



Office of Cultural Affairs

CITY OF DALLAS

City of Dallas Office of Cultural Affairs FY 2016-17 Cultural Projects Program Guidelines General Information

Introduction

The City of Dallas Office of Cultural Affairs (OCA) has established a cultural system that ensures that all Dallas citizens and visitors have an opportunity to experience the finest in arts and culture. One of the City's primary roles within this system is to contract for cultural services through partnerships with nonprofit cultural organizations to leverage private support for an array of cultural programs.

This document contains guidelines, deadlines and application information for the Cultural Projects Program (CPP) managed by the Office of Cultural Affairs (OCA) for fiscal year 2016-17.

Cultural Services Funding Programs

The City's goal is that all residents and visitors have the opportunity to enjoy high quality arts and cultural offerings.

All organizations performing cultural services for the City must develop, implement, and maintain affirmative operating policies that include measurable goals for the ethnic diversification of staff, board, contractors, services and programs. The achievements and goals of the organization may be monitored and evaluated by the Office of Cultural Affairs and taken into consideration in the funding process. Cultural services contracts are awarded on a competitive basis.

Cultural Projects Program (CPP)

The Cultural Projects Program procures cultural services on a project basis from cultural organizations, educational institutions, social services organizations, and other non-profit organizations. CPP requires a 1:1 funding match for all funded projects.

Two Year Funding

The CPP Program is a **Two-year Application Cycle**.

- **First Year (FY16/17; application deadline April 15, 2016):** Interested and eligible applicants must submit a full CPP application and go through the peer panel review for the FY16/17 fiscal

year. The Cultural Affairs Commission will convene a peer review panel in May, 2016 to review all applications. The Cultural Affairs Commission will make funding recommendations for the first year based on the panel rankings, program criteria and funding availability.

- **Second Year (FY17/18; application deadline June, 2017):** Organizations recommended for funding in FY16/17 that are interested in and remain eligible to receive funding in FY17/18 must submit a second-year application. The second-year application is streamlined and the organization will not go through a peer panel review for that year. Failure to submit the application by deadline will automatically eliminate the organization from consideration for FY17/18 funding. The Cultural Affairs Commission will make funding recommendations for the second year based on the panel rankings acquired through the first year peer review panels, program criteria and funding availability. If an organization is applying for the first time in the second year they will need to go through a panel presentation to receive a panel score.

Please note that this is a two-year application process, not a commitment to two-years of funding. The Cultural Affairs Commission cannot guarantee funding levels, as the Office of Cultural Affairs budget is approved on an annual basis and cannot be committed to flat multi-year funding.

The Cultural Affairs Commission and the Office of Cultural Affairs are not responsible for organizations not knowing deadlines or application processes as they will be published on the OCA website and are the responsibility of the organization.

Peer Review Panel

Applications for the Cultural Projects Program are evaluated by a Peer Review Panel whose membership is taken from a list of qualified candidates nominated from the field and approved by the Cultural Affairs Commission. The next Peer Review Panel will be in May, 2018 for the FY18/19 fiscal year. Please note that the Guidelines might have revisions for the FY18-19 year.

Applicants must attend the Peer Review Panel to present a brief organizational/project summary and answer any questions from the panel.

Applying cultural organizations will be notified by email of the scheduled time and date for their Panel Review. **If the notification of the panel scheduled date/time is not received by May 10, 2018, contact the OCA office immediately.**

Presentations to the Panel

Every organization that is applying for funding must make a presentation to the Peer Review Panel. Applicant organizations must be represented at the Review Panel meeting by principal representatives, e.g. the Executive Director, Artistic Director, Board President and/or a Financial Officer or other staff as determined by the organization.

The presentation times will be allotted in the following manner;

2 minutes – Organization will be introduced to the panel members by a Commission member

5 minutes – Presentation time for the organization to the Panel

5 minutes - Q and A time for panel members with the organization

A notice about what type of audio-visual equipment will be available for the presentation will be sent to groups prior to the panel dates.

Tier Structure

All CPP grant applicants will be reviewed in Tier levels based on their revenue budget from the previous completed year's budget found in the application. There will be one review panel for each Tier level. Each panel will consist of a diverse group of people knowledgeable in the visual arts, dance, theatre, music, literature, film and other fields as pertains to the organizations in that Tier. The Tier Levels are as follows;

Tier I - \$100,000 and Under

Tier II - \$100,001 - \$500,000

Tier III - \$500,001 – and up

How Funding Applications Are Processed:

- Staff of the Office of Cultural Affairs reviews applications to ensure they are complete and appropriate for a particular funding program
- Applications are forwarded to the Peer Review Panel for review
- Peer Review Panel meets to discuss and score each application in meetings that are open to the public
- All applicants for the CPP funding program are required to attend and present a brief application summary to the Peer Review Panel
- The Panel comments, scores and rankings are forwarded to the Office of Cultural Affairs staff for review and recommendation to the Cultural Affairs Commission
- The Commission recommends a level of funding for each organization, which is then forwarded to the City Council through the City Manager's Office as part of the Office of Cultural Affairs' annual budget request
- The recommended allocation will receive approval or modification by the Dallas City Council

Peer Review Panel Responsibilities:

- Provide a professional evaluation of applications based on merit and specific criteria as set forth in the City of Dallas' Cultural Policy
- Provide constructive critiques during the interview process
- Provide numeric scores based on criteria set forth

Cultural Affairs Commissioners' Responsibilities:

- The Chair & Co-chairs of the Peer Review Panel serve as facilitators – not panelists
- Facilitate flow of Panel Meeting and ensure Panel stays on schedule
- Review Conflict of Interest Statements and where conflict exists, ask panelist to excuse himself or herself
- Review final rankings and facilitate summary discussion

OCA Staff Responsibilities at Panel Meeting:

- Collect panelists' Conflict of Interest disclosure forms before the first organization is scheduled and inform Chair of any conflicts

- Call and escort each organization's representatives to the panel meeting room
- Set-up and operate any video or audio equipment
- Collect evaluation forms at the end of each session and tally scores
- List scores for each organization in that group in ranking order for the wrap-up session

Review Process

The review process is as follows:

- Proposals will be reviewed by the OCA staff for eligibility, completeness and accuracy. Documentation of any outstanding contract compliance issues will be noted and could cause the application not to be considered for funding.
- After initial review by OCA staff, the proposals are evaluated by the Peer Review Panel. Applicant organizations must be represented at the Peer Review Panel meeting by principal representatives, e.g. the Executive Director, Artistic Director, Board President or the Financial Officer or key staff members. **Failure to attend the Review Panel meeting will result in the panel scoring only on the information presented in the organization's application.**

The Cultural Affairs Commission reserves the right to designate the scope of the peer panel members it feels best suit the mission and programming of the different organizations.

Organizations are encouraged to submit nominations for the Peer Review Panel. A Panel Nomination Form can be downloaded from the OCA website: www.dallasculture.org by clicking on "Programs" and then "Cultural Services Contracts." You will find the link on the right hand side of this page.

Application Deadlines

Applications must be submitted via the OCA online grant system by 5:00pm on April 15, 2016.

You can find more information via the OCA website at: www.dallasculture.org To find grant information click on "Programs" and then "Cultural Services Contracts." You will find information about all funding programs.

For more information about the online grant system call or email the Cultural Contracts Staff below:

Charla Sanderson, Cultural Programs Manager
charla.sanderson@dallascityhall.com
 (214) 670-4065

Applications and supplemental materials must be submitted via the online grant system. Hard copies of grant applications will not be accepted.

All applicants will receive a confirmation email indicating that the application has been received and is being processed. If the confirmation email is not received within 24 hours after submitting the application, contact the OCA office immediately.

NOTE: An organization that submits a substantially incomplete application at the time of the deadline, as deemed by the Office of Cultural Affairs, will receive notification via e-mail. OCA staff will determine if the application will be eligible or rejected.

Logo and Credit Line

Arts organizations awarded City of Dallas contracts for cultural services must include the following credit line and logo in at least one publication, program, press release, season brochure, lobby display, advertising or mode of public communication:



“(Name of your organization/program) is supported in part by the City of Dallas Office of Cultural Affairs.”

It is imperative that the residents of Dallas know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in this City. All contractors must recognize the OCA in the same manner in which it recognizes other contributors in terms of benefits, type size on publications, and frequency of acknowledgment.

The OCA logo can be downloaded from our website: www.dallasculture.org, click on “Programs” and then “Cultural Services Programs” scroll down to the bottom of the page where you will find several different downloadable versions of the OCA logo.

Social Media Recognition for your Funded Project with OCA

In social media promotions related to any project being funded you can tag City of Dallas Office of Cultural Affairs and utilize preferred hashtags when appropriate. See Dallas Culture handles, preferred hashtags and recommendations for social media engagement below.

Twitter

- Through professional and/or personal accounts follow Dallas OCA Twitter account <https://twitter.com/dallasculture>
- When making posts about your project tag us in your tweet by using our handle @dallasculture
- Include the hashtags: #dallasculture #liveart #oca

Facebook

- Through professional and/or personal pages, “like” the City of Dallas Office of Cultural Affairs Facebook page <https://www.facebook.com/dallasculture>
- When making posts about your project, tag in them @City of DallasOffice of Cultural Affairs
- Tag @City of DallasOffice of Cultural Affairs in any photos/videos you post related to your project. Be sure to share photos on the Dallas Culture page as well
- Utilize the #dallas culture #liveart #oca hashtags on Facebook posts of your project

CPP 2016-17 FUNDING TIME LINE

This funding cycle requires each organization to participate in the Peer Panel Review as well as submitting a completed application.

<u>February 22, 2016</u>	CPP FY16-17 applications online
<u>April 15, 2016</u>	<u>CPP Applications Due online by 5:00pm</u>
<u>August, 2016</u>	CPP funding recommendations are completed by the Allocations Committee of the Cultural Affairs Commission. Cultural Affairs Commission approves CPP funding recommendations
<u>September, 2016</u>	City Council approves FY 2016-17 City Budget CPP organizations are notified of funding levels
<u>September 30, 201</u>	FY16-17 CPP Final Reports are due
<u>November-December, 2016</u>	CPP Organizations sign contracts
<u>September 30, 2017</u>	CPP Final Reports due for FY2016-17

The Funding Period for FY16-17 is October 1, 2016 – September 30, 2017

GENERAL APPLICATION GUIDELINES

1. Before you begin the application, carefully read all applicable program guidelines.
2. Develop the application so that it addresses applicable program goals and evaluation criteria.
3. Complete every required form and submit one copy of additional required documents as required by the application (e.g. IRS 990, IRS status letter, etc.)
All organizations must include a list of the Board of Director's.

NOTE: These items may be uploaded to the online application provided they are in approved file formats which include: **Microsoft Word, Excel and Adobe PDF**

4. Check your work and make sure that your financial data is accurate and complete.
5. All supplementary materials submitted should reflect the quality of your artistic product. Poorly produced supplementary materials, including audio or visual materials can do more harm than good. All supplemental materials must be submitted online with the application.

Please limit your supplemental material to the following:

- No more than 1 catalog
- No more than 1 brochure
- No more than 2 critical reviews or newspaper clippings
- No more than 2 programs or playbills

- Photos and video clips
6. Contact the Cultural Contracts Staff for clarification. The OCA staff can review your proposal with you prior to the submission date.

Charla Sanderson, Cultural Programs Manager
charla.sanderson@dallascityhall.com
(214) 670-4065

CULTURAL PROJECTS PROGRAM (CPP)

FUNDING GUIDELINES

Application deadline: April 15, 2016

The Cultural Projects Program (CPP) **funds up to 50% of cultural projects that apply for funding** in the City of Dallas. All funded organizations must meet at 1:1 match with their funding. CPP procures cultural services on a project basis from arts and cultural organizations, educational institutions, social service organizations, and other non-profit organizations that are dedicated to community service.

Program Goals

- To provide cultural services in all areas of the City of Dallas
- To create greater awareness of the cultural and artistic heritage of Dallas, and to increase the citizen access to and participation in activities related to diverse heritage
- To stimulate development of new funding sources to support cultural activities in Dallas
- To increase the artistic and administrative capabilities of the city's cultural organizations, and to provide cultural services not otherwise available in the community

Eligibility Requirements

Organizations meeting all of the following eligibility requirements may apply to the Cultural Projects Program:

1. IRS status as a private, non-profit corporation 501(C) 3, an educational institution, or a unit of government. Proof of non-profit status must be submitted with the completed proposal for first time applicants. Failure to submit this IRS letter will result in disqualification of the proposal. If you are a repeat applicant it is required that your IRS non-profit status is current.
2. All projects must happen within the City limits of Dallas to receive funding
3. Administrative offices permanently located in the City of Dallas
4. Non-discriminatory employment and personnel practices
5. Professional direction for the proposed project
6. Applicant organizations may submit only one individual or collaborative proposal per year
7. Comply with regulations pertaining to federal grant recipients including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and the Drug Free Workplace Act of 1988.

8. Obtain and maintain during the Contract term all necessary licenses, permits, insurance and other approvals required by law for the provision of services. Contact OCA staff for more information about this.
9. Be able to meet the 1:1 match with awarded funding.

Proposals will not be accepted for the following:

1. Activities which do not have a cultural or artistic focus or whose primary focus is religious or political in nature
2. Projects planned primarily for fundraising purposes
3. Activities restricted to members or which do not benefit the general public
4. Tuition expenses
5. College/university or school projects that are part of a course or curriculum or which do not benefit the general public
6. Fellowships/grants to individuals (does not prevent purchase from individuals)
7. Scholarships, cash prizes or awards
8. Out-of-city travel
9. Underwriting of capital expenditures (buildings, land, permanent equipment or artwork)
10. Purchase of artwork
11. Activities that have occurred prior to the signing of the cultural service contract
12. Underwriting of past deficits
13. **Activities of Dallas based organizations that occur outside of the City limits are ineligible.**
14. Endowments
15. Non-contract related services, lobbying, attorney's fees, fees for penalties, and fees for incorporation or obtaining tax-exempt status
16. Alcoholic beverages and food

Types of Projects Funded

1. Projects for all types of arts / cultural activities will be considered as long as they are located within the City limits of Dallas. Arts / cultural projects must be professionally directed.
2. Artistic Residency Projects that provide frequent exposure to a targeted audience over a period of time while continuing to involve the larger community.
3. Collaborative Projects between two or more organizations will be considered as long as they demonstrate a significant potential impact on the organizations involved through the sharing of expertise and resources, and provide a clear benefit to the residents of Dallas.

Funding Period

Applicants should not expect to receive support through this program beyond the one-year contract period. Projects must occur between October 1, 2016 and September 30, 2017. Applicants should not expect to receive funds through this program earlier than January 1, 2017.

Funding Amounts

Support will range from \$1,000 to \$20,000 per project or season with the following exceptions: Organizations submitting a joint proposal are eligible to request up to \$25,000 for collaborative projects.

CPP support to an organization in a given year does not ensure City of Dallas support for subsequent years. Each year, every proposal is reviewed in competition with other proposals and the level of support, if any, is determined in the context of the proposal review criteria (merit, demonstrated need, capacity to meet program objectives, and capability to raise matching funds), the number of requests, and the funds available.

All funding levels are determined by the panel score and the availability of funding for the year. A funding matrix is used to determine the funding levels for organizations. This funding matrix is used by the Allocations Committee of the Cultural Affairs Commission to determine funding levels.

Funding levels each year are determined by the Allocations Committee of the Cultural Affairs Commission. Their recommendations are then forwarded to the full Cultural Affairs Commission for final approval. Funding levels will be different each year as determined by the amount of funding available, the number of organizations funded and established ceilings.

Matching Requirements

Assistance received under this program will require a dollar-for-dollar match or 1:1 match. **City support will not exceed 50% of the total project(s) budget** or the organization's annual operating expense.

Proposal Criteria

All proposals will be reviewed by the Office of Cultural Affairs staff for completeness. Organizations may be asked to revise applications as necessary. Proposals that clearly do not meet eligibility requirements will be determined ineligible for consideration. After the initial staff evaluation, a Panel or the Allocations Committee of the Cultural Affairs Commission will review all eligible proposals. Applicants may receive up to 100 points between the review panel and the Commission. **The total of 100 points is broken into the following;**

- **80 points** - Peer Review Panel
- **20 points** – Commission / Administrative Staff

Applicants are evaluated by the Peer Review Panel according to the following criteria for a total possible of 80 points:

The panel will review the groups based on the following criteria:

- **Quality of Services (25 points)** – The organization exhibits a commitment to high quality standards in its artistic and cultural services.
- **Impact (15 points)**– Provides a direct impact of cultural services to the Dallas community.
- **Management (20 points)** – The organization has the fiscal stability to perform the proposed services in a reliable manner, as evidenced in its financial history, budgets and management.
- **Overall (10 points)**– The organization performs in a professional manner and provides an important cultural presence in the City of Dallas. The citizens of Dallas will benefit from this

cultural organization.

- **Cultural Diversity (10 points)**- The organization has demonstrated a commitment to cultural diversity in all aspects of its operations such as board, staff, programs, audiences and outreach.

Applicants are also scored by the Cultural Affairs Commission and the OCA Administrative staff for a total possible of 20 points:

- **Fiscal Management (10 points)** – Organization has performed in a reliable manner in the past in terms of fiscal condition and sustainability.
- **Board and Staff Diversity (10 points)** – It is the City of Dallas’ cultural policy to contract with cultural organizations that demonstrate a commitment to diverse community representation on their boards and staffs.

The panel's rating and recommendation are forwarded to the Allocations Committee of the Cultural Affairs Commission for review. The Commission recommends a level of funding for each organization taking into consideration the panel rating, funding projections and contract compliance of organizations currently funded. **It is the policy of the Cultural Affairs Commission to recommend funding organizations who have demonstrated excellence. Organizations who do not meet the baseline score, determined by the Allocations Committee, will not be considered for funding.**

These recommendations are reviewed (in sequence) by the Allocations Committee of the Cultural Affairs Commission, the full Cultural Affairs Commission, and the City Manager prior to City Council approval of the budget. Once the City Council has authorized the budget, a letter of notification will be emailed to the applicant. Awards are not final until budget approval by City Council. Applicants approved for funding will be asked to sign a Cultural Services Proposal. Payment for any projects cannot be processed without the completion of Cultural Service Proposal.

Contracts and Invoices

If an organization’s panel score and review leads to a funding level being recommended by the Cultural Affairs Commission, an email will be sent to the organization after the City Council has approved the year’s budget.

A contract will be created for the organization and will be sent or emailed. This time frame may change depending on when the project begins during the fiscal year. Once the signed contract is received by the OCA office it will then be processed by City Hall to set up the account for the year. When the contract is returned from City Hall the OCA staff will send the first invoice to the organization. Payment is arranged according to the scope of the project. When the funded project is completed a Final Report will be available online for the organization to complete. After OCA receives the completed report the final invoice of the remaining amount will be sent to the organization for signature.

Insurance

Insurance coverage will be required for funded FY16-17 CPP organizations. Funds cannot be released without evidence of the required insurance. Proof of insurance must meet the specific terms of the CPP contract. **As soon as the coverage requirements are made from Risk Management funded CPP organizations will be notified.** Failure to meet insurance requirements will be reported to the Cultural Affairs Commission and could possible result in

contract termination. (For more information on insurance coverage and amounts required, please contact Charla Sanderson at 214.670.4065 or email to charla.sanderson@dallascityhall.com.)

Below is a sample of the types of insurance that may be required for various Community Artist Programs, but not limited to:

General Liability

Commercial General Liability Insurance including, but not limited to, Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability with minimum combined bodily injury (including death) and property damage limits. The following endorsements shall be added in favor of the City of Dallas: 1) Additional Insured, 2) Waiver of Subrogation and 3) 30-Day Notice of Cancellation.

Auto Liability

If vehicles will be used in the performance of services under the contract - Business Automobile Liability Insurance covering owned, hired, and non-owned vehicles, with a minimum combined bodily injury (including death) and property damage limit. The following endorsements shall be added in favor of the City of Dallas: 1) Additional Insured, 2) Waiver of Subrogation and 3) 30-Day Notice of Cancellation.

Workers' Compensation

If the Artist's employees are performing services under the contract at a City owned facility - Workers' Compensation within the regulations of the Texas Workers' Compensation Act as well as Employers Liability. The following endorsements shall be added in favor of the City of Dallas: 1) Waiver of Subrogation and 2) 30-Day Notice of Cancellation.

Liquor Liability

If alcoholic beverages provided - Liquor Liability Insurance may be required.

The following endorsements shall be added in favor of the City of Dallas: 1) Additional Insured, 2) Waiver of Subrogation and 3) 30-Day Notice of Cancellation.

Certificates of Insurance Shall Contain the following:

1. City of Dallas shows as Certificate Holder
2. Identify the service or product being provided

Final Reporting

A final report on the project should be submitted to the OCA within 30 days after the project's completion or no later than September 30, 2017. The final report includes an itemized amount of project expenditures and revenue, and a narrative summary of the project. Samples of promotional materials and programs / playbills relating to the project are required. **Failure to submit the final report within 30 days of project completion or by September 30, 2017 will jeopardize future funding.**

Cultural Diversity

It is the intent of the City's cultural policy to contract with cultural organizations that demonstrate a commitment to diverse community representation on their boards and staffs. In addition, the organizations are expected to demonstrate a commitment to cultural diversity in all aspects of their operations and programming.

Helpful Tips for Preparing Your Application

- Read the guidelines, grant application instructions and criteria before beginning the application process.

- Plan your narrative following the questions and funding criteria. Plan your answers carefully to avoid repetition.
- Write to the funding criteria. Remember all applications are reviewed and scored based on how well the applicant meets the funding criteria.
- Don't assume. The panelists who review your proposal may have no knowledge of your organization or its programming. Make sure you describe existing and proposed programs in detail. The application should stand on its own merits.
- Avoid generalizations. Rather than stating, "We have operated a successful series of concerts for the last four years," use numbers to prove your case. For example, "We have produced six plays with 10-performance runs for the last four years to audiences ranging from 75 to 100 per each performance.
- Proofread. Before submitting your application, have at least one person proofread it. If the reader has questions, it is likely, the panel will as well. Applications that contain frequent typographical errors, poor grammar or misspelled words do not give a positive impression of the organization.

CPP Definitions

OPERATING REVENUE

Admissions: Funds earned from subscription, group and single ticket sales

Tuition/Workshop Fees: Funds earned from adult/student attendance

Contracted Services Revenue: Funds earned from sponsors for performances, exhibitions, residencies, optional services and consultations

Auxiliary Activities: Funds earned from concessions, gift shop sales, parking, publications, rentals and advertising

Memberships: Funds earned from services provided to members

Government Grants:

Federal (i.e. NEA, NEH, IMS, CDBG)

State (i.e. TCA and TCH)

Local (funds from other municipalities, NOT City of Dallas)

Endowments: Funds distributed from the organization's own endowment fund if used in the operating budget

Interest: Revenue from interest-earning accounts or investments

Other Income: Grants from TACA, The 500, Inc., revenue from galas and sources other than those listed above

OPERATING EXPENSES

Personnel Salaries/Benefits: The total amount of wages and benefits for full or part-time employees of your organization (not consultants, see below). Include FICA, health insurance costs, pension and other employee-related benefit costs

Administrative/General: Wages/Benefits paid to employees involved in administrative and general support of the organizations, such as executive director, financial officer, development staff, clerical staff and other administrative support personnel. NOTE: If an employee's time is split between Administrative, Artistic, Technical and or Program Services, be sure to allocate the wages/benefits to the proper categories

Artistic: Wages/Benefits paid to employees as curators, artistic directors, conductors, choreographers, composers, graphic artists, actors, dancers, singers, musicians, instructors, designers, video artists, film makers and photographers

Technical/Production: Wages/Benefits paid to technical management staff and such employees as technical directors; stage, lighting and sound crews; wardrobe; preparators; video and film technicians

Program Services: Wages/Benefits paid to program services staff and such employees as program coordinators and outreach staff

Outside Professional Services: Honoraria, stipends, commissions or fees to any person not on the organization's salaried staff. These services may be in any of the four areas of administrative, artistic, technical/production or program services described above

Travel: All costs directly related to organization's personnel travel, guest artists, consultants, etc. Include fares, lodging expenses, food, taxis, gratuities, per diem, tolls, parking, mileage, personal vehicle allowances, and car rentals

Shipping: Freight charges for visual art exhibitions, and performance materials/items

Telephone: Fees for local and long distance calls, installation, and repairs

Equipment Rental: Costs for rented office equipment and production equipment (cameras and lighting)

Space Rental: Include offices, rehearsal, theater, gallery, hall, warehouse or other fees paid for use of buildings

Utilities: Electricity, gas, water

Other Rentals: Rental fees for visual arts exhibitions and films, other performance/exhibition materials

Marketing/Promotions/Printing: Fees for printing and mailing (including postage and mailing service costs) of announcements, mailers, brochures, catalogs, tickets, programs, and/or costs for newspaper and broadcast advertising used to encourage attendance at events and to encourage earned or unearned income

Do Not include payments to individuals or firms that belong under Personnel Salaries/Benefits or Outside Professional Services

Supplies/Materials: Cost of office supplies, scripts, scores, photographic supplies, materials for sets/props/costumes, food and maintenance supplies

Insurance: Property, casualty, liability insurance. Call Charla Sanderson at (214) 670-4065 if you have any insurance questions

Other: Any operational expenses not covered above. For groups using cash based accounting, non-capital debt reduction should be reported here

INSTRUCTIONS FOR OTHER SECTIONS

Cultural Diversity Information: The City's Cultural Policy states that "the cultural diversity of the City's population should be reflected in the boards, staffs, and programs of all cultural organizations receiving City support." In compliance with *City Council Resolution #89-1167*, all organizations benefiting from public funds should develop, implement, and maintain Affirmative Operational Policies that provide equitable access to all residents of Dallas. Policies should include ethnic diversification of the organization's board, personnel, contracts, services, and programming. For reporting ethnicity, use the following abbreviations:

AA = African American

A = Asian

L = Latino

N = Native American

PI = Native Hawaiian or Other Pacific Islander

W = White, Non-Latino

O = Other

For assistance on this funding program please contact;

Charla Sanderson – Cultural Programs Manager

Charla.sanderson@dallascityhall.com

Jason Dare – Cultural Contracts Coordinator

Jason.dare@dallascityhall.com

