary.

Grand Total Requested \$ _____

(Add totals from categories above. This should be the same amount listed as Grand Total Requested, located below **2012-13 Budget Summary** in the beginning of this application on page 3.)

In-kind Goods and/or Services

These are defined as goods/services typically having a value that the agency would have otherwise paid for within the budget. (i.e. webmaster, graphic design, photography, financial audit, legal service)

Donated Goods/Services

Estimated Value

Volunteer Time

Number of Volunteers:

- 1-50 51-100 101-150 151-200
 201-250 251-300 301-350 351-400
 401-450 451-500 500+

Number of Volunteer Hours:

- 1-150 151-300 301-450 451-600
 601-750 751-900 901-1050 1051-1200
 1201-1350 1351-1500 1501+



Cultural Affairs Commission

Board of Directors

Name	City of Residence

Leadership Diversity

Please indicate the number of Staff and Board belonging to the following groups:

Ethnicity	Show 2011-12 #	Proj. 2012-13 #
White (not of Hispanic Origin)		
Black (not of Hispanic Origin)		
American Indian or Alaskan Native		
Hispanic		
Asian or Pacific Islander		
Other		

Gender	Show 2011-12 #	Proj. 2012-13 #
Male		
Female		

Age	Show 2011-12 #	Proj. 2012-13 #
Young Adult (ages 18-34)		
Mature Adult (ages 35-54)		
Seniors (ages 55 and up)		



Cultural Affairs Commission

FUNDS FROM SOURCES OTHER THAN THE CITY OF PLANO:

<u>Source</u>	2010-11	2011-12	2012-13
<u>Government</u>			
Local	_____	_____	_____
County	_____	_____	_____
State	_____	_____	_____
Federal	_____	_____	_____
<u>Other Investors/Contributors</u>			
Individual	_____	_____	_____
Corporate	_____	_____	_____
Foundations	_____	_____	_____
<u>Fees</u>			
Admissions	_____	_____	_____
Applications	_____	_____	_____
Vendors	_____	_____	_____
Tuition	_____	_____	_____
<u>Concessions</u>			
<u>Memberships</u>			
<u>Subscriptions</u>			
<u>Other</u>	_____	_____	_____
Total:	_____	_____	_____



Cultural Affairs Commission

NARRATIVE QUESTIONS

Please look at the **Application Review Criteria** section of the Grant Guidelines as you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should **never** exceed one page per question.

1. Describe the history and purpose of the organization.
2. Describe how any grant funds awarded will be used.
3. List the programs and activities for the upcoming grant year.
4. Show evidence of increased community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Plano.
5. How does your programming or project meet the definition of Artistic/Cultural/Creative merit as described in the Grant Guidelines?
6. How does your programming or project meet the definition of "Community Outreach" as described in the Grant Guidelines?
7. How does your organization meet the definition of "Administrative and Fiscal Responsibility" as described in the Grant Guidelines?
8. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?
9. What do you consider to have been your greatest success in the last fiscal year? What do you consider to have been your greatest need for improvement in the last fiscal year?
10. An explanation of the public benefits to the City of Plano which will result from your organization's efforts.
11. What is your organization doing to bring visitors to Plano to stay in local hotels and otherwise support the hospitality industry?
12. Discuss your organization's strategy for diversification of your board, audiences, and participants.



Cultural Affairs Commission

ADDITIONAL DISCUSSION POINT

For your ORAL PRESENTATION in June, be prepared to discuss the degree to which your organization met or did not meet its organizational goals in the previous year.

OTHER REQUIRED DOCUMENTATION

** Provided in a second Adobe Acrobat (pdf) file

The following additional information is required to process the grant application:

- A. IRS Letter of Determination certifying federal tax-exempt status under section 501(c)(3) of the Internal Revenue Service Code;
- B. Articles of Incorporation, if applicable, must be provided if not provided in previous years;
- C. Constitution and/or By-Laws;
- D. If your organization was awarded a grant that exceeded \$75,000 (exclusive of in-kind), attach a copy of the last independent audit of financial records. If no audit was completed, please explain. **No contract for future funding will be issued until this document is provided;**
- E. Schedule of Board of Directors meetings for the period of October 1, 2012 through September 30, 2013. Board of Directors meetings must occur at least once per quarter;
- F. Resumes of principal staff and artists or relevant job descriptions;
- G. The City of Plano requires each grantee to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant. The City of Plano Risk Manager is available at (972) 941-7129 if you or your insurance agent has questions on the required coverage.



Cultural Affairs Commission

OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to append that further explains the activities of your organization such as:

- Long Range Plan - 3-5 years
- Programs, publicity, articles, review, etc.
- Letters of support from patrons or other organizations in the community.

ORAL PRESENTATION OF A GROUP'S APPLICATION IS MANDATORY.

DRAFT



Cultural Affairs Commission

INSURANCE REQUIREMENTS

Organization shall procure and maintain for the duration of the grant agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the Organization, its agents, representatives, employees, volunteers, officers, directors or sub-contractors.

The Organization shall maintain insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering Comprehensive General Liability and ISO Form Number GL 0404 covering Broad Form Comprehensive General Liability, or ISO Commercial General Liability coverage ("occurrence" form CG 0001). Coverage will include: A) Premises - Operations, B) Broad Form Contractual Liability, C) Broad Form Property Damage and D) Personal Injury.

The policy will be endorsed to contain the following provisions: The City, its officials, employees, volunteers, Boards and Commissions are to be added as "Additional Insured" as respects to liability arising out of any activities performed by or on behalf of the Organization. The policy shall contain no special limitations to the scope of coverage afforded to the City. The Organization's insurance coverage shall be primary and any insurance or self-insurance shall be in excess of the Organization's insurance and shall not contribute with it. Certificate must include a waiver of subrogation as it regards the workers compensation policy. If your organization has no employees, and therefore does not carry workers compensation insurance, you must provide to the City of Plano a letter stating that you have no employees and therefore do not carry workers compensation insurance.

Insurance shall be placed with insurers with an A.M. Best rating of no less than "**A:VI**" or a **Standard & Poor's** rating of "**A**" or better.

The Organization shall furnish the city with a certificate of insurance which shows the coverage provided. The insurance policy will be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed, reduced in coverage or in limits except after **thirty (30) days** prior written notice by certified mail, return receipt requested, has been given to the city.



Cultural Affairs Commission

HOLD HARMLESS AND INDEMNIFICATION

Contractor shall release, defend, indemnify and hold harmless City and its officers, agents and employees from and against all damages, injuries (including death), claims, property damages (including loss of use), losses, demands, suits, judgments and costs, including attorney's fees and expenses, in any way arising out of, related to, or resulting from the performance of the work or caused by the negligent act or omission of

Contractor, its officers, agents, employees, subcontractors, licensees, invitees or any other third parties for whom Contractor is legally responsible (hereinafter "Claims"). Contractor must defend City against all such Claims.

City shall have the right to select or to approve defense counsel retained by Contractor to fulfill its obligation to defend and indemnify the City, unless such right is expressly waived by City in writing. City reserves the right to provide a portion or all of its own defense; however, City is under no obligation to do so. Any such action by City is not a waiver of Contractor's obligation to defend or indemnify the City pursuant to this Agreement. Contractor shall retain City approved defense counsel within seven (7) business days of City's written notice that City is invoking its right to indemnification under this Agreement. If Contractor fails to retain Counsel within such time period, City shall have the right to retain defense counsel on its own behalf, and Contractor is liable for all costs incurred by City.



Cultural Affairs Commission

VALIDATION OF APPLICATION

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

Signature of Authorized Official

Date

Typed Name

Title within Organization

Business Telephone

Home Telephone

E-mail address



Cultural Affairs Commission

2012–2013 SMALL ARTS GRANT GUIDELINES

I. INTRODUCTION & PURPOSE OF GRANT

The purpose of this grant is to enhance the arts (performing, visual and literary), culture and humanities of our city. This grant is intended to support artists and projects that create a greater appreciation for the cultural and ethnic diversity of our citizens; and to stimulate the development of new programs which would otherwise be unavailable; and to encourage projects that involve the active collaboration and cooperation of multiple arts organizations.

II. DEADLINE

April 13, 2012. All applications must be uploaded by 5:00 p.m. on this day.

III. ELIGIBILITY

- A. Must be based in the City of Plano **and/or** present more than one performance, exhibition, or workshops, or provide services and other arts/cultural activities for the citizens of Plano as well as for those audiences and participants attracted through the organization's broad marketing and promotion practices;
- B. Organizations which are not 501(c)(3) nonprofit organizations may apply to this program for a total of two years. After that time, it will be required that an applicant will have acquired 501(c)(3) status and that the IRS letter of determination of 501(c)(3) status be attached to the application.
- C. **Must have an active Board of Directors with at least one member residing in Plano;**
- D. **Must have programming, administrative practices and board membership which do not discriminate on the basis of race, color, national origin, sex or disability;**
- E. If previously funded, applicant must have successfully fulfilled all prior contract obligations.
- F. Complete and submit by the due date the Grant Application on the form provided. An electronic template is available; however, no changes can be made in this format. All information requested must be provided in the order

and format of the original template. **Do not omit any section of the Grant Application.**

- G. Must have an active Board of Directors with at least one member residing in Plano;
- H. Organizations applying for City of Plano Small Grants are not eligible to apply for City of Plano Major Grants in the same year.

IV. RESTRICTIONS

- A. Funds may be used for artist's fees; promotion; purchase of production supplies and equipment; contract services vital and exclusive to the program; transportation; performance/exhibit space rental.
- B. The City of Plano **will not** fund the following:
 - 1. Grants to individuals;
 - 2. Reduction of deficits from or expenditures related to activities of previous fiscal years;
 - 3. Activities in which academic credit is given;
 - 4. Mortgage interest and depreciation on real property or capital improvements;
 - 5. Scholarships and fellowships for employees/volunteers; however, scholarships for programming are acceptable;
 - 6. Social functions, parties, receptions, openings, fundraising benefits, refreshments or beverages;
 - 7. Fines, penalties or costs of litigation and;
 - 8. Underwriting or subscriptions, investments, stocks, bonds or any financial obligation.

Financial credit for volunteer hours shall not be included in the application. In-kind goods/services credit is accepted.

V. APPLICATION REVIEW CRITERIA

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

Artistic/Cultural/Creative Merit Applicant demonstrates a commitment to and/or a potential for quality artistic/cultural or creative merit as perceived by others (i.e. peers, critics, and/or the public).	35%
Community Outreach Measurable, ongoing efforts to involve individuals of different ethnic heritages.	30%
Administrative and Fiscal Responsibility An organizational budget which is well thought out and reasonable. For organizations with a track record, demonstration of diversity efforts and sound financials.	35%

A minimum composite score of 75% is required for any funding consideration. A score of less than 75% will not be considered.

VI. REVIEW PROCESS

- A. On Saturday, June 9, 2012, an approximately 20 minute mandatory review process will take place. The review will consist of a ten (10) minute presentation and a ten (10) minute questions and answer session. Representatives of applicant organization should be prepared to answer questions relevant to its application.
- B. The Cultural Affairs Commission will present its recommendations for grants funding to the Plano City Council for final review during a summer budget work session for Fiscal Year 2012-13.
- C. The Plano City Council will adopt the FY 2012-2013 Budget in September 2012. This includes the appropriation for all grant funding. All grant recipients will be notified of their funding after the budget adoption.

VII. FUNDING AVAILABILITY

- A. Grant applications submitted on this date are for expenses incurred no earlier than **October 1, 2012** and not later than **September 30, 2013**.
- B. Funds will be made available after the organization has accepted, signed and returned the contract to the City of Plano, and all other required documents have been received by the City of Plano. No funds will be available before November 1, 2012.
- C. Grants awarded in the small grants program will not exceed \$1,000.00; and **will be determined based on the scoring sheet formula;**

VIII. OTHER REQUIREMENTS

The grantee organization must:

- A. Incorporate the following acknowledgment in all of applicant's publications (including programs, flyers, brochures, handbills, press releases, advertisements, annual reports and all other mailing pieces);

“(the organization) is funded in part by the City of Plano.”

Grantee will provide copies of these publications and documents to the City of Plano Cultural Affairs Commission.

- B. Provide free admission (up to two tickets) to each of organization's program/events for each Commissioner. All free tickets will be processed through the Public Information Office. Commissioner liaison assignments may change during the grant year.
- C. Provide the Commission with advance notice of performance/event schedules.
- D. Provide the Commission with detailed quarterly reports on the forms provided. Reports should sufficiently describe the expenditure of funds provided by the City, as well as a written description of program goals achieved and/or progress of same for the period covered by each report. Each quarterly report is due no later than 30 days after the end of the quarter. Reports will be due at the end of January, the end of April, the end of July, and the end of October.
- D. The Grantee organization's representative must attend a minimum of one regular Cultural Affairs Commission meeting per quarter.

IX. ANNOUNCEMENT

Announcement of the funding decisions will be made no later than September 30, 2012. The estimated timing for the disbursement of funds will be announced at that time.

Contract documents will be prepared for approval by the Plano City Council after the beginning of the appropriate fiscal year.

X. HOW TO APPLY

Applications must be submitted no later than April 13, 2012 at 5:00pm.

The Cultural Affairs Commission will only accept applications in electronic form. Applications and all support materials must be combined in **two Adobe Acrobat (PDF) files.**

Please label the application document with your organization name followed by the number 1 (ex. PlanoSongTroupe1)

Please label the secondary required documentation with your organization name followed by the number 2 (ex. PlanoSongTroupe2)

File size is limited to 5MB per each file.

1. Open your internet browser and go to <http://ww.plano.gov>
2. Click on the Plano Agendas button on the top-left portion of the page.
3. Click on the Cultural Affairs Grant Guidelines and Application Forms menu option on the left-side INFORMATION menu.

(To go directly to the application page: Open your internet browser and go to http://plano.gov/City_Hall/agendas/Pages/Cultural%20Affairs%20Commission.aspx)

4. Click on the **Submit Your Grant Application** link.
5. A new window will open. Follow the on-screen instructions to upload your application document.

NOTE: This is a firm due date and time. Incomplete or late submissions will not be considered for funding.

Questions may be directed to
City of Plano Public Information Department
972-941-7307
danac@plano.gov; phyllisr@plano.gov



Cultural Affairs Commission

2012-2013 SMALL ARTS GRANT APPLICATION

Must be typed and submitted no later than 5:00 pm on April 13, 2012.

HOW TO APPLY

Applications must be submitted no later than **April 13, 2012** at 5:00pm.

The Cultural Affairs Commission will only accept applications in **electronic form**. Applications and all support materials must be submitted in **two** Adobe Acrobat (PDF) files.

Please label the application document with your organization name followed by the number 1 (ex. PlanoSongTroupe1)

Please label the secondary required documentation with your organization name followed by the number 2 (ex. PlanoSongTroupe2)

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1. Open your internet browser and go to <http://www.plano.gov>
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NOTE: This is a firm due date and time. Incomplete or late submissions will not be considered for funding.

Questions may be directed to
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(972) 941-7307
danac@plano.gov; phyllisr@plano.gov



**Cultural Affairs
Commission**

**2012-2013
SMALL ARTS GRANT APPLICATION**

1. Applicant/Organization Name: _____

2. Address: _____

3. Contact Person: _____

4. Telephone: _____ (Day) _____ (Evening)

5. Fax: _____ 6. Email: _____

7. **Amount Requested:** _____

8. Art Form
Please check all that apply:

Crafts	_____	Theater	_____	Film	_____
Music	_____	Dance	_____	Visual Arts	_____
Vocal	_____	Ballet	_____	Painting	_____
Instrumental	_____	Modern	_____	Sculpture	_____
Classical	_____	Jazz	_____	Mixed media	_____
Trad./Folk	_____	Folk	_____	Photography	_____
				Fiber	_____

Other: _____

Is your group devoted to a specific ethnic art and cultural heritage? _____

If yes, please identify:



Cultural Affairs Commission

9. Total annual operating budget of your organization. (Please attach additional sheets if necessary.)

	<u>Expenses</u>		<u>Income</u>
Staff	_____	Earned	_____
Administrative	_____	Contributed	_____
Marketing	_____		
Contract Services	_____		
Space Rentals	_____		
Equipment	_____		
Transportation	_____		
Other	_____		
TOTAL EXPENSE	_____	TOTAL INCOME	_____

10. Please summarize the history of your organization.

11. How will your organization serve the Plano Community?

12. Where will your programs/activities occur? _____



Cultural Affairs Commission

13. Please describe the program or activities that these funds will support:

14. Funds provided by this grant will be used for the following purpose(s):
Check all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> Artist Fees | <input type="checkbox"/> Promotion | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Production Supplies | <input type="checkbox"/> Production Equip. | <input type="checkbox"/> Contract Services
(Other than artist fees) |
| <input type="checkbox"/> Performance/
Exhibit Space | <input type="checkbox"/> Programming Scholarship | |

The applying organization must specify the exact use of funds.

15. Who is the target audience and what attendance/participation level is anticipated?

16. If you have a Board of Directors, please name them. If not, who is responsible for your organization?

17. If you have achieved 501(c)(3) status, attach the IRS Letter of Determination certifying federal tax-exempt status under section 501(c)(3) of the Internal Revenue Service Code to the application.



Cultural Affairs Commission

Please provide information regarding volunteers who may assist with your activities.

Volunteer Time

Number of Volunteers:

- 1-50 51-100 101-150 151-200
 201-250 251-300 301-350 351-400
 401-450 451-500 500+

Number of Volunteer Hours:

- 1-150 151-300 301-450 451-600
 601-750 751-900 901-1050 1051-1200
 1201-1350 1351-1500 1501+

You are strongly encouraged to attach additional supporting documentation to this application. Examples of this sort of documentation might include:

- Letters of support or endorsement
- Critic's reviews or commentaries on your organization's work
- Promotional materials
- Annual Financial Statements of Your Organization
- Photos of your organization's activities



Cultural Affairs Commission

VALIDATION OF APPLICATION

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

Signature of Authorized Official Date

Typed Name

Title within Organization

Business Telephone Home Telephone

E-mail address



Cultural Affairs Commission

2012 – 2013 SPECIAL EVENTS SPONSORSHIP GRANT GUIDELINES

I. INTRODUCTION & PURPOSE OF GRANT

Special Events are defined as a short-term celebration provided for the community at-large and open to the public.

Individual run/walk/ride events are not eligible for City of Plano sponsorship.

The purpose of this grant is to enhance the arts, culture and humanities of our city. This grant is intended to support community celebrations that create a greater appreciation for the cultural and ethnic diversity of our citizens; and to stimulate the development of new programs which would otherwise be unavailable; and to encourage projects that involve the active collaboration and cooperation of multiple non-profit organizations.

II. DEADLINE

April 13, 2012. All applications must be uploaded by 5:00 p.m. on this day.

III. ELIGIBILITY

All agencies submitting an application must meet the following criteria:

- A. Must be based in the City of Plano and present activities for the citizens of Plano, as well as for those audiences and participants attracted through the Agency's broad marketing and promotion practices;
- B. Must be nonprofit, federally tax-exempt under section 501(c)(3) of the Internal Revenue Code;
- C. Sustaining Grant: Must have a history of continuous, stable programming for two years prior to the sponsorship application due date. Any exceptions must be approved by a two-thirds vote of the commission;
- D. Must have an active event planning committee, board, or equivalent with at least one member residing in Plano;
- E. Must have programming, administrative practices, board membership, and an event planning committee which do not discriminate on the basis of race, color, national origin, sex or disability;

- F. If previously funded, applicant must have successfully fulfilled all prior contract obligations; and
- G. Complete the Sponsorship application on the form provided.

IV. GRANT TYPES

A. Start-Up Sponsorship Grant

This grant opportunity is available to start-up events. This would include year one and two of an event. Events are eligible for start-up grants for a maximum of two years. This grant is offered at a maximum participation by the City of Plano of 30% of event's total budget.

B. Sustaining Sponsorship Grant

This grant opportunity is available to events in year three and beyond. The participation by the City of Plano will be a maximum of 25% of the total event expense budget determined by the most recent expense budget.

V. RESTRICTIONS

The City of Plano **will not** fund the following:

- A. Grants to individuals;
- B. Reduction of deficits from or expenditures related to activities of previous fiscal years;
- C. Real property, mortgage interest and/or depreciation on real property;
- D. Personnel employed full-time or part-time by the event specifically for the purpose of managing the event.
- E. Social functions, parties, receptions, openings, fundraising benefits, refreshments or beverages;
- F. Fines, penalties or costs of litigation and;
- G. Underwriting or subscriptions, investments, stocks, bonds or any financial obligation.

VI. APPLICATION REVIEW CRITERIA

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

<p>Artistic/Cultural/Creative Merit</p> <ol style="list-style-type: none"> 1. Applicant demonstrates a commitment to producing a high quality event or service merit as perceived by peers, critics and/or the public, as evidenced by press reviews, awards and increases in average attendance; 2. Activities that promote education, entertainment or community spirit; 3. Innovation and creativity in programming, services, exhibits; 4. Vision and leadership of artistic/cultural staff, which can be measured by continual artistic or service growth and a corresponding increase in audiences, participants and constituents; 5. Activities that further the applicant organization’s goals and objectives. 	<p>30%</p>
<p>Community Outreach</p> <ol style="list-style-type: none"> 1. Measurable, ongoing efforts to involve individuals of different ethnic heritages; 2. Efforts to reach new and special audiences through programming, services and educational focuses which promote cultural, artistic or ethnic diversity. 3. Comprehensive marketing which promotes Plano as an important cultural center to its citizens, throughout the State of Texas and beyond; 4. Organized plan or methodology for education of the entire community regarding the organization’s particular program; 5. Evidence of growing public demand as demonstrated by increasing audience size and percent of programs or services conducted in the City of Plano and beyond. 	<p>35%</p>
<p>Administrative & Fiscal Responsibility</p> <ol style="list-style-type: none"> 1. A continuing history of growth, stability, fiscal responsibility and vision (as evidenced by such things as increasing private sector sponsorships and/or memberships, cost reductions, finding of new revenue streams, on-time submission of quarterly reports to City of Plano for past grants, etc.) 2. An active Board of Directors which meets regularly, oversees the finances, and sets the policies of organization and encourages diversity in the board and in the organization. 3. Ability to deliver programs, projects or services effectively; 4. Realistic budget proposal, as evidenced by a funding request proportionate to the service/usage levels; 5. Evidence of financial support from both private and public sectors. 6. Timely, accurate and complete reporting to the City of Plano on the use of grant funds. 	<p>35%</p>

A minimum composite score of 75% is required for any funding consideration. A score of less than 75% will not be considered.

VII. REVIEW PROCESS

- A. On Thursday, May 3, 2012, the review process, lasting approximately twenty (20) minutes per applicant, will take place at the scheduled meeting of the Cultural Affairs Commission.

The review is mandatory and will consist of a ten (10) minute oral presentation by the applicant and a ten (10) minute questions and answer session. Representatives of applicant organization should be prepared to answer any and all questions based upon its application.

- B. The Cultural Affairs Commission will use a final formula to calculate the total recommendation for the sponsorship grant funding amount.
(Event Budget x max % eligible) x Total Composite Score of Commissioners
- C. The Cultural Affairs Commission will present its recommendations for sponsorship funding to the Plano City Council for final review during a summer budget work session for Fiscal Year 2012-13.
- D. The Plano City Council will adopt the FY 2012-2013 Budget in September 2012. This includes the appropriation for all grant funding. All grants recipients' will be notified of their funding after the budget adoption.

VIII. FUNDING AVAILABILITY

Grant applications submitted on this date are for expenses incurred no earlier than **October 1, 2012** and not later than **September 30, 2013**.

Funds will be made available after the sponsorship applicant has accepted, signed and returned the contract to the City of Plano. No funds will be available before November 1, 2012.

IX. OTHER REQUIREMENTS

The sponsorship applicant must:

1. Include the City of Plano at the appropriate sponsorship level in all Special Event publications (including programs, flyers, brochures, handbills, press releases, advertisements, annual reports and all other mailing pieces). An official logo will be provided by City of Plano;
2. Provide a voting seat on the event planning committee;
3. Provide an after-event report outlining the results of the event within sixty (60) days of the end of the event, paying particular attention to items reflected in the application. This must be received with the financial records as outlined in the contract;

4. Applicant, if awarded a grant, must provide Certificate of Insurance naming the City of Plano as an additional insured. Insurance must include liability coverage, and worker's compensation coverage for those organizations with employees. See application for minimum amounts required.
5. The Grantee organization's representative must attend a minimum of one regular Cultural Affairs Commission meeting per quarter.

X. ANNOUNCEMENT

Announcement of the funding decisions will be made no later than September 30, 2012. The estimated timing for the disbursement of funds will be announced at that time.

Contract documents will be prepared for approval by the Plano City Council after the beginning of the appropriate fiscal year.

XI. HOW TO APPLY

Applications must be submitted no later than April 13, 2012 at 5:00pm.

The Cultural Affairs Commission will only accept applications in electronic form. Applications and all support materials must be submitted in **two Adobe Acrobat (PDF) files.**

Please label the application document with your organization name followed by the number 1 (ex. PlanoSongTroupe1)

Please label the secondary required documentation with your organization name followed by the number 2 (ex. PlanoSongTroupe2)

File size is limited to 5MB per each file.

1. Open your internet browser and go to <http://www.plano.gov>
2. Click on the Plano Agendas button on the top-left portion of the page.
3. Click on the Cultural Affairs Grant Guidelines and Application Forms menu option on the left-side INFORMATION menu.

(To go directly to the application page: Open your internet browser and go to http://plano.gov/City_Hall/agendas/Pages/Cultural%20Affairs%20Commission.aspx)

4. Click on the **Submit Your Grant Application** link.
5. A new window will open. Follow the on-screen instructions to upload your application document.

NOTE: This is a firm due date and time. Incomplete or late submissions will not be considered for funding.

Questions may be directed to
City of Plano Public Information Department

(972)941-7307

danac@plano.gov; karenw@plano.gov



Cultural Affairs Commission

2012-2013 SPECIAL EVENT SPONSORSHIP GRANT APPLICATION

Must be submitted no later than 5:00pm April 13, 2012.

HOW TO APPLY

Applications must be submitted no later than April 13, 2012 at 5:00pm.

The Cultural Affairs Commission will only accept applications in electronic form. Applications and all support materials must be submitted in **two** Adobe Acrobat (PDF) files.

Please label the application document with your organization name followed by the number 1 (ex. PlanoSongTroupe1)

Please label the secondary required documentation with your organization name followed by the number 2 (ex. PlanoSongTroupe2)

File size is limited to 5MB per each file.

1. Open your internet browser and go to <http://ww.plano.gov>
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3. Click on the Cultural Affairs Grant Guidelines and Application Forms menu option on the left-side INFORMATION menu.

(To go directly to the application page: Open your internet browser and go to http://plano.gov/City_Hall/agendas/Pages/Cultural%20Affairs%20Commission.aspx)

4. Click on the **Submit Your Grant Application** link.
5. A new window will open. Follow the on-screen instructions to upload your application document.

NOTE: This is a firm due date and time. Incomplete or late submissions will not be considered for funding.

Questions may be directed to
Karen Williams
Plano Parks and Recreation Department
(972) 941-7288
karenw@plano.gov



**Cultural Affairs
Commission**

**2012-2013 SPECIAL EVENT
SPONSORSHIP GRANT APPLICATION**

Start Up Grant = Year 1 & 2

Sustaining Grant = Year 3 & Beyond

APPLICANT AGENCY: _____

EVENT NAME: _____

EVENT DATE: _____

CONTACT PERSON:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ e-mail: _____

CONTACT PERSON:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ e-mail: _____

BRIEF EVENT DESCRIPTION:

Please provide a brief description of the event. (Narrative will be requested later in this application)



Cultural Affairs Commission

Agency Board of Directors

Name	City of Residence

Planning Committee (if appropriate)

Name	City of Residence



Cultural Affairs Commission

Leadership Diversity

Please indicate the percent of Board and/or Planning Committee belonging to the following groups:

	Board	Planning Committee
White (not of Hispanic origin)		
Black (not of Hispanic origin)		
American Indian / Alaskan Native		
Hispanic		
Asian / Pacific Islander		
Multi-Racial / Other		

NARRATIVE QUESTIONS

Please look at the criteria in the sponsorship guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should **never** exceed one page.

1. Describe the purpose and history of the event.
2. Describe the uniqueness of the event.
3. Outline the event for the upcoming sponsorship year.
4. Describe the 3, 5, and 10-year vision for the event
5. Show evidence of growth in community support prior to this application. Be sure to include specific information as to the activities taking place within the City of Plano.
6. How does your event meet the definition of Event Merit as described in the grant guidelines?
7. How does your event meet the definition of Community Partnership as described in the guidelines? Be sure to include detailed descriptions of the public benefits to the City of Plano, which will result from your organization's efforts.
8. How does your event promote tourism in Plano? What is your event doing to promote the use of Plano hotels/motels?



Cultural Affairs Commission

9. How does your organization meet the definition of Administrative and Fiscal Responsibility as described in the guidelines?
10. What are your fundraising plans/forecasts for the next three years?
11. How does your organization plan to manage expenses for the next three years?
12. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?
13. How does your marketing plan focus on Plano?
14. What do you consider to have been the greatest success of last year's event?

ATTENDANCE:

Please provide a history and projection of your attendance figures

	2010-11	2011-12	2012-13	2013-14
Projection				
Actual				
% = Plano residents				

VOLUNTEERS:

Please provide a history of last year's event.

Services Provided	Number of People	Number of Hours
TOTAL		



Cultural Affairs Commission

GRANT REQUEST:

Total Amount Requested for 2012-13 \$ _____

Total Amount Received for 2011-12 \$ _____

Percent increase requested over last year's grant _____%

BUDGET:

Event Budget Information

Please provide a quick outline of your budgets matching the City of Plano Fiscal Year(s) in which the funding occurs. The City of Plano Fiscal Year begins October 1 and ends September 30.

	2011-2012	2012-2013	2013-2014
Revenues			
Expenses			
Total Net Gain/Loss			



Cultural Affairs Commission

Budget for 2012-13 Grant Request

Please complete the following by providing information for your grant request and attach a copy of your complete detailed budget for the year of your request.

Revenue:

	Total Event Budget	City Cash Requested	City In-Kind Requested	City % of Total Budget
Sponsorships*			X	
Corporate		X	X	X
Foundations		X	X	X
Individual		X	X	X
In-Kind Sponsorships **		X		
Fees		X	X	X
Admission		X	X	X
Vendors (non-sponsor)		X	X	X
Vendors (sponsor)		X	X	X
Parking		X	X	X
Other (specify)				
Grand Total				

*Sponsorship defined as cash-only in keeping with sponsor levels established by event.

**Includes any sponsorships of services balanced against event costs. (i.e. media value, contract services)

Expenses:

	Total Event Budget	City Cash Requested	City In-Kind Requested	City % of Total Budget
Contracted City Services*				
Contracted Services other than City		X	X	X
Rental Expenses				
In-Kind Services other than City		X	X	X
Advertising & Promotion				
Insurance			X	
Other				
Grand Total				

*Such as Police, Parks and Recreation, EMS, etc. typically provided as in-kind services only. These will be calculated in accordance with Fair Labor Standards Act.



Cultural Affairs Commission

OTHER REQUIRED DOCUMENTATION

The following additional information is required to accept the sponsorship grant application:

- A. A detailed budget for request year as outlined on page 7.
- B. IRS Letter of Determination certifying federal tax-exempt status under section 501(c)(3) of the Internal Revenue Code;
- C. Articles of Incorporation, if applicable, must be provided if not provided in previous years;
- D. Constitution and/or By-Laws, must be provided annually;
- E. Balance Sheet and Statement of Income and Expenses **and** Form 990 as filed with the U.S. Internal Revenue Service for the two most recently ended fiscal years;
- F. If your organization is awarded a grant that exceeds \$75,000 (exclusive of in-kind) attach a copy of the last independent audit of financial records. If no audit was completed, please explain;
- G. At its own expense, a Contractor receiving cash funds in the amount of \$75,000.00 or more agrees to maintain during the term of the grant agreement an Employee Dishonesty Bond (EDB) in an amount equal to the total dollar amount awarded to Contractor by the City as defined in the grant agreement. A copy of proof of EDB shall be attached to the funding agreement when executed. Bonds shall be placed with insurers with an A.M. Best rating of no less than “**A:VI**” or a Standard & Poor’s rating of “**A**” or better;
- H. Schedule of Board of Directors meetings, or event planning meetings, for the period of October 1, 2011 through September 30, 2012. Meetings must occur at least once per quarter;
- I. Resumes of principal staff and other relevant job descriptions.



Cultural Affairs Commission

- J. Organization will obtain a Certificate of Insurance for liability coverage as outlined in this application. The City of Plano requires each grantee to have liability insurance to protect the public from acts by the grantee. This mandated coverage does not cover the grantee nor any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant. The City of Plano Risk Manager is available at 972-941-7129 if you or your insurance agent has questions on the required coverage.

OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to append which further explains the activities of your organization such as:

- Long Range Plan - 3-5 years
- Programs, publicity, articles, review, etc.,
- One labeled DVD of event or other activity for which City of Plano grant funds will be utilized.

**ORAL PRESENTATION BEFORE THE CULTURAL AFFAIRS COMMISSION
WILL BE REQUIRED IN MAY 3, 2012.**



Cultural Affairs Commission

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Event shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Event's operation and use of the leased premises. The cost of such insurance shall be borne by the Event.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability coverage "occurrence" form CG 00 01 (10 01). "**Claims Made**" form is unacceptable.

B. MINIMUM LIMITS OF INSURANCE

Event shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 Aggregate.
NOTE: The aggregate loss limit applies to each event.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either **1)** the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, agents and volunteers or **2)** the Event shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain or be endorsed to contain the following provisions:

1. General Liability

- a. *The City of Plano, its' officers, officials, employees, boards and commissions, agents, and volunteers are to be covered as "additional insured" as respects: liability arising out of premises owned, occupied or used by the Event. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents and volunteers.*



Cultural Affairs Commission

- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees, agents and volunteers.
- c. Coverage shall state that the Event's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.
- d. Event's insurance shall be primary as respects to the City, its officers, officials, employee, agents and volunteers.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

E. ACCEPTABILITY OF INSURERS

City prefers that insurance be placed with insurers with a Best's rating of "A-VI" or "A" or better by Standard and Poor. This rating requirement may be waived for Workers' Compensation coverage only by the Risk Manager or his designee.

F. VERIFICATION OF COVERAGE

Event shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the City before the Event commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

G. FOOD AND/OR LIQUOR COVERAGE

If food is being provided to attendees or participants, Event must provide Product Liability in the amounts listed previously. If liquor is being served, Event must provide Host Liquor Liability, unless Event is in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages; in which case, a Liquor Liability Policy will be required: \$1,000,000 limit per occurrence, \$2,000,000 aggregate.



Cultural Affairs Commission

H. **SPECIAL EVENTS**

Insurance provided by the Event must cover all operations of the Special Event including but not limited to: participants, subcontractors, vendors, exhibitors, volunteers, etc. If the policy of the Event excludes any activity or group involved in the Special Event, the Event must provide proof of insurance as required by this agreement. Event must furnish separate certificates for each group or activity not included or covered by Event's insurance.

I. **HOLD HARMLESS AND INDEMNIFICATION**

Contractor shall release, defend, indemnify and hold harmless City and its officers, agents and employees from and against all damages, injuries (including death), claims, property damages (including loss of use), losses, demands, suits, judgments and costs, including attorney's fees and expenses, in any way arising out of, related to, or resulting from the performance of the work or caused by the negligent act or omission of Contractor, its officers, agents, employees, subcontractors, licensees, invitees or any other third parties for whom Contractor is legally responsible (hereinafter "Claims"). Contractor must defend City against all such Claims.

City shall have the right to select or to approve defense counsel retained by Contractor to fulfill its obligation to defend and indemnify the City, unless such right is expressly waived by City in writing. City reserves the right to provide a portion or all of its own defense; however, City is under no obligation to do so. Any such action by City is not a waiver of Contractor's obligation to defend or indemnify the City pursuant to this Agreement. Contractor shall retain City approved defense counsel within seven (7) business days of City's written notice that City is invoking its right to indemnification under this Agreement. If Contractor fails to retain Counsel within such time period, City shall have the right to retain defense counsel on its own behalf, and Contractor is liable for all costs incurred by City.

J. **PROOF OF INSURANCE**

Event is required to submit original proof of insurance on a form acceptable to the City of Plano. Certificates of Insurance similar to the ACORD form are acceptable. City will not accept Memorandums of Insurance or Binders as proof of insurance. City, at its own discretion, may require a copy of any policy



Cultural Affairs Commission

presented to the City. Endorsement naming City of Plano as additional insured and waiver of subrogation must be submitted with proof of insurance.

Certificate of insurance must be submitted to:

City of Plano
Attn: Special Events
P.O. Box 860358
Plano, TX 75086-0358

The following language must be included in the description box of the certificate. No other language will be accepted and will result in the certificate being rejected:

“The City of Plano, its’ officers, officials, employees, boards and commissions, agents, and volunteers are covered as additional insured as respects: liability arising out of premises owned, occupied or used by the Event.”



Cultural Affairs Commission

VALIDATION OF APPLICATION

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

Signature of Authorized Official

Date

Typed Name

Title within Organization

Business Telephone

Home Telephone

E-mail address



2012-2013 URBAN / TOWN CENTER EVENT GRANT APPLICATION

Must be submitted no later than 5:00pm April 13, 2012.

HOW TO APPLY

The Cultural Affairs Commission will only accept applications in electronic form. Applications and all support materials must be submitted in **two** Adobe Acrobat (PDF) files.

Please label the application document with your organization name followed by the number 1 (ex. PlanoSongTroupe1)

Please label the secondary required documentation with your organization name followed by the number 2 (ex. PlanoSongTroupe2)

File size is limited to 5MB per each file.

1. Open your internet browser and go to <http://ww.plano.gov>
2. Click on the Plano Agendas button on the top-left portion of the page.
3. Click on the Cultural Affairs Grant Guidelines and Application Forms menu option on the left-side INFORMATION menu.

(To go directly to the application page: Open your internet browser and go to http://plano.gov/City_Hall/agendas/Pages/Cultural%20Affairs%20Commission.aspx)

4. Click on the **Submit Your Grant Application** link.
5. A new window will open. Follow the on-screen instructions to upload your application document.

NOTE: This is a firm due date and time. Incomplete or late submissions will not be considered for funding.

Questions may be directed to
Karen Williams
Plano Parks and Recreation Department
(972) 941-7288
karenw@plano.gov

**ONE APPLICATION MUST BE RECEIVED
FOR EACH SEPARATE EVENT**



2012-2013 URBAN / TOWN CENTER EVENT GRANT APPLICATION

APPLICANT: _____

EVENT NAME: _____

EVENT DATE: _____

CONTACT PERSON:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ e-mail: _____

CONTACT PERSON:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ e-mail: _____

BRIEF EVENT DESCRIPTION:

Please provide a brief description of the event. (Narrative will be requested later in this application)



NARRATIVE QUESTIONS

Please look at the criteria in the sponsorship guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should **never** exceed one page.

1. Describe the purpose and history of the event.
2. Describe the uniqueness of the event.
3. Outline the event for the upcoming sponsorship year.
4. Describe the 3, 5, and 10-year vision for the event
5. Show evidence of growth in community support prior to this application. Be sure to include specific information as to the activities taking place within the City of Plano.
6. How does your event meet the definition of Event Merit as described in the grant guidelines?
7. How does your event meet the definition of Community Partnership as described in the guidelines? Be sure to include detailed descriptions of the public benefits to the City of Plano, which will result from your organization's efforts.
8. How does your event promote tourism into Plano? What is your event doing to promote the use of Plano hotels/motels?
9. How does your organization meet the definition of Administrative and Fiscal Responsibility as described in the guidelines?
10. What are your fundraising plans/forecasts for the next three years for this event?
11. How does your organization plan to manage expenses for the next three years for this event?
12. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?
13. How does your marketing plan focus on Plano?
14. What do you consider to have been your greatest success with last year's event? (if none, then please note)



BUDGET:

Event Budget Information

Please provide a quick outline of your budgets matching the City of Plano Fiscal Year(s) in which the funding occurs. The City of Plano Fiscal Year begins October 1 and ends September 30.

	FY 2011-12	FY 2012-13	FY 2013-14
Revenues			
Expenses			
Total Net Gain/Loss			

Budget for 2012-13 Grant Request

Please complete the following by providing information for your grant request and attach a copy of your complete budget for the year of your request.

Revenue:

	Total Overall Event Budget	City Cash Requested	% of Total Overall Event Budget	City In-Kind Requested
Sponsorships*				
Corporate		X		X
Foundations		X		X
Individual		X		X
In-Kind Sponsorships **				
Fees				
Admission		X		X
Vendors (non-sponsor)		X		X
Vendors (sponsor)		X		X
Parking		X		X
Other (specify)		X		X
Grand Total			100%	

*Sponsorship defined as cash-only in keeping with sponsor levels established by event.

**Includes any sponsorships of services balanced against event costs. (i.e. media value, contract services)



Expenses:

	Total Event Budget	City Cash Requested	City In-kind Requested	City % of Total Budget
Contracted City Services*				
Contracted Services other than City		X	X	X
Rental Expenses				
In-Kind Services other than City		X	X	X
Advertising & Promotion				
Insurance			X	
Other				
Grand Total				

*Typically provided as in-kind services only. These will be calculated in accordance with Fair Labor Standards Act.

OTHER REQUIRED DOCUMENTATION

The following additional information is required to process the sponsorship application:

- A. A detailed budget for request year as outlined on page 5.
- B. Organization will obtain a Certificate of Insurance for liability coverage as outlined on page 8. The City of Plano requires each grantee to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant. The City of Plano Risk Manager is available at 972-941-7129 if you or your insurance agent has questions on the required coverage.



OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to append which further explains the activities of your organization such as:

- Long Range Event Plan - 3-5 years
- One labeled videotape of event or other activity for which City of Plano grant funds will be utilized.
- Programs, publicity, articles, review, etc.,

**ORAL PRESENTATION OF A GROUP'S APPLICATION WILL BE REQUIRED
BEFORE CULTURAL AFFAIRS COMMISSION ON THURSDAY, MAY 3, 2012**



INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Event shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Event's operation and use of the leased premises. The cost of such insurance shall be borne by the Event.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage "occurrence" form CG 00 01 (10 01). **"Claims Made" form is unacceptable.**

B. MINIMUM LIMITS OF INSURANCE

Event shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 Aggregate.
NOTE: The aggregate loss limit applies to each event.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either 1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, agents and volunteers or 2) the Event shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain or be endorsed to contain the following provisions:

1. General Liability

- a. The *City of Plano its' officers, officials, employees, boards and commissions, agents, and volunteers* are to be covered as "additional insured" as respects: liability arising out of premises owned, occupied or used by the Event. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents and volunteers.
- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees, agents and volunteers.



- c. Coverage shall state that the Event's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.
- d. Event's insurance shall be primary as respects to the City, its officers, officials, employees, agents and volunteers.

2. Insurance Coverage

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

E. ACCEPTABILITY OF INSURERS

City prefers that insurance be placed with insurers with a Best's rating of "A-VI" or "A" or better by Standard and Poor. This rating requirement may be waived for Workers' Compensation coverage only by the Risk Manager or his designee.

F. VERIFICATION OF COVERAGE

Event shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the City before the Event commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

G. FOOD AND/OR LIQUOR COVERAGE

If food is being provided to attendees or participants, Event must provide Product Liability in the amounts listed above. If liquor is being served, Event must provide Host Liquor Liability, unless Event is in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages; in which case, a Liquor Liability Policy will be required: \$1,000,000 limit per occurrence, \$2,000,000 aggregate.

H. SPECIAL EVENTS

Insurance provided by the Event must cover all operations of the Special Event including but not limited to; participants, subcontractors, vendors, exhibitors, volunteers, etc. If the policy of the Event excludes any activity or group involved in the Special Event, the Event must provide proof of insurance as required by this agreement. Event must furnish separate certificates for each group or activity not included or covered by Event's insurance.



I. HOLD HARMLESS AND INDEMNIFICATION

Contractor shall release, defend, indemnify and hold harmless City and its officers, agents and employees from and against all damages, injuries (including death), claims, property damages (including loss of use), losses, demands, suits, judgments and costs, including attorney's fees and expenses, in any way arising out of, related to, or resulting from the performance of the work or caused by the negligent act or omission of Contractor, its officers, agents, employees, subcontractors, licensees, invitees or any other third parties for whom Contractor is legally responsible (hereinafter "Claims"). Contractor must defend City against all such Claims.

City shall have the right to select or to approve defense counsel retained by Contractor to fulfill its obligation to defend and indemnify the City, unless such right is expressly waived by City in writing. City reserves the right to provide a portion or all of its own defense; however, City is under no obligation to do so. Any such action by City is not a waiver of Contractor's obligation to defend or indemnify the City pursuant to this Agreement. Contractor shall retain City approved defense counsel within seven (7) business days of City's written notice that City is invoking its right to indemnification under this Agreement. If Contractor fails to retain Counsel within such time period, City shall have the right to retain defense counsel on its own behalf, and Contractor is liable for all costs incurred by City.

J. PROOF OF INSURANCE

Event is required to submit original proof of insurance on a form acceptable to the City of Plano. Certificates of Insurance similar to the ACORD form are acceptable. City will not accept Memorandums of Insurance or Binders as proof of insurance. City, at its own discretion, may require a copy of any policy presented to the City. Endorsement naming City of Plano as additional insured and waiver of subrogation must be submitted with proof of insurance.

The certificate of insurance must be submitted to:

City of Plano
Attention: Special Events
Karen Williams
P.O. Box 860358
Plano, TX 75086-0358



VALIDATION OF APPLICATION

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

Signature of Authorized Official Date

Typed Name

Title within Organization

Business Telephone Home Telephone

E-mail address

For Your Information

New Commissioner Tracking Form Spreadsheet

Commissioner Safir report – MLK Event

Commissioners Reports Tracking Forms

	Event/ Date	Event/Date	Event/Date	Other
Marion Brockette				
ArtCentre of Plano				
ChamberlainPerforming Arts				
Plano Community Band				
Mark Greer				
Dallas Asian American Youth Orchestra				
Plano Art Association				
Plano Civic Chorus				
Greg Huckaby				DAAYO - 12/04/11 Men of Note- 12/03/11 Chamberlain - 11/25/11
Children's Chorus of Collin County				
Rover Dramawerks				
Asian Heritage Celebration				
Marilyn Mahoney				Children's Chorus - 12/12/11 Chamberlain - 11/05/11 Plano Children's Theatre - 11/11/11
Theatre Britain	"Dick Whittington" Panto - 12/17/11			
Younger Generation Chorus of Plano				
Dallas Chinese Choral Society				
Historic Downtown Plano Association				
Allen Safir				
Men of Note				
Plano Children's Theatre				
MLK Celebration				MLK Tribute - 01/19/12
Plano Balloon Festival				

Lights of Legacy				
Margaret Tsai				
Plano Metropolitan Ballet				
ArtCentre Theater				
Komen Race for the Cure				
No Commissioner Assigned				
Plano Symphony Orchestra				
Texas Performing Chinese Arts Association				
Plano International Festival				



**Cultural Affairs Commission
Commissioner's Report**

Performance / Event: MLK - Plano ISD MLK Tribute

Venue: Plano West Senior High Auditorium

Date Attended: 02/19/2012 @ 6:30pm

Length of Time You Attended: 1 hour

Estimated Audience Count: hundreds - 300-500

Was the performance/event well attended? (circle one)
Yes No

Rate the overall performance / event (circle one)
low 1 2 3 4 5 6 7 8 9 high

Rate the Artistic / Cultural Merit of the performance / event (circle one)
low 1 2 3 4 5 6 7 8 9 high

Please use the space provided to make additional comments regarding your attendance and the performance / event

Venue was packed and we truly enjoyed the performance

A lot of schools participated and excellent turnout
from Plano City Council & Plano ISD Board

Signed: 
Allen Safir

Date Submitted:
02/28/2012