



## 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 in Plano. 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. Late entries will not be considered.

### 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 more than 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. **Omission of any item could lead to disqualification.**

- G. 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 but will be requested as a reflection of agency support. 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:

<b>Artistic/Cultural/Creative Merit</b> 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).	<b>35%</b>
<b>Community Outreach</b> Measurable, ongoing efforts to involve individuals of different ethnic heritages.	<b>30%</b>
<b>Administrative and Fiscal Responsibility</b> An organizational budget which is well thought out and reasonable. For organizations with a track record, demonstration of diversity efforts and sound financials. The on-time, accurate and complete submission of quarterly reports to City of Plano for past grants.	<b>35%</b>

***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

## 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. Late entries will not be considered.

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://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](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](mailto:danac@plano.gov); [phyllisr@plano.gov](mailto:phyllisr@plano.gov)