

COMMUNITY ARTS PROGRAM (CAP) FUNDING GUIDELINES

PURPOSE

To provide support and opportunities for individual artists and cultural organizations to teach, perform, and exhibit at host facilities around the City to showcase and celebrate the community's unique history and varied ethnic heritage. CAP will create a roster of arts and culture providers available to provide services throughout the City. This program is designed to encourage creative interaction among artists, residents and neighborhoods, as well as to encourage collaboration between artists, schools and community-based organizations/services within the City of El Paso. Services that cannot be requested by Community Hosts will not be funded.

WHAT WILL BE FUNDED

CAP funds can be used for service related expenses such as administrative, artistic and technical personnel, in addition to other expenses related to the service/activity that the artist/organization proposes.

PROGRAM ELIGIBILITY CRITERIA

In addition to the general eligibility requirements, applicants must meet all of the following criteria:

- Individual artists who are residents of the City of El Paso or cultural organizations whose administrative offices are permanently located in the El Paso City limits
- Applicant organizations must be incorporated as private 501(c)(3) non-profits. An applicant 501(c)(3) non-profit may arrange to have a third party carry out the proposed scope of service with prior approval by MCAD Director. This does not apply to individual artists.
- Individual artists and cultural organizations performing and presenting in the areas of music, dance, theatre, literature, visual arts, film/video/digital and literary arts, and folk artists are all eligible to apply
- All applicants must be able to verify a minimum track record or organizational history of two (2) years; Proposed activities must start no earlier than September 1 and end no later than August 31 of the applicable City of El Paso fiscal year; Proposed activities will not commence until after the signing of award contract
- Administrative fees cannot exceed 10% of proposed service budget

The Cultural Affairs Advisory Board (CAAB) will review and recommend approval of the applications, subject to budget appropriations and budget approval by City Council.

HOW TO APPLY

All applicants must attend one of the two application assistance workshops for CAP conducted by the MCAD staff in March 2010. Program guidelines and proposal forms must be printed from the web before coming to the workshop.

Completed proposals must be submitted to the MCAD on or before **April 19, 2010 by 5:00 PM** or postmarked by midnight on the deadline date. **Hand-written proposals will not be accepted. Forms may be downloaded at www.elpasotexas.gov/mcad under the Cultural Funding Programs section.** The proposal must explain services and related activities that the artist/organization wishes to provide (performances, exhibitions, classes, workshops, and residencies), the projected fee for the service (**the maximum fee for a single service will not exceed \$2,500**), the number of times the service can be provided, and any special technical requirements related to the service. **Support materials will also be**

required (such as program brochures, critical reviews, samples of work). Only one proposal will be accepted per applicant. **The maximum amount that may be allocated through this program each year to an individual artist or organization is \$10,000. NOTE: Matching funds are not required for this program.**

PROPOSAL REVIEW PROCESS

A review panel reviews proposals under an individual or organizational category. The panel will recommend those applicants to be included in the program. The MCAD staff will recommend allocations based on the following:

- The total funds available for the program
- The need to provide a balance among arts disciplines represented in the program
- The cost of each service

The Cultural Affairs Advisory Board (CAAB) will review and recommend approval of these applications, subject to budget appropriations and budget approval by City Council.

PROPOSAL REVIEW CRITERIA

Proposals will be evaluated by the panel according to the following criteria:

- **Artistic Qualifications:** The qualifications of the individual/organization based on training and/or professional experience and quality of work
- **Capacity:** Capacity to successfully provide the proposed service(s) as evidenced by planning skills, past record of achievement, and potential to manage and carry out the proposed service
- **Need of the Community:** The need of the community for the particular service based on how it will increase understanding of arts and culture, meet an underserved need in the community, and/or provide arts access and arts education opportunities
- **Artistic Merit:** The extent to which the service offers quality products that advances the preservation or perpetuation of art forms, including a curriculum, timeline, budget and appropriateness to targeted audiences. The artist(s) must make a demonstration of an actual service. Demonstration can be no more than three (3) minutes
- **Community Host Evaluations:** For returning applicants, MCAD staff will provide completed Community Host Applications for applicant's CAP sessions from prior two fiscal years. This criteria will not be applied to new applicants. The artist(s) must also make a three minute demonstration of the proposed service or provide a 90-second digital clip of service

SERVICE CONTRACT

The MCAD staff will conduct a workshop on CAP artists' responsibilities. All CAP artists meet with the MCAD staff to review instructions on scheduling of services, completing agreement forms, evaluation forms, and invoices. A signed contract must be completed with the MCAD before commencement of services.

Identification of Community Hosts

The MCAD Staff will work with participating individuals/organizations to identify community hosts. Community hosts may include schools, community organizations, recreation centers, social service agencies, and other non-profit groups. **Places of worship may serve as community hosts if the CAP service will not be part of a religious service/ceremony and attendance will be open to the public.** Emphasis will be placed on underserved communities that have not had prior exposure to the art form. The community host will have to provide space at no charge to individuals/organizations that meet the services performance requirements. The host is expected to generate publicity and make the service available at no charge to the public.

Community Host Agreement

After a service has been confirmed with a host, the individuals/organizations or host must submit a signed Community Host Agreement Form to the MCAD at least **two (2) weeks prior to the commencement of each service.** The Community Host Agreement Form must be requested from the Arts Education Program Coordinator fyffebe@elpasotexas.gov

NOTE: The signed Community Host Agreement Form must contain all necessary information including precise dates and times for the proposed service. Incomplete, unsigned or faxed forms will not be accepted. Services through the program must be completed by August 31, 2011. **No exceptions will be made.**

Americans with Disabilities Act (ADA)

At the time of contract execution, successful grant applicants will be required to submit specific ADA-related documents to confirm compliance with several local ordinances and state and federal statutes/regulations.

Payments

Once the contract is executed, grantees are required to submit an invoice upon completion of each contracted service. In the case of long-term artist residencies, invoices may be submitted on previously agreed upon dates during the residency. Artist evaluation forms and host evaluation forms must be submitted along with the invoice. Invoices submitted prior to the date of service or handwritten invoices will not be accepted. **The City of El Paso has a net 30 day window within which to process invoices**

Analysis Guidelines

Controls to determine that grantees are achieving the public purpose of the City to provide arts and culture to the El Paso community, will be measured by artist evaluation forms and community host evaluation forms. In addition, the MCAD staff will periodically attend CAP services. **Grantees funded through CAP must provide on-going reporting on each program/event sponsored including attendance, location and an evaluation of the program/event. Community hosts must provide a completed evaluation form within seven (7) business days of the presentation and are encouraged to submit photographs of each service.**

APPLICATION PACKAGE

All applicants must submit **one signed original and eight (8) copies** of the application. All application forms must be formatted to at least a 12-point font size. Application forms are available in the MCAD office, or may be downloaded from our website (www.elpasotexas.gov/mcad) by clicking on **Cultural Funding Program.** **NOTE:** The application forms and all copies **must not** be stapled or bound, and must be assembled in the following order:

1. **Check list of documents (to ensure you have every documented needed)**

2. **Assurance and Signatures** – The proposal must be reviewed and signed by the organization’s Board Chair/Authorizing Official and the Executive/Project Director, or the Individual Artist before being submitted to the MCAD
3. **Narrative** – Please observe and adhere to the page limits indicated on the forms
4. **Attachments** – Submit **only one (1) set** of attachments and assemble in this order:
 - Charter, articles of incorporation and by-laws (required of first-time applicants and funded organizations that have changed their by-laws)
 - IRS 501(c)(3) Letter of Determination (for organizations)
 - List of names and titles of key staff, including Artistic Director, along with resume (2 page limit), and organizational chart
 - **Do not assume that the Review Panel will already be familiar with your organization or work.** Submit any additional materials that will help the review panel better understand the services provided by the organization; including news clippings, CD/DVD, or any printed promotional material
 - If proposed service is not replicable in a three minute demonstration during panel review applicants, applicants may submit a 90-second digital representation of the service.

 - **No VHS, audiotapes or slides will be accepted**
 - **MCAD will not accept late attachments. Points will be deducted by panel for missing documents**
 - **Please review and ensure that your financial reporting is accurate. Submission of inaccurate financial reporting will be conveyed to review panel**

City of El Paso Museums and Cultural Affairs Department
COMMUNITY ARTS PROGRAM (CAP) APPLICATION
 Fiscal Year 2010-2011

This application is due by 5:00 PM on **April 19, 2010**, or must be postmarked by the deadline date. **Hand-written forms will not be accepted.** Print form at www.elpasotexas.gov/mcad. Please also be aware that applicants will be expected to provide a 3 minute demo of proposed service at panel review.

Legal Name of Applicant:			
Mailing Address:			
City:		State:	Zip Code:
Physical Address: (if different)			
City:		State:	Zip Code:
Announcements and messages will be communicated via email. Please provide email for a primary contact person who regularly accesses email messages to ensure prompt reply, i.e. Business Manager or Administrative Assistant.			
Primary Contact Person:		Telephone (include area code):	
Email:		Website:	
Social Security Number (for individual artists only):			
Federal Employer ID Number (for organizations only):			
Is your organization operated for charitable (nonprofit) goals?		YES	NO
Does your organization have administrative offices in El Paso?		YES	NO
ELECTED CITY OFFICIAL OF APPLICANT'S ADMINISTRATIVE OFFICES (Available from Municipal Clerk 541-4127 or www.elpasotexas.gov/government .)			
City Council Representative:			
District #:			
Artistic Discipline of Proposed Service:			
<input type="checkbox"/> Theatre	<input type="checkbox"/> Visual Arts	<input type="checkbox"/> Music	<input type="checkbox"/> Film/Video
<input type="checkbox"/> Literary	<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Other (specify):	
<input type="checkbox"/> Multi-media (specify):		<input type="checkbox"/> Multi-disciplinary (specify disciplines):	
Title of Service:			
FOR MCAD USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE			
Check if received: <input type="checkbox"/> Check list		Qty/Each	Staff Review Completed by (print name):
<input type="checkbox"/>	Application 1 original. & 8 copies		Date Stamp:
<input type="checkbox"/>	CD/DVD if needed		
<input type="checkbox"/>	Photographs		
<input type="checkbox"/>	Resume		
<input type="checkbox"/>	Articles of Incorporation (for organizations only)		

Applicant Name: _____

ASSURANCES AND SIGNATURES

If funding is awarded, the applicant hereby assures the MCAD that:

1. Any funds received as a result of this application will be used solely for the purposes described.
2. The activities and services for which financial assistance is sought will be administered by or under the same supervision of the applicant organization.
3. The applicant organization is a non-profit entity as defined by the Internal Revenue Service, or an educational institution, or a unit of government.
4. The applicant organization will comply with the following: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 and City of El Paso Ordinance No. 9779 C.1. regarding accessibility; Drug Free Workplace Act of 1988; Texas Assumed Business or Professional Name Act; Section 5(j) of National Foundation of the Arts and Humanities Act of 1985 regarding labor standards and City of El Paso Ordinance No. 8790 regarding soliciting money or property.
5. The applicant organization officials have read, understand and will conform to the intent outlined in the current Funding Program Guidelines for the City of El Paso.
6. The undersigned have been duly authorized by the applicant organization to submit this application and support material.
7. In addition to the assurances listed above, the applicant organization hereby assures the City of El Paso that the applicant will comply with the following:
 - a. Equity Mandate regarding equitable procedures for the distribution of resources to recipients who reflect the geographical, cultural, and ethnic diversity of the state's population.
 - b. Obscenity Clause Section 10(7)(b) of the Texas Commission on the Arts Enabling Legislation, which prohibits the Texas Commission on the Arts and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program that includes obscene material as defined in Section 43.21 Penal Code of Texas.

CERTIFICATION

I certify that all information contained in this application, including all support material, is true and correct to the best of my knowledge.

Signature of Individual/Organization Contact Person Complete Legal Name (print) Date

SECOND SIGNATURE REQUIRED FOR ORGANIZATIONS ONLY:

Signature of Authorized Official/Board Chair Complete Legal Name (print) Date

Please use BLUE INK for signatures and PRINT your complete legal name.

NOTE: For proposals being submitted by two organizations, the authorized official/board chair and project/executive director of each organization certifies that the materials are true and correct to the best of our knowledge. It is understood and agreed that each organization must sign above (make additional copies of this page for each organization's signatures).

DEFINITION: Authorized Official. A principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization. He/She must read and guarantee the organization's compliance with all requirements listed above.

Applicant Name: _____

NARRATIVE

Answer all questions. Use a clear, easy to read font of at least 12-points.

Use only the space provided. Do not attach additional pages, unless specifically indicated.

1. Describe the concept of the service you are proposing and would like to make available to the El Paso community. **Please only use space available.(no more than 200 words)**

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2. Describe the scope of services for every one (1) service proposed. **Please use bullet-format and only use space available. (no more than 150 words)**

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3. Check the type of service you are proposing to provide. **Please mark only one choice.**

- One time performance/demonstration/class/master class (1 hour)
- Workshop (2 hours)
- Exhibition and lecture (as negotiated with host): 3 weeks 6 weeks
- Residency (long-term as negotiated with host): 2 weeks 4 weeks 6 weeks
- Other:

4. Is the service format can be adapted to suite the needs of various venues? Yes No
(For example one time performance/demonstration/class/master class can be adapted into several 1-hour workshops and/or an exhibition.) If yes, please use a separate sheet to describe.

5. Do you provide curriculum aligned with TEKS? Yes No

6. How many artists will be involved and what is the specific role in the proposed project?
(no more than 50 words)

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7. For what audience will this service be most appropriate and will you be available?

You may check up to four (4).

- Pre-school children (available M-F, 8:00-5:00 pm)
- Grade school children (available M-F, 8:00-5:00 pm)
- Middle/High school students (available M-F, 8:00-5:00 pm)
- Adults (various times as negotiated with Community Host)
- Senior adults (various times as negotiated with Community Host)
- Persons w/disabilities (various times as negotiated with Community Host)
- Other (specify audience and available time)
- Bilingual (specify audience and available time)

8. Explain what you hope your audience or participants will gain or learn from your service.(no more than 200 words)

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9. List all special technical requirements and/or restrictions related to the proposed service. (For example, dimensions of stage area, ceiling height, electrical or lighting needs, dressing rooms, class size, supplies, furniture and equipment, etc.) (no more than 150 words)

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10. Describe any marketing ideas that you and/or the host may use to promote this service. List any potential community hosts and their contact information (no more than 150 words)

11. Summarize your training (formal and informal) background, or previous experience that qualifies you to provide this service. (no more than 300 words)

12. **Proposed Expenses.** Please provide a detailed breakdown of expenses for **ONE** service. Round all figures to the nearest dollar. Total for one service should not exceed \$2,500.00. All set up and preparation costs should be included in the **ONE** service fee. Administrative fees cannot exceed 10% of overall service budget.

A. Administrative Personnel \$ _ _____

B. Artistic Personnel \$ _ _____

C. Technical Personnel \$ _ _____

D. Other Expenses: List and explain expenses related to this service including production and marketing

\$ _ _____

\$ _ _____

TOTAL EXPENSES FOR ONE SERVICE (add A through D) \$ _ _____

13. List the number of services available to provide between October 1, 2009 and August 31, 2010.

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14. Please indicate if you would like for the MCAD to provide your information for inquiries about outside contracting opportunities? Yes No

COMMUNITY ARTS PROGRAM (CAP) PROGRAM DEFINITIONS

COMMUNITY HOST EVALUATION FORM

An online evaluation form completed by any host after completion of service detailing quality of service, level of engagement by participating artists and attendance.

APPLICATION VOCABULARY

Artist: Any practitioner of the fine arts

Classes: Instruction to include demonstrations, performances or exhibitions

Discipline: Any art form such as music, dance, theater, literature, visual, media or folk

Folk Artist: Maintains or practices traditional beliefs or skills that are learned and passed on from one generation to the next by word-of-mouth and customary example; The folk arts can include both material culture and oral/expressive traditions, and are found in groups of people who share a cultural bond and history

Host: Any organization which brings an artist to its community; Hosts may be churches, schools, community organizations, recreation centers, social service agencies, and other non-profit groups

Lesson Plan: Step-by-step outline of educational service objective and methods of implementation indicating a timetable for completion

Master Class: An advanced class usually taught by a professional artist for students who have already had a considerable amount of training

Residency: Long-term (two or more weeks) instruction to include demonstrations, performances and exhibitions

Service: The activity for which the applicant is requesting funds; One service consists of activity from beginning to end

Service Budget: The total expenses for each type of service for which funds are requested

Workshop: Short-term instruction, one or two individual sessions