

AN ORDINANCE 2012-06-14-0441

**AMENDING THE ARTS FUNDING GUIDELINES BY ELIMINATING THE COMMUNITY ARTS ACCESS PROGRAM MATCHING FUNDS AND COMMUNITY SPONSOR REQUIREMENTS FOR CITY OF SAN ANTONIO DEPARTMENTS AND PROGRAMS.**

\* \* \* \* \*

**WHEREAS**, the Community Arts Access Program (“CAAP”), which replaced the Neighborhood Arts Program, was added to the Arts Funding Guidelines in Fiscal Year 2012 by the passage of Ordinance No. 2010-12-09-1034 in order to provide increased access to artistic and cultural activities in all communities; and

**WHEREAS**, the revisions to the Arts Funding Guidelines proposed by this Ordinance will expand the CAAP to enable City Council Districts and City Departments to initiate and implement artistic programs in lieu of a Community Sponsor and to access the available funds without the matching fund requirement providing improved access to arts services for San Antonio residents and visitors; and

**WHEREAS**, these proposed amendments were approved by the Cultural Arts Board on June 11, 2012; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The amendments to the Arts Funding Guidelines are authorized and approved. A copy of the amended Arts Funding Guidelines are attached to this Ordinance as **Exhibit I**.

**SECTION 2.** This Ordinance shall take effect immediately upon the receipt of eight affirmative votes; otherwise it shall be effective ten days after its passage.

**PASSED AND APPROVED** this 14<sup>th</sup> day of June, 2012.

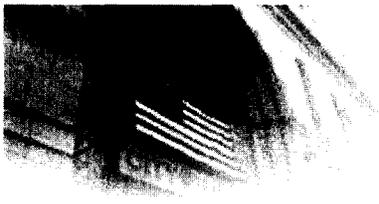
  
M A Y O R  
Julián Castro

**ATTEST:**

  
Leticia M. Vacek, City Clerk

**APPROVED AS TO FORM:**

  
Michael D. Bernard, City Attorney



Request for  
**COUNCIL**  
**ACTION**

City of San Antonio



## Agenda Voting Results - 28

<b>Name:</b>	4, 5, 6, 8, 11, 12, 13, 15, 16, 17, 21, 22, 23, 24, 25, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37A, 38A, 38B, 39A, 39B, 39C, 39D, 39E, 40A, 40B, 40C, 40D, 40E, 40F						
<b>Date:</b>	06/14/2012						
<b>Time:</b>	09:27:40 AM						
<b>Vote Type:</b>	Motion to Approve						
<b>Description:</b>	An Ordinance amending the Community Arts Access Funding Guidelines to give city departments and council offices the opportunity to initiate and provide arts programs and services to residents utilizing the artist roster without having to make the required financial match in the amount up to \$5,000.00 for such services in each Council District. [Pat DiGiovanni, Deputy City Manager; Felix Padron, Director, Cultural Affairs]						
<b>Result:</b>	Passed						
Voter	Group	Not Present	Yea	Nay	Abstain	Motion	Second
Julián Castro	Mayor		x				
Diego Bernal	District 1		x				x
Ivy R. Taylor	District 2		x				
Leticia Ozuna	District 3		x				
Rey Saldaña	District 4	x					
David Medina Jr.	District 5		x				
Ray Lopez	District 6		x			x	
Cris Medina	District 7		x				
W. Reed Williams	District 8		x				
Elisa Chan	District 9		x				
Carlton Soules	District 10		x				

# Exhibit I

**FY 11-12**  
**City of San Antonio**  
**Office Cultural Affairs**

**Arts Funding Division**

The goal of the **Office Cultural Affairs** Arts Funding Division is to support programs that further artistic excellence and foster increased, diverse public participation and awareness of the role the arts play in San Antonio. The Arts Funding Division is responsible for implementing a public process to purchase arts and cultural services for the community and supported primarily with Hotel Motel Funds.

For FY 2012, the Arts Funding Division supports the following funding programs:

- General Operational
- Project Funding
- Community Arts Access
- Technical & Economic Development Assistance

All funds from the Hotel Motel Tax Fund shall be expended for the promotion of tourism and the convention and hotel industry through the encouragement, promotion, improvement, application and exhibition of the arts.

The objectives of the programs are to:

- Promote and/or foster cultural tourism.
- Serve a broad multidisciplinary constituency, and to encourage growth and viability within arts of diverse cultures.
- Support organizational growth through strategic planning and professional development.
- Reach and support organizations of all sizes and artists working within all arts disciplines, and support the development of art that is uniquely San Antonio.
- Affirmatively encourage and facilitate the participation of culturally diverse populations, geographically underserved neighborhoods and economically disadvantaged populations, and the disabled.
- Promote the development of agencies and expansion of opportunities for artists, and to provide leverage in helping organizations and artists secure additional support from other sources, both public and private.

The City reserves the right to suspend, defer or cancel all or part of the funding process at any time.

**FUNDING RESTRICTIONS**

Under the programs covered by these Guidelines, the Office will **NOT** fund the following:

- Re-granting programs;
- Programs not open to the public;
- Scholarships, purchase awards, or cash prizes;
- Benefits and projects planned primarily for fundraising purposes;

- Deficiencies in previously completed projects or unanticipated costs in ongoing projects or payment of prior deficits;
- Social functions, parties and receptions, including food and beverage;
- Programs that are essentially recreational, rehabilitative, or therapeutic;
- Loans, fines, penalties, costs of litigation or associated interest payments;
- Programs where the primary effect of funding would be to support a religion;
- Projects, productions, workshops and/or programs that include obscene material as defined in Section 43.21, Penal Code of Texas;
- Capital improvements, construction, renovation, structural maintenance of facilities, with the exception of COFA agencies;
- Accredited academic teaching institutions, and departments thereof (except in partnership with a community-based arts organization as the applicant); and
- Organizations whose programs and events do not have a primary impact on the City of San Antonio.
- Members of the Cultural Arts Board (“CAB”) cannot apply for funding in their individual capacities.

## **FUNDING SUPPORT**

### **General Operational Program**

The General Operational program provides financial support to arts and/or cultural organizations that offer a wide range of high quality arts and cultural programming made available to the general public.

- Arts and Cultural Organizations that are considered for General Operational Support cannot be considered for Project Funding during the same funding cycle. Organizations receiving General Operational Support cannot apply for Project Funding during the period of their operational contract.
- Applicant must indicate in the application whether they are seeking General Operational or Project support. If applicant fails to indicate the type of support they are seeking or makes an invalid selection, OCA may forward their application to the most appropriate funding program.
- Contracts are for two consecutive years, but are subject to annual budgetary appropriations.
- The Cultural Arts Board (“CAB”) has the option to recommend one year of funding if an agency’s service levels or financial history are not stable.
- Continuation of award each year is dependent on availability of funds and the continuation of an equivalent level of services by the organization.

### **Eligibility**

To be eligible for the General Operational program an applicant must:

- Be an arts and/or cultural organization. An arts and/or cultural organization is defined as an organization whose mission (as stated in “not-for-profit” articles of incorporation) and actual operation are the creation, preservation and presentation of arts and/or cultural programming such as music, dance, drama, literature, painting, printmaking, sculpture, folk arts, photography, film, crafts, and festivals;
- Have its primary base of business operations in the City of San Antonio (Determination will be made based on applicant’s street mailing address);
- Have tax exempt status under Section 501(c)(3) of the Internal Revenue Code (at the time of application);
  - An applicant cannot be sponsored by an organization that meets eligibility criteria;
- Have been in existence and providing arts and cultural services for a minimum of three years, not necessarily as a 501(c)(3);
- Be governed by board of directors/trustees that meets regularly;
- Have a salaried full or part time manager who is responsible for the business management of the organization;
  - Verification of manager employment is needed before award contract is finalized; and
- Have all programs, events and services open to the public and ensure accessibility for the disabled.

Be able to match requested amount from other sources and as follows :

Organizations with arts and cultural budgets :		City: Non-City Match Ratio
○ Over \$2 million	=	1:3 ( must be cash match only )
○ \$800,000.01 to \$2 million	=	1:2 ( up to 25% may be in-kind* )
○ \$100,000.01 to \$800,000	=	1:1 ( up to 50% may be in-kind* )
○ Up to \$100,000	=	No Match required

\*In-kind is defined as products or goods and services that have and add value to the organization’s programs.

All in-kind contributions must be documented. Title 43, Part 12, Section 12.64 of the Code of Federal Regulations and other related federal web sites will be posted for identifying and determining allowable in-kind matches.

Submit a financial request that does not exceed the following percentages :

Organizations with arts and cultural budgets :	Requests may range up to:
○ Over \$2 million	10% of actual operating budget
○ \$800,000.01 to \$2 million	20% of actual operating budget
○ Up to \$800,000	30% of actual operating budget

## **Budget Verification of Actual Organization Operating Budget :**

For purposes of the arts funding process, actual budget verification means the actual expense budget from the last completed fiscal year. Budget verification occurs every two years for organizations receiving Operational support based on the two-year funding cycle.

Organizations must submit their prior year's financial statement which has been approved by their board of directors.

Organizations that request more than \$250,000 in total city funds must submit an audited financial statement for their last completed fiscal year.

Organizations must submit their IRS form 990 that correlates with the same year of the audit or financial statement.

For informational purposes, all organizations must submit a current, Board approved, financial statement to facilitate and determine the organization's most current financial position.

## **Operational Program Accountability**

All Operational Awardees will undergo reviews to validate agency systems and compliance with contract(s), program records systems, validate agency's internal fiscal controls over funds awarded, and validate the agency year-end program and fiscal reports to assure they meet contractual requirements.

Periodic staff site visits will be conducted to verify program information on an on-going basis and information will be submitted to CAB on program achievements.

## **City Owned Facility Agencies (COFA)**

The COFA Program ("COFA") was established by City Council in 2006 to provide a targeted funding mechanism for facilities that have an arts and cultural focus and are considered City assets. The eight organizations listed below were identified by City Council and a minimum budget of 4.25% of Hotel Occupancy Tax (HOT) collections was established to support this goal.

COFA agencies include:

- Centro Cultural Aztlan
- Guadalupe Cultural Arts Center
- San Pedro Playhouse
- Symphony Society of San Antonio
- The Alameda National Center for Latino Arts and Culture
- The Magik Children's Theatre
- The Witte Museum
- Carver Community Cultural Center (As a Division of the Department of Community Initiatives, the Carver will receive any funding allocation through an interdepartmental transfer.)

In order to be eligible for COFA funding, an organization must meet the following requirements, in addition to those listed for the General Operational program:

- Be located in a facility that is city-owned or supported and be a principal tenant of the facility.
- Have an arts and cultural focus.
- Dollars awarded can be used for operating related costs or for facility maintenance purposes.
- The art/cultural agencies must reside in the facility with a secured long-term lease and/or be responsible for managing the facility or supporting the arts and cultural focus of the facility.

In order for additional groups to apply and be considered for COFA funding, they must meet the above requirements and have had a full-time professional management staff in place for a minimum of three years.

COFA undergoes the same application and actual budget verification process as the General Operational program applicants.

If operating budget size is :

- Over \$2 million
- \$800,000.01 to \$2 million
- Up to \$800,000

Request may range up to :

- 10% of actual operating budget
- 20% of actual operating budget
- 30% of actual operating budget

COFA agencies :

- have the option to utilize all or a portion of their awards to address facility maintenance needs.
  - Any additional dollars awarded will go towards operational costs.
- must meet the match requirements set forth for the General Operational program.
- will be eligible to apply for the same programs as other General Operational program applicants.

### **COFA Accountability**

All COFA contracts will undergo reviews to validate agency systems and compliance with contract(s), program records systems, agency's internal fiscal controls over funds awarded, and validate the agency's year-end program and fiscal reports to assure they meet contractual requirements. Periodic staff site visits will be conducted to verify program information on an on-going basis and information will be submitted to CAB on program achievements.

### **Project Funding Program**

#### **In General**

A project that is eligible under the Project Funding program is one that :

- is a singular event that is presented within a limited and defined time frame, and whose objective is the creation, preservation and presentation of art and culture;
- can also be an event or presentation that is part of a series; and
- is NOT a series of events that extends beyond a limited and defined time frame.

The Project Funding program funds projects on an annual basis with new requests considered annually and reviewed through a competitive process.

- Project Funding requests can be made up to \$10,000.
- Project Funding requests and awards cannot be less than \$500.00.
- Project Funding applicants cannot apply for Operational Support during the same funding cycle.

- Applicant must indicate in the application whether they are applying for Operational or Project support. If applicant fails to indicate the type of support they are seeking or makes an invalid selection, OCA may forward their application to the most appropriate funding program.

## Eligibility

To be eligible for the Project Funding program, an applicant must :

- Be a “not-for-profit” organization;
- Be governed by board of directors/trustees that meets regularly;
- Have its primary base of business operations in the City of San Antonio (Determination will be based on applicant’s street mailing address);
- No sponsored applications will be allowed, applicants must be the primary applicant;
- Have all programs and events open to the public and ensure accessibility for the disabled;
- There is no budgetary requirement size for a “not-for-profit” organization to apply for Project Funding;
- Have been in existence (operation) for a minimum of one year (not necessarily as a 501(c)(3)), **and** either be a 501(c)(3) organization, or have applied for 501(c)(3) status at the time of the application (funds will not be available until applicant attains 501(c)(3) status); and
- Be able to match requested amount. All funds awarded must be matched 1:1 from other sources. At least 50% of the matching funds must be in cash, while 50% of the match can be in-kind contributions.

The budget verification of the actual organizational operating budget will be identical to the verification process for the Operational Funding program set forth above.

## Community Arts Access Program (CAAP)

### In General

The goal of the Community Arts Access Program is to give San Antonio citizens access to artistic and cultural activities in their own communities. The program partners artists and arts organizations from an approved roster with community-based sponsor organizations to benefit area residents and make their neighborhood a great place to live.

- Artists and arts and cultural organizations will apply for and be placed on the CAAP Roster for a period of up to two years.
- Neighborhood or community-based organizations (“Community Sponsors”) may identify a neighborhood location to host community-based programs and/or performances and book artists or organizations from the published Roster to provide a variety of services, such as teach, perform, and create an artwork or exhibit work (“Community Sponsor project”).
- City Council Districts may request that an event (“Council District projects”) be held at a location in their district without involving a Community Sponsor. City Departments may request an event (“City Department projects”) be held at one of their facilities without involving a Community Sponsor.
- Requests for inclusion in the CAAP Roster shall be reviewed on an annual basis.

- Community sponsor projects, Council District projects and City Department projects will be reviewed on a regular basis, up to four times per year, subject to funding availability.
- All contracts will be for a period of one year.
- The Community Sponsor can receive a percentage of the service fee as CAAP support.
- Before funds are released, the Community Sponsor must provide documentation that the matching funds are in place. Council District projects and City Department projects do not require matching funds.
- Awards will range from 25-50% of the total artist/organization performance fee. Fee support for the program is limited to a minimum award of \$250 and a maximum award of \$5,000 per artist/organization per district.
- Each Council District will receive an equal allotment of dollars to support services in neighborhoods.
- Each Council District will receive up to \$5,000 annually for Council District projects.
- The types of services to be provided through this program shall include a public presentation and also may include but are not limited to :
  - One time performances/exhibitions
  - Workshops: individual and/or series (1-5 days)
  - Residency activities (2 & 4 weeks)

## **Eligibility**

To be eligible for the Community Arts Access Roster, an artist/arts organization must comply with the following:

- Individual artists and unincorporated for profit artist associations can apply.
- If an arts organization applies, it must be incorporated as a 501(c)(3).
- Prior to being added to the Roster, all applicants that are selected must provide a criminal background check, which is no more than one month old, showing no criminal record of sexual misconduct or violent behavior. A new criminal background check is required every time an applicant applies for inclusion in the Roster.
- All programs and events must be open to the public and have accessibility for the disabled.
- Artists and cultural organizations can apply for inclusion in the program in multiple areas, including music, dance, theatre arts, literature, visual arts, film/video and literary arts, folk arts and multidisciplinary.
- Organizations/individuals contracting with the City through any other funding program may also provide services through the Community Arts Access Program.
- Regardless of the scope of service chosen, a public event must be included as a component in order for the project to be eligible for funding consideration.
- Its primary base of business operations and/or residence must be in the City of San Antonio. (Determination will be made based on applicant's street mailing address).

To be eligible for the Community Arts Access Program as a community sponsor, an organization must comply with the following:

- All community sponsors must be 501(c)(3) entities or recognized neighborhood associations.
- A public presentation must be included as a component of the proposed project. In addition, the project may also include but is not limited to one-time performances/exhibitions, workshops and residency activities.
- All programs and events must be open to the public and have accessibility for the disabled.
- Its primary base of business operations and/or residence must be the City of San Antonio. (Determination can be made based on applicant community sponsor's mailing address).
- The community sponsor is required to cash match the City's support on a sliding scale basis depending upon the size of the artistic fee.

Community sponsor organizations are required to provide all funds not awarded through the program.

City awards shall be:

Fees from \$ 0 - \$ 5,000	up to 50% of artist fee
\$5,001 - \$15,000	up to 35% of artist fee
Above \$15,000	up to 25% of artist fee

## **Technical and Economic Development Assistance Program**

### **In General**

The Technical and Economic Development Assistance program is a competitive program designed to assist local "not-for-profit" arts and cultural organizations and professional artists pay for specific expenses related to organizational stability, development and professional growth.

### **Eligibility**

Arts and cultural organizations that have 501(c)(3) status and individual local professional artists may apply for this program.

All applicants will be notified in the month following their application as to whether or not they have been funded.

## **APPLICATION PROCESS FOR OPERATIONAL AND PROJECT SUPPORT**

Review Committees' solicitation

Applicant's Workshops

Address application instruction and requirements and review process

### **UPON SUBMISSION, ALL MATERIALS BECOME THE PROPERTY OF OCA**

Application deadline

Staff will review for eligibility and completeness.

Staff will schedule site visits with new applicants to review various aspects of the organization's operations.

A general checklist will be provided in advance to allow them an opportunity to prepare materials and allow the key staff and board representatives to be present.

For new applicants, this site visit will be one factor utilized by staff in determining administrative capacity.

Applications will be sorted according to Review Committee category ( Performing, Visual, Multi-disciplinary ) and budget size.

#### Application Support Material deadline

OCA staff will review the submitted applications/support materials in depth and notify the applicants if any additional information is needed in advance of the Review Committee meetings.

Failure to supply any of the required materials is grounds for disqualification of the application, and therefore no materials will be presented for review/funding by the review Committee and CAB.

#### Review Committee and CAB

Three Review Committees ( Multidisciplinary, Performing and Visual Arts ) will each be comprised of one CAB member, one regional or national participant and a minimum of five local independent and objective experts and patrons.

Staff will forward eligible and complete applications to committee members and CAB.

Review Committee members will be made public to allow for agencies to notify OCA of potential conflicts of interest.

Review Committee/CAB workshop will be held on the review/deliberation process.

Review Committee will review applications and support materials.

#### Committee Review Process

Every effort will be made to ensure impartiality during the entire review process by striving to select members with no conflicts of interest with any of the applicants to be reviewed ( Conflict of interest is defined as fiduciary, professional, personal or adversarial relationship with a funding applicant. ).

Review Committees will reference review criteria as they discuss the applications and their supporting materials.

Agencies may make presentations to Review Committee after Review Committee discussion and before scoring.

CAB members will be present during Review Committee meetings to observe proceedings, agency presentations, and scoring.

Review Committees will evaluate and provide a score for each assigned application and based on the following :

#### **Artistic and Cultural Merit ( 40% )**

- Vision and leadership of artistic staff

- Creative programming and artist selection
- High artistic and cultural quality of programs
- Program support of artistic and cultural mission
- Responsiveness to current and future arts and cultural needs

### **Community Involvement, Outreach and Diversity (20%)**

- Effectiveness of community involvement
- Effectiveness and Accessibility of program choices made to reach out or target culturally specific communities
- Effectiveness in developing the culturally specific audiences of San Antonio Collaborative programs with other arts and cultural groups to reach new and special audiences
- Efforts to recruit board, staff, artists and volunteers who represent the cultural diversity of San Antonio

Review Committees will not consider fiscal information or make funding decisions.

Staff will evaluate and provide a score using the support materials, site visits, and/or information on file and the following review criteria:

### **Financial Position and Administrative Ability (25%)**

- Accurate Budget
- History of planned growth, stability, and vision
- Board governance structure, responsibilities and involvement
- Formal plan or strategy to deal with existing or anticipated fiscal challenges
- Evidence of City contract compliance for past awardees
  - For first time applicants, the results of the administrative site review will be considered.
- Evidence of effectiveness and efficiency in the organization's operation and delivery of services
- A diverse base of financial support through earned income, private funding and government sources

### **Marketing and Promotion (15%)**

- Effectiveness of marketing efforts
- Evidence of a marketing and promotion plan
- Evidence of nurturing the arts and cultural traditions of San Antonio
- Effective, measurable promotion and contributing or fostering of cultural tourism

Staff will distribute Review Committee and Staff review results to the Cultural Arts Board and the applicant.

A CAB meeting will be held to review outcome of review process and establish minimum score level for funding (CAB will determine a minimum score level every funding cycle in order to adjust to scoring trends and dollars available).

### Staff Funding Recommendations

Staff will determine funding recommendations based on:

- Dollars available
- Applicant's scores
- Actual operating budgets
- Minimum score level for funding
- Minimum and Maximum award criteria
- Past Contract Compliance and Fiscal and Programmatic Responsibility
- Past performance review – fiscal, administrative and performance compliance
- Equity of services (special populations, special needs, equitable distribution of disciplines and funds) focusing on the development, sustainability and growth of San Antonio's arts and cultural organizations that are deeply rooted in, and able to express the experiences of, culturally specific underserved communities.

### OPERATIONAL AWARD RECOMMENDATIONS (INCLUDING COFA AGENCIES)

Based on applicant's arts and cultural operational budget.

Organizations with arts and cultural budgets:

- Over \$2 million
- \$800,000.01 to \$2 million
- Up to \$800,000

Awards may range up to:

- 10% of actual operating budget
- 20% of actual operating budget
- between \$5,000 and 30% of actual operating budget

### PROJECT AWARD RECOMMENDATIONS

- o Between \$500 and \$10,000

Review Committees and staff scores, comments and staff funding recommendations will be forwarded to the Cultural Arts Board and to applicants.

In a CAB scheduled public meeting, applicants may opt to respond to Review Committee scores/comments and staff recommendations.

CAB will issue preliminary funding recommendations.

### Appeals

An applicant may submit a written appeal on a funding decision, if the applicant can demonstrate that:

1. The Office of Cultural Affairs failed to follow published application and review procedures;

2. Undue influence was placed on the Review Committee or CAB by a member(s) with an undisclosed conflict of interest;
3. The Review Committee's or CAB's decision was based on insufficient information through no fault of the applicant; and/or
4. The Review Committee's or CAB's decision was based on information not related to the proposed outcome of the application.

The determination of whether an appeal meets one or more of the above requirements and is eligible to be reviewed by CAB will be made by staff.

CAB will issue final funding recommendations.

Funding awards will be made without discrimination and will comply with all applicable local, state and national laws.

CAB makes final funding recommendations based on the following :

1. Equity of services
2. Staff funding recommendations
3. Appeals considerations (considered in writing only)
4. Applicants' Scores and Comments from the Review Committee members

City Council makes final funding decisions.

## **APPLICATION PROCESS FOR COFA OPERATIONAL SUPPORT**

The application process, including review, scoring and appeals, is the same as the process for Operational and Project Support, except that review of the COFA applications shall be conducted by a review committee comprised of various City Departments that have a relationship with the applicants, such as Downtown Operations, Finance, Convention and Visitors Bureau, Office of Cultural Affairs, etc., and an outside regional representative.

The review criteria are the same as those for Operational Support, but will includes a review of the agency's facility needs.

The Review Criteria includes :

	<b>If facility funds are requested</b>	<b>if facility funds are not requested</b>
Artistic and Cultural Merit	(40%)	(40%)
Community involvement, outreach, diversity	(20%)	(20%)
Financial position and administrative ability	(20%)	(25%)
Marketing and promotion	(15%)	(15%)
Facility review*	( 5%)	N/A

\*Areas of Facility review would include :

- Adherence to facility contract (if applicable)
- Facility maintenance (interior/exterior) needs
- Safety code and ADA issues

The Review Committee will evaluate and provide a score on the areas of Artistic and Cultural Merit, Community Involvement, Outreach and Diversity and Facility Review. Staff will evaluate and provide a score in the areas of Financial Position and Administrative Ability and Marketing and Promotion.

A Facility Improvement and Maintenance Form will be utilized to assess facility needs.

## **COMMUNITY ARTS ACCESS PROGRAM ROSTER APPLICATION PROCESS**

Applicants to the Community Arts Access Program Roster must fill out an application form that includes the following:

- Explanation of services and related format(s) that the artist/organization wishes to provide;
- Professional credentials;
- Projected fee for the service;
- Number of times the service will be provided;
- Letters of recommendation [ maximum of three (3) ]; and
- Special technical requirements related to the service including format of presentation (Applicants may provide services in multiple formats).

Support materials will also be required ( such as program brochures, critical reviews, and samples of work, CDs or DVDs ). VHS and/or cassette tapes will not be accepted.

**Support materials for CAAP will be strictly limited to three items, and WILL NOT BE RETURNED. UPON SUBMISSION, ALL MATERIALS BECOME THE PROPERTY OF OCA.**

### **Process for inclusion in the Community Arts Access Program Roster is as follows:**

Applicant's Workshops ( attendance is mandatory for inclusion in roster )

Address application instruction and requirements and review process.

Application deadline

Staff will review for eligibility and completeness.

Applications will be sorted according to artistic discipline.

Application Support Material deadline

OCA staff will review the submitted applications/support materials in depth and notify the applicants if any additional information is needed in advance of the Review Committee meetings. Failure to supply any of the required materials is grounds for disqualification.

Review Committee

Comprised of CAB members, Staff and a field expert.

Staff will forward eligible and complete applications to committee members and CAB.

Review Committee members will be made public to allow for artists/arts organizations

to notify OCA of potential conflicts of interest.

A Review Committee/CAB workshop will be held on the review/deliberation process.

Review Committee will review applications and support materials.

### Committee Review Process

Every effort will be made to ensure impartiality during the entire review process by striving to select members with no conflicts of interest with any of the applicants to be reviewed (Conflict of interest is defined as fiduciary, professional, personal or adversarial relationship with a funding applicant.).

Review Committees will reference review criteria as they discuss the applications and their supporting materials.

Applicants may make presentations to Review Committee after Review Committee discussion and before scoring.

Review Committees will evaluate and provide a score for each assigned application and based on:

#### **Artistic Quality (60%)**

- Experience of artist or organization
- Quality of the art service/performance to be provided
- Quality of materials submitted with application

#### **Capability (30%)**

- Demonstrated history of presenting in multiple settings
- Reasonability of fee structure
- Required technical support to provide the service

#### **Uniqueness (10%)**

- Diversity of artistic/cultural service
- Educational and promotional value
- Creativity of service/performance to adopt to various communities
- Target audiences for event

Staff will distribute Review Committee review results to CAB and to the applicant.

CAB meeting to review outcome of review process, establish number of artists to be approved for inclusion in the program and to recommend amount of funding to be allocated to the Program.

STAFF Artist/Organization Roster recommendations will be based on:

- Application Scores
- Number of Artists per discipline
- Equity of Services