



CULTURAL AFFAIRS COMMISSION

FY 2008-2009 SMALL GRANTS PROGRAM GUIDELINES

Deadline: Friday, May 9, 2008, 5pm

Eligibility

- A.) Small, new and emerging arts organizations based in Plano or providing cultural services to Plano citizens are eligible to apply.
- 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.) Organizations must present, perform, exhibit, conduct workshops or other arts and cultural activities for the citizens of Plano as well as for those audiences and participants attracted through the agency's marketing and promotion practices.
- D.) If previously funded, applicant must have successfully fulfilled all prior contract obligations.
- E.) Complete the Grant application on the form provided. An electronic template is available, yet no changes can be made to the format. All information requested must be provided in the order and format of the original template.

Grants Levels

- A.) Grants awarded in the small grants program will not exceed \$1,000.00.
- B.) Organizations applying for City of Plano Small Grants are not eligible to apply for City of Plano Major Grants in the same year.

Use of Funds

- 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.) Funds may not be used for:
 - 1. Reduction of deficits or old debts.
 - 2. Mortgage interest and depreciation on real property.
 - 3. Social functions i.e. parties, receptions, openings, fund raising benefits or refreshments.
 - 4. Capital improvements or construction.
 - 5. Scholarships, awards, prizes or fellowships for employees/volunteers; however scholarships for programming are acceptable.
 - 6. Fines or penalties.
 - 7. Grants to individuals.
 - 8. Underwriting, subscriptions or investments.
 - 9. Activities in which academic credit is given.
 - 10. Day-to-day administrative operations such as administrative supplies, salaries, office rental and other administrative costs.



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Grant Year

Grants are for expenses incurred no earlier than October 1, 2008 and not later than September 30, 2009.

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	35%
Community Outreach	30%
Administrative and Fiscal Responsibility	35%

A minimum composite score of 75% is required for any funding consideration. A score of less than 75% will not be considered. Any exceptions must be approved by 2/3 vote of the commissioners.

Definition of Criteria

- A. Artistic/Cultural/Creative Merit
Applicant demonstrates a history of and/or a potential for quality artistic/cultural or creative merit as perceived by others (*i.e.* peers, critics, and/or the public).
- B. Community Outreach
Measurable, ongoing efforts to involve individuals of different ethnic heritages as demonstrated by artistic/cultural, technical and administrative staff and by board composition.
- C. Administrative & Fiscal Responsibility
A continuing history of growth, stability, fiscal responsibility and vision.

How To Apply

The Cultural Affairs Commission will only accept applications in digital form. Submit your **completed** application on CD by 5:00 pm on **FRIDAY, MAY 9, 2008**. One (1) paper copy of supporting documentation must also be received by the Cultural Affairs Commission by 5:00 p.m. on **FRIDAY, MAY 9, 2008**. Please do **not** use permanent binding (3-ring, spiral, etc). **Please do not protect the digital submission, as we will need to make additional copies for the commissioners.** Applications submitted after this deadline will not be accepted. Please deliver as follows:

By Hand
The Cultural Affairs Commission
c/o Jim Wear
Creative Arts Manager
City of Plano, Cox Building, 1st Floor
1517 H Avenue
Plano, TX 75074

By Mail
The Cultural Affairs Commission
c/o Jim Wear
Creative Arts Manager
City of Plano
P. O. Box 860358
Plano, TX 75086-0358



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Review Process

- A.) The Commission will present its recommendations for small grants funding to the Plano City Council for review on August 16, 2008.
- B.) Applying organizations will be advised by letter of the results of Council action.

Funding Availability

Funds will be available after the funded organization signs and returns the contract to the City. Funds will be available no earlier than November 30, 2008.

Other Requirements

The grantee organization must:

1. Incorporate the following acknowledgment in all 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.

2. The grantee organization will provide free admission to its program/events for its Commissioner liaison. Commissioner liaison assignments may change during the grant year.
3. Advance notice of performance schedule is required.
4. Within thirty (30) days of the close of the contract term, Grantee Organization will provide financial records sufficiently describing 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 contract period.