



**CULTURAL AFFAIRS COMMISSION
PLANO MUNICIPAL CENTER
1520 K AVENUE
February 7, 2013**

ITEM NO.	EXPLANATION
	<p>Notice is hereby given that the Cultural Affairs Commission will meet in Regular Session at the Plano Municipal Center, 1520 Avenue K, Plano, Texas on Thursday, February 7, 2013, at 6:00 p.m. in compliance with Chapter 551, Government Code, V.T.C.A., the Open Meeting Act, to consider the following:</p> <p>6:00 p.m. – Regular Session – Training Room A</p> <p>1 Call to Order/Pledge of Allegiance</p> <p>2 Comments of Public Interest - The Commission will hear comments of public interest relevant to the Cultural Affairs Commission, but any discussion shall be limited to placing the item on a future agenda if appropriate. Remarks are limited to five minutes per speaker.</p> <p>3 Approval of Minutes for the January 3, 2013 Cultural Affairs Commission meeting.</p> <p>4 Reports from Grant Recipients regarding various events.</p> <p>5 Reports from Commissioners or staff.</p> <p>6 Review Guidelines, Applicants and Evaluation Criteria for:</p> <ul style="list-style-type: none">• Major Arts Grant Guidelines• Major Arts Grant Application• Small Arts Grant Guidelines• Small Arts Grant Application• Special Event Sponsorship Grant Guidelines• Special Event Sponsorship Application• Urban-Town Center Grant Application <p>7 Review and discuss scoring for FY 2013-14</p> <p>8 Future Agenda Items</p> <p>9 Adjournment</p> <p>Council Liaisons: Council Member André Davidson Council Member Patrick Gallagher</p> <p>Plano Municipal Center is wheelchair accessible. A sloped curb entry is available at the main entrance facing Municipal Avenue, with specially marked parking spaces nearby. Access and special parking are also available on the north side of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the Marketing & Community Engagement Department at (972)941-7307.</p>

**Cultural Affairs Commission
January 3, 2013**

COMMISSIONERS PRESENT

Allen Safir
Marilyn Mahoney
Marion Brockette
Margaret Tsai
Greg Huckaby
Sandy Yeh (6:11pm arrival)

COMMISSIONERS ABSENT

Lisa Foster

STAFF PRESENT

Dana Conklin, Public Information Officer
Phyllis Reese, Sr. Public Information Coordinator
Karen Williams, Event Supervisor
Kimberly Simmons, Administrative Coordinator
André Davidson, Council Member

The Cultural Affairs Commission meeting was called to order by Chairperson Safir at 6:04p.m., Thursday, January 3, 2013. A quorum was present.

Commissioner Brockette made a motion to approve the minutes of the December 6, 2012, Cultural Affairs Commission as amended. Commissioner Mahoney seconded the motion, passed 3.0; Commissioners Huckaby and Yeh abstained.

Agenda Item 4: Reports from Grant Recipients regarding various events

Children's Chorus of Collin County (Russ Porter): 2013-14 Calendar being planned and wants to partner with other arts groups. Thanked Commissioners for funding, which helped to develop a 3rd choir. This is a training choir for 3rd and 4th graders with 30 children participating during their Holiday Concert held May 17 at Custer Road United Methodist Church.

Chamberlain Performing Arts (Kathy Chamberlain): Held their workshop in December. Thanked Commissioners for funds, which helped to bring master teachers here. The workshop was opened to the community.

Men of Note (Tim Shirey): Been on hiatus after their Holiday Show. Starting Valentine concert rehearsal soon, and new officers to be installed soon. They are also looking to partner with other arts groups.

Art Centre of Plano (Suzy Jones): Currently showing Face to Face featuring Gabby Pruitt and Jean Dillard running through January 19th. Opening January 25th will be invitational wood featuring five Plano artists. Later in the month they will be participating in the Very Special Arts Festival.

Plano International Festival (Graciella Katzer): Thank Commissioner Mahoney for attending the festival. They have begun preparing for this year's event.

Theatre Britain (Steve Freedman): Successful run of Mother Goose; the largest attendance of any show with over 1,947. Great promotions in Dallas Morning News and Plano Profile. Thanked the Commissioners for their support.

Plano Art Association (Katrine Kyhnel): Introduced New President – Talley Williams. Successful show at the Heritage Farmstead, where they made 25 fantastic small tiles, keeping the theme “Christmas Lantern and Roaring Twenties”. They were auctioned off for \$85 - \$100. It raised \$1800 for their fundraiser. Demo artist will be held 4th Tuesday of the month. Talley Williams stated their goal for 2013 will working towards a multicultural face to the organization.

Plano Civic Chorus (Janet Hambright): The Chorus was a guest in performance with the Plano Symphony. Working on budget for next season. Next performance will be in March.

DAAYO (Din Liu): held concert in November, they are at the Winter break, so they are quiet. They have a new chamber music group; working on scholarship for needy children who are interested in music. They will resume rehearsal week of January 13th.

Plano Children’s Theatre (Theresa Love): “Scrooge” was a success. They will be opening two shows this month; “Ana of Green Gables” and “Fiddler on the Roof”. February will be starting the spring selection of acting classes.

Plano Metropolitan Ballet (Stacy Kimbriel): Peter Pan opening tomorrow. Four of seven shows sold out. Thanked Commissioners for funding with which they were able to do more with staging.

Younger Generation Choir (Bob Nine): Children had a great winter concert and great show at Dickens. They’re willing to appear at other shows for other organizations. Next public concert will be held in May.

Plano Community Forum (Julius Chambers): Thanked Commissioners for funding; Shared group’s mission and history. The organization has provided over 300 scholarships. The MLK Steering Committee is part of the Forum and the MLK Celebration is approaching, January 19-20th. The events include a breakfast, Unity Walk, Health Fair and PISD Program at Williams High School.

Plano Balloon Festival (Jessica Jackson): The dates for 2013 Festival will be September 20 – 22.

Rover Dramawerks (Jason Rice): Opening of “Something A Foot” soon. Committed to another year at current office space. They will be performing an adult only show. Will be having a training camp.

Plano Symphony Orchestra (Debbie Watson): joined with Plano Children’s Chorus for three great concerts. The Family Series starting soon at the Courtyard Theater. Former Concert Master returning along with a Celtic cellist. February is the annual “Carnival” fundraiser. Young artist series in March; many other great concerts in the season.

Plano Community Band (Janice Wolff): played at Dickens, then the next morning played in Children's Hospital Parade in Dallas. Will begin rehearsal for next concert on Monday.

AsiaFest (Paul Look): 1st Saturday in May is Asia Fest 2013. Planning for 10th Anniversary celebration.

Agenda Item 5: Reports from Commissioners or staff:

Commissioner Safir recognized Council Member André Davidson; who thanked all for attending this valuable workshop.

Commissioner **Huckaby** attended fabulous "Mother Goose" which was well written.

Commissioner Mahoney attended "Mother Goose" and it was great; all ages enjoyed it. "Scrooge" was also well done; parents and kids involved. "Home for Holidays" concert from PSO & PCC was wonderful and thanks for moment of silence for Sandy Hook children.

Ms. Conklin introduced Mary Vail-Grube as the Director of Marketing and Community Engagement.

Agenda Item 6: Break-out sessions with commissioners to discuss proposed changes to Major Arts Grants, Small Arts Grants, Special Event Grants and Urban-Town Center Grants.

Commissioner Safir and Ms. Conklin directed grant groups on breaking out into groups with Cultural Affairs Commissioner Liaisons.

- In-Kind was major topic – (i.e. how do they address services of set designers, etc.) a professional designation that would have to pay for.
- Commissioner Mahoney – they talked extensively about board diversity and relaxing the restraints of them "living or working" in Plano.
- Commissioner Safir – added that their group suggested changing wording to say "a certain percentage" as opposed to a set number.
- Commissioner Huckaby – added it might be helpful to have application request Board member names, age, sex, race, etc.
- Commissioner Mahoney – adds her group talked about the difficulty of meeting board requirements for multiple cities.
- Commissioner Brockett stated that the level of funding that Plano offers over what other cities offer says we can ask for more diversity.
- Commissioner Safir – stated outside funding must be reported.
- Commissioner Mahoney and Commissioner Tsai – promotion outside the 50 mile radius is difficult per the arts groups because of limited funds and high costs of advertising. Many groups using various Social Media Outlets.

CITY OF PLANO
Cultural Affairs Commission
February 7, 2013
Regular Session
Agenda Item 6

Review Applications and Guidelines

Summary of Item

Draft copies of the Guidelines and Applications for Major Arts Grants, Small Arts Grants, Special Event Grant and Urban-Town Center Grants are included in your packet.

Action Requested

Review

Staff Resource

Dana Conklin
Karen Williams

Time Allotted

45 minutes



Cultural Affairs Commission

2013-2014 MAJOR ARTS GRANT GUIDELINES

I. INTRODUCTION & PURPOSE OF GRANT

The purpose of this grant is to enhance the arts (performing, visual and literary), culture and humanities in Plano. This grant is intended to support artists and projects that create a greater appreciation for the cultural and ethnic diversity of our citizens; and to stimulate the development of new programs which would otherwise be unavailable; and to encourage projects that involve the active collaboration and cooperation of multiple arts organizations.

- II. **DEADLINE: April 12, 2013.** All applications must be uploaded by NOON on this day. Late entries will not be considered.

III. ELIGIBILITY

All organizations submitting an application must meet the following criteria:

- A. Must be based in the City of Plano and/or present more than one performance, exhibition or workshops, or provide services and other arts/cultural activities for the citizens of Plano as well as for those audiences and participants attracted through the organization's broad marketing and promotion practices;
- B. Must be nonprofit, federally tax-exempt under section 501(c)(3) of the Internal Revenue Code, and the IRS letter of determination must be included with your application;
- C. Must have at least a 24-month history of continuous, stable programming prior to the grant application due date;
- D. Must have an active Board of Directors with more than one member residing in Plano;
- E. Must have programming, administrative practices and board membership which do not discriminate on the basis of race, color, national origin, sex or disability;
- F. If previously funded, applicant must have successfully fulfilled all prior contract obligations;

- G. Complete and submit by the due date the Grant Application on the form provided. An electronic template is available; however, no changes can be made in this format. All information requested must be provided in the order and format of the original template. **Omission of any item could lead to disqualification;**
- H. Organizations applying for City of Plano Major Arts Grants are not eligible to apply for City of Plano Small Arts Grants in the same year.

IV. RESTRICTIONS

The City of Plano **will not** fund the following:

- A. Grants to individuals;
- B. Reduction of deficits from or expenditures related to activities of previous fiscal years;
- C. Activities in which academic credit is given;
- D. Mortgage interest and depreciation on real property or capital improvements;
- E. Scholarships and fellowships for employees/volunteers; however, scholarships for programming are acceptable;
- F. Social functions, parties, receptions, openings, fundraising benefits, refreshments or beverages;
- G. Fines, penalties or costs of litigation and;
- H. Underwriting or subscriptions, investments, stocks, bonds or any financial obligation.

Financial credit for volunteer hours shall not be included in the application but will be requested as a reflection of agency support. In-kind goods/services credit is accepted.

Grants to an organization will not exceed **25%** of the organization's most recently completed fiscal year's expenditures less the above-restricted expenses.

V. APPLICATION REVIEW CRITERIA

Applications for financial support in all categories will be reviewed using three (3) criteria. The criteria will be weighted as follows:

<p>Artistic/Cultural/Creative Merit</p> <ol style="list-style-type: none"> 1. Applicant demonstrates a commitment to produce high quality artistic/cultural or creative merit as perceived by peers, critics and/or the public, as evidenced by press reviews, awards and increases in average attendance; 2. Activities that promote and encourage creativity, quality and excellence in the arts; 3. Innovation and creativity in programming, services, exhibits; 4. Vision and leadership of artistic/cultural staff, which can be measured by continual artistic or service growth and a corresponding increase in audiences, participants and constituents; 5. Activities that further the applicant organization's goals and objectives. 	<p>35%</p>
<p>Community Outreach</p> <ol style="list-style-type: none"> 1. Measurable, ongoing efforts to involve individuals of different ethnic heritages; 2. Efforts to reach new and special audiences through programming, services and educational focuses which promote cultural, artistic, or ethnic diversity; 3. Comprehensive marketing which promotes Plano as an important cultural center to its citizens, throughout the State of Texas and beyond; 4. Organized plan or methodology for education of the entire community regarding the organization's particular program or art form, as evidenced by classes, Master classes, public performances, PISD performances, etc.; 5. Evidence of growing public demand as demonstrated by increasing audience size and percent of programs or services conducted in the City of Plano and beyond. 	<p>30%</p>
<p>Administrative & Fiscal Responsibility</p> <ol style="list-style-type: none"> 1. A continuing history of growth, stability, fiscal responsibility and vision (as evidenced by such things as increasing private sector sponsorships and/or memberships, cost reductions, finding of new revenue streams, on-time, accurate and complete submission of quarterly reports to City of Plano for past grants, etc.); 2. An active Board of Directors which meets regularly, oversees the finances, and sets the policies of organization and encourages diversity in the board and in the organization; 3. Ability to deliver programs, projects or services effectively; 4. Realistic budget proposal, as evidenced by a funding request proportionate to the service/usage levels; 5. Evidence of financial support from both private and public sectors. 	<p>35%</p>

A minimum composite score of 75% is required for any funding consideration. A score of less than 75% will not be considered.

VI. REVIEW PROCESS

- A. On Saturday, June 8, 2013 an approximately 20 minute mandatory review process will take place. The review will consist of a ten (10) minute presentation and a ten (10) minute questions and answer session. Representatives of applicant organization should be prepared to answer questions relevant to its application.
- B. The Cultural Affairs Commission will use a formula to calculate the recommendation for the sponsorship grant funding amount. This calculated total may be adjusted by the Commission or City Council prior to the final grant allocation.
(Request x raw score of Commissioners) x % available arts budget
- C. The Cultural Affairs Commission will present its recommendations for grants funding to the Plano City Council for final review during a summer budget work session for Fiscal Year 2013-14.
- D. The Plano City Council will adopt the FY 2013-2014 Budget in September 2013. This includes the appropriation for all grant funding. All grant recipients will be notified of their funding after the budget adoption.

VII. FUNDING AVAILABILITY

- A. Grant funds awarded FY 2013-2014 are for expenses incurred during the fiscal year **October 1, 2013** through **September 30, 2014**.
- B. Funds will be made available after the organization has accepted, signed and returned the contract to the City of Plano, and all other required documents have been received by the City of Plano. No funds will be available before November 1, 2013.

VIII. OTHER REQUIREMENTS

The grantee organization **must:**

- A. Incorporate the following acknowledgment in all of its publications (including programs, flyers, brochures, handbills, press releases, advertisements, annual reports and all other mailing pieces:

“(the organization) is funded in part by the City of Plano.”

Grantee will provide copies of these publications and documents to the City of Plano Cultural Affairs Commission.

- B. Provide free admission (up to two tickets) to each of the organization’s programs/events for each Commissioner. All free tickets will be processed through the Public Information Office. Commissioner liaison assignments may change during the grant year.
- C. Provide the Commission with advance notice of performance/event schedules.

- D. Provide the Commission with detailed quarterly reports on the forms provided. Reports should sufficiently describe the expenditure of funds provided by the City, as well as a written description of program goals achieved and/or progress of same for the period covered by each report. Each quarterly report is due no later than 30 days after the end of the quarter. Reports will be due at the end of January, the end of April, the end of July, and the end of October.
- D. The Grantee organization's representative must attend a minimum of one regular Cultural Affairs Commission meeting per quarter.

IX. ANNOUNCEMENT

Announcement of the funding decisions will be made no later than September 30, 2013. The estimated timing for the disbursement of funds will be announced at that time.

Contract documents will be prepared for approval by the Plano City Council after the beginning of the appropriate fiscal year.

X. HOW TO APPLY

Applications must be submitted no later than April 12, 2013 at NOON. Late entries will not be considered.

The Cultural Affairs Commission will only accept applications in electronic form. Applications and all support materials must be submitted in two Adobe Acrobat (PDF) files.

Please label the application document with your organization name followed by the number 1 (ex. PlanoSongTroupe1)
Please label the secondary required documentation with your organization name followed by the number 2 (ex. PlanoSongTroupe2)

File size is limited to 5MB per each file.

Open your internet browser and go to <http://www.plano.gov>

Hover over Government, then Boards & Commissions, Boards & Commissions A-K and the select Cultural Affairs Commission.

(To go directly to the application page: Open your internet browser and go to <http://www.plano.gov/index.aspx?nid=162>)

Click on the Submit Your Grant Application link.

A new window will open. Follow the on-screen instructions to upload your application document.

Questions may be directed to
City of Plano Marketing & Community Engagement
(972) 941-7307
danac@plano.gov



Cultural Affairs Commission

2013-2014 MAJOR ARTS GRANT APPLICATION

Must be typed and submitted no later than NOON on April 12, 2013.

HOW TO APPLY

Applications must be submitted no later than Friday, April 12, 2013 at NOON. Late entries will not be considered.

The Cultural Affairs Commission will only accept applications in electronic form. Applications and all support materials must be submitted in two Adobe Acrobat (PDF) files.

Please label the application document with your organization name followed by the number 1 (ex. PlanoSongTroupe1)

Please label the secondary required documentation with your organization name followed by the number 2 (ex. PlanoSongTroupe2)

File size is limited to 5MB per each file.

1. Open your internet browser and go to <http://www.plano.gov>
2. Hover over Government, then Boards & Commissions, Boards & Commissions A-K and the select Cultural Affairs Commission.

(To go directly to the application page: Open your internet browser and go to <http://www.plano.gov/index.aspx?nid=162>)

3. Click on the **Submit Your Grant Application** link.
4. A new window will open. Follow the on-screen instructions to upload your application document.

Questions may be directed to
Dana Conklin
City of Plano Marketing & Community Engagement
(972) 941-7307
danac@plano.gov



**Cultural Affairs
Commission**

**2013-2014
MAJOR ARTS GRANT APPLICATION**

APPLICANT ORGANIZATION: _____

ORGANIZATION DIRECTOR: _____

PROGRAM ADMINISTRATOR:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ email: _____

Cell Phone: _____

GRANT CONTACT PERSON:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ email: _____

Cell Phone: _____

FINANCE OFFICER:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ email: _____

Cell Phone: _____



Cultural Affairs Commission

GRANT AMOUNTS:

Total Amount Requested for 2013-14 \$ _____

Total Amount Received for 2012-13 \$ _____

Percent increase/decrease requested over last year's grant _____%

2013-14 BUDGET SUMMARY:

	CITY FUNDS	OTHER FUNDS	TOTAL
PERSONNEL (as itemized on page 6)			
CONTRACTED SERVICES (as itemized on page 6)			
TRAVEL (as itemized on page 6)			
RENTAL EXPENSE (as itemized on page 7)			
ADVERTISING & PROMOTION (as itemized on page 7)			
INSURANCE (as itemized on page 7)			
OTHER EXPENSES (as itemized on page 8)			
IN-KIND GOODS/SERVICES (located on pg 8)	N/A		
TOTAL			



Cultural Affairs Commission

COMPARISON OF ACTUAL, PROJECTED AND PROPOSED BUDGET

APPLICANT'S FISCAL YEAR IS _____ TO _____
 Month Month

Financial Recap for Grant Year 2011-12
 Adopted Budget for Grant Year 2012-13
 Proposed Budget for Grant Year 2013-14

	<u>Last Complete FY 2011-12</u>	<u>Current Budget FY 2012-13</u>	<u>Proposed Budget FY 2013-14</u>
A. Earned Income			
_____	_____	_____	_____
_____	_____	_____	_____
Total Earned Income	_____	_____	_____
B. Contributed Income (list below)			
B1. Cash	_____	_____	_____
B2. Contributed goods/services	_____	_____	_____
Total Contributed Income	_____	_____	_____
C. In Kind Income (list below)			
C1. Goods or Services	_____	_____	_____
D. Total All Income (A+B+C)	_____	_____	_____
E. Expenses (list below)			
E1. Personnel	_____	_____	_____
E2. Contracted Services	_____	_____	_____
E3. Travel	_____	_____	_____
E4. Rental Expense	_____	_____	_____
E5. Advertising & Promotion	_____	_____	_____



Cultural Affairs Commission

	<u>Last Complete FY 2011-12</u>	<u>Current Budget FY 2012-13</u>	<u>Proposed Budget FY 2013-14</u>
E6. Insurance	_____	_____	_____
E7. In-Kind Expenses (must match B2)	_____	_____	_____
E7. Other Expenses	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
F. Depreciation/Mortgage Interest	_____	_____	_____
G. Total Expenses	_____	_____	_____
H. Total Income (D)	_____	_____	_____
Minus	_____	_____	_____
Total Expenses (G)	_____	_____	_____
Equals Net	_____	_____	_____

Use the following pages to itemize your request.



Cultural Affairs Commission

2013-14 BUDGET CATEGORY ITEMIZATION FOR FUNDS REQUESTED

Personnel (Artistic, Cultural, Technical and Administrative Staff)
Please list all compensated employees, whether full or part time.

Name	Title	FT/PT	Salary & Benefits	Amount Requested

Total Amount Requested \$ _____
Enter this amount on Item 1 of 2013-2014 Budget Summary.

Contracted Services

Description	Amount Requested

Total Amount Requested \$ _____
Enter this amount on Item 2 of 2013-2014 Budget Summary.

Travel

Description	Amount Requested

Total Amount Requested \$ _____
Enter this amount on Item 3 of 2013-2014 Budget Summary.



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Rental Expense

Description	Amount Requested

Total Amount Requested \$ _____
Enter this amount on Item 4 of 2013-2014 Budget Summary.

Advertising & Promotion

Name	Amount Requested

Total Amount Requested \$ _____
Enter this amount on Item 5 of 2013-2014 Budget Summary.

Insurance

Type	Amount Requested

Total Amount Requested \$ _____
Enter this amount on Item 6 of 2013-2014 Budget Summary.



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Other Expenses: *(List any type of expenses greater than \$250.00 as a separate line item.)*

Description	Amount Requested

Total Amount Requested \$ _____

Enter this amount on Item 7 of 2013-2014 Budget Summary.

Grand Total Requested \$ _____

(Add totals from categories above. This should be the same amount listed as Grand Total Requested in the **2013-14 Budget Summary** on page 3.)

In-kind Goods and/or Services

These are defined as goods/services typically having a value that the agency would have otherwise paid for within the budget. (i.e. webmaster, graphic design, photography, financial audit, advertising, legal service) These should be documented in accordance with generally accepted accounting principles.

Contributed Goods/Services

Estimated Value



Cultural Affairs Commission

GOVERNANCE

Board of Directors

Name	City of Residence

Leadership Diversity

Please indicate the number of Staff and Board belonging to the following groups:

Ethnicity	Show 2012-13 #	Project 2013-14 #
White (not of Hispanic Origin)		
Black (not of Hispanic Origin)		
American Indian or Alaskan Native		
Hispanic		
Asian or Pacific Islander		
Other		

Gender	Show 2012-13 #	Project 2013-14 #
Male		
Female		

Age	Show 2012-13 #	Project 2013-14 #
Young Adult (ages 18-34)		
Mature Adult (ages 35-54)		
Seniors (ages 55 and up)		



Cultural Affairs Commission

Volunteer Time

Number of Volunteers:

- | | | | | |
|----------------------------------|----------------------------------|----------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> 1-50 | <input type="checkbox"/> 51-100 | <input type="checkbox"/> 101-150 | <input type="checkbox"/> 151-200 | |
| <input type="checkbox"/> 201-250 | <input type="checkbox"/> 251-300 | <input type="checkbox"/> 301-350 | <input type="checkbox"/> 351-400 | |
| <input type="checkbox"/> 401-450 | <input type="checkbox"/> 451-500 | <input type="checkbox"/> 501-550 | <input type="checkbox"/> 551-600 | |
| <input type="checkbox"/> 601-650 | <input type="checkbox"/> 651-700 | <input type="checkbox"/> 701-750 | <input type="checkbox"/> 751-800 | |
| <input type="checkbox"/> 801-850 | <input type="checkbox"/> 851-900 | <input type="checkbox"/> 901-950 | <input type="checkbox"/> 951-1,000 | <input type="checkbox"/> 1,000+ |

Number of Volunteer Hours:

- | | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 1-300 | <input type="checkbox"/> 301-600 | <input type="checkbox"/> 601-900 | <input type="checkbox"/> 901-1,200 |
| <input type="checkbox"/> 1,201-1,500 | <input type="checkbox"/> 1,501-1,800 | <input type="checkbox"/> 1,801-2,100 | <input type="checkbox"/> 2,101-2,400 |
| <input type="checkbox"/> 2,401-2,700 | <input type="checkbox"/> 2,701-3,000 | <input type="checkbox"/> 3,000+ | |

DRAFT



Cultural Affairs Commission

OTHER FUNDING SOURCES

<u>Source</u>	2011-12	2012-13	2013-14
<u>Government</u>			
Local (other cities)	_____	_____	_____
County	_____	_____	_____
State	_____	_____	_____
Federal	_____	_____	_____
City of Plano (other than Cultural Affairs)	_____	_____	_____
<u>Other Investors/Contributors</u>			
Individual	_____	_____	_____
Corporate	_____	_____	_____
Foundations	_____	_____	_____
<u>Fees</u>			
Admissions	_____	_____	_____
Applications	_____	_____	_____
Vendors	_____	_____	_____
Tuition	_____	_____	_____
<u>Concessions</u>			
<u>Memberships</u>			
<u>Subscriptions</u>			
<u>Other</u>			
	_____	_____	_____
Total:	_____	_____	_____



Cultural Affairs Commission

NARRATIVE QUESTIONS

Please look at the **Application Review Criteria** section of the Grant Guidelines as you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should never exceed one page per question.

1. Describe the history and purpose of the organization.
2. Describe how any grant funds awarded will be used.
3. List the programs and activities for the upcoming grant year.
4. Show evidence of increased community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Plano.
5. How does your programming or project meet the definition of Artistic/Cultural/Creative merit as described in the Grant Guidelines?
6. How does your programming or project meet the definition of Community Outreach as described in the Grant Guidelines?
7. How does your organization meet the definition of Administrative and Fiscal Responsibility as described in the Grant Guidelines?
8. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?
9. What do you consider to have been your greatest success in the last fiscal year? Your greatest need for improvement?
10. Please provide an explanation of the public benefits to the City of Plano which will result from your organization's efforts.
11. What is your organization doing to bring visitors to Plano to stay in local hotels and otherwise support the hospitality industry?
12. Discuss your organization's strategy for diversification of your board, audiences, and participants.



Cultural Affairs Commission

ADDITIONAL DISCUSSION POINT

For your ORAL PRESENTATION in June, be prepared to discuss the degree to which your organization met or did not meet its organizational goals in the previous year.

OTHER REQUIRED DOCUMENTATION

** Provide in the second Adobe Acrobat (pdf) file

The following additional information is required to process the grant application:
These must be provided each year of application in order to have current information on file.

- A. IRS Letter of Determination certifying federal tax-exempt status under section 501(c)(3) of the Internal Revenue Service Code;
- B. Articles of Incorporation, if applicable, must be provided if not provided in previous years;
- C. Constitution and/or By-Laws;
- D. If your organization was awarded a grant in the previous fiscal year that exceeded \$75,000 (exclusive of in-kind), attach a copy of the last independent audit of financial records. If no audit was completed, please explain. **No contract for future funding will be issued until this document is provided;**
- E. Balance Sheet, Statement of Income and Expenses and Form 990 as filed with the U.S. Internal Revenue Service for the two most recently ended fiscal years. Your balance sheet and income statement must be prepared in accordance with accounting principles generally accepted in the United States, or another recognized basis of accounting. Your financial statements should clearly indicate the accounting basis used in their preparation;
- F. Schedule of Board of Directors meetings for the period of October 1, 2013 through September 30, 2014. Board of Directors meetings must occur at least once per quarter;
- G. Resumes of principal staff and artists or relevant job descriptions;



Cultural Affairs Commission

- H. The City of Plano requires each grantee to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant. The City of Plano Risk Manager is available at (972) 941-7129 if you or your insurance agent has questions on the required coverage.

OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to append that further explains the activities of your organization such as:

- Long Range Plan - 3-5 years
- Programs, publicity, articles, review, etc.
- Letters of support from patrons or other organizations in the community.

ORAL PRESENTATION OF A GROUP'S APPLICATION IS MANDATORY.



Cultural Affairs Commission

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the grant agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the Contractor, its agents, representatives, employees, volunteers, officers, directors or sub-contractors.

The Contractor shall maintain insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering Comprehensive General Liability and ISO Form Number GL 0404 covering Broad Form Comprehensive General Liability, or ISO Commercial General Liability coverage ("occurrence" form CG 0001). Coverage will include: A) Premises - Operations, B) Broad Form Contractual Liability, C) Broad Form Property Damage and D) Personal Injury.

The policy will be endorsed to contain the following provisions: They City, its officials, employees, volunteers, Boards and Commissions are to be added as "Additional Insureds" in respect to liability arising out of any activities performed by or on behalf of the Contractor. The policy shall contain no special limitations to the scope of coverage afforded to the City. The Contractor's insurance coverage shall be primary and any insurance or self-insurance shall be in excess of the Contractor's insurance and shall not contribute with it. Certificate must include a waiver of subrogation as regards the workers compensation policy.

Insurance shall be placed with insurers with an A.M. Best rating of no less than A:VI or a Standard & Poors rating of A or better.

The Contractor shall furnish the City with a certificate of insurance which shows the coverage provided. The insurance policy will be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.



Cultural Affairs Commission

HOLD HARMLESS AND INDEMNIFICATION

The Contractor agrees to defend, indemnify and hold the City and its respective officers, agents and employees, harmless against any and all claims, lawsuits, judgments, fines, penalties, costs and expenses for personal injury (including death), property damage or other harm or violations for which recovery of damages, fines, or penalties is sought, suffered by any person or persons, that may arise out of or be occasioned by Contractor's breach of any of the terms or provisions of this contract, violations of law, or by any negligent, grossly negligent, intentional, or strictly liable act or omission of the Contractor, its officers, agents, employees, invitees, subcontractors, or sub-subcontractors and their respective officers, agents, or representatives, or any other persons or entities for which the Contractor is legally responsible in the performance of this contract. The indemnity provided for in the paragraph shall not apply to any liability resulting from the sole negligence of the City, and its officers, agents, employees or separate Contractors. The City does not waive any governmental immunity or other defenses available to it under Texas or federal law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

Contractor at its own expense is expressly required to defend City against all such claims. City reserves the right to provide a portion or all of its own defense; however, City is under no obligation to do so. Any such action by City is not to be construed as a waiver of Contractor's obligation to defend City or as a waiver of Contractor's obligation to indemnify City pursuant to this agreement. Contractor shall retain defense counsel within seven (7) business days of City's written notice that City is invoking its right to indemnification under this agreement. If Contractor fails to retain counsel within the required time period, City shall have the right to retain defense counsel on its own behalf and Contractor shall be liable for all costs incurred by the City.



Cultural Affairs Commission

2013–2014 SMALL ARTS GRANT GUIDELINES

I. INTRODUCTION & PURPOSE OF GRANT

The purpose of this grant is to enhance the arts (performing, visual and literary), culture and humanities in Plano. This grant is intended to support artists and projects that create a greater appreciation for the cultural and ethnic diversity of our citizens; and to stimulate the development of new programs which would otherwise be unavailable; and to encourage projects that involve the active collaboration and cooperation of multiple arts organizations.

II. DEADLINE: **April 12, 2013.** All applications must be uploaded by NOON on this day. Late entries will not be considered.

III. ELIGIBILITY

- A. Must be based in the City of Plano and/or present more than one performance, exhibition, or workshops, or provide services and other arts/cultural activities for the citizens of Plano as well as for those audiences and participants attracted through the organization's broad marketing and promotion practices;
- B. Organizations which are not 501(c)(3) nonprofit organizations may apply to this program for a total of two years. After that time, it will be required that an applicant will have acquired 501(c)(3) status and that the IRS letter of determination of 501(c)(3) status be attached to the application.
- C. Must have an active Board of Directors with more than one member residing in Plano;
- D. Must have programming, administrative practices and board membership which do not discriminate on the basis of race, color, national origin, sex or disability;
- E. If previously funded, applicant must have successfully fulfilled all prior contract obligations.
- F. Complete and submit by the due date the Grant Application on the form provided. An electronic template is available; however, no changes can be made in this format. All information requested must be provided in the order

and format of the original template. **Omission of any item could lead to disqualification.**

- G. Organizations applying for City of Plano Small Grants are not eligible to apply for City of Plano Major Grants in the same year.

IV. RESTRICTIONS

- A. Funds may be used for artist's fees; promotion; purchase of production supplies and equipment; contract services vital and exclusive to the program; transportation; performance/exhibit space rental.
- B. The City of Plano **will not** fund the following:
1. Grants to individuals;
 2. Reduction of deficits from or expenditures related to activities of previous fiscal years;
 3. Activities in which academic credit is given;
 4. Mortgage interest and depreciation on real property or capital improvements;
 5. Scholarships and fellowships for employees/volunteers; however, scholarships for programming are acceptable;
 6. Social functions, parties, receptions, openings, fundraising benefits, refreshments or beverages;
 7. Fines, penalties or costs of litigation and;
 8. Underwriting or subscriptions, investments, stocks, bonds or any financial obligation.

Financial credit for volunteer hours shall not be included in the application but will be requested as a reflection of agency support. In-kind goods/services credit is accepted.

V. APPLICATION REVIEW CRITERIA

Applications for financial support in all categories will be reviewed using three (3) criteria. The criteria will be weighted as follows:

Artistic/Cultural/Creative Merit Applicant demonstrates a commitment to and/or a potential for quality artistic/cultural or creative merit as perceived by others (i.e. peers, critics, and/or the public).	35%
Community Outreach Measurable, ongoing efforts to involve individuals of different ethnic heritages.	30%
Administrative and Fiscal Responsibility An organizational budget which is well thought out and reasonable. For organizations with a track record, demonstration of diversity efforts and sound financials. The on-time, accurate and complete submission of quarterly reports to City of Plano for past grants.	35%

A minimum composite score of 75% is required for any funding consideration. A score of less than 75% will not be considered.

VI. REVIEW PROCESS

- A. On Saturday, June 8, 2013, an approximately 20 minute mandatory review process will take place. The review will consist of a ten (10) minute presentation and a ten (10) minute questions and answer session. Representatives of applicant organization should be prepared to answer questions relevant to its application.
- B. The Cultural Affairs Commission will present its recommendations for grants funding to the Plano City Council for final review during a summer budget work session for Fiscal Year 2013-14.
- C. The Plano City Council will adopt the FY 2013-2014 Budget in September 2013. This includes the appropriation for all grant funding. All grant recipients will be notified of their funding after the budget adoption.

VII. FUNDING AVAILABILITY

- A. Grant applications submitted on this date are for expenses incurred no earlier than **October 1, 2013** and not later than **September 30, 2014**.
- B. Funds will be made available after the organization has accepted, signed and returned the contract to the City of Plano, and all other required documents have been received by the City of Plano. No funds will be available before November 1, 2013.
- C. Grants awarded in the small grants program will not exceed \$1,000.00

VIII. OTHER REQUIREMENTS

The grantee organization must:

- A. Incorporate the following acknowledgment in all of applicant's publications (including programs, flyers, brochures, handbills, press releases, advertisements, annual reports and all other mailing pieces);

“(the organization) is funded in part by the City of Plano.”

Grantee will provide copies of these publications and documents to the City of Plano Cultural Affairs Commission.

- B. Provide free admission (up to two tickets) to each of organization's program/events for each Commissioner. All free tickets will be processed through the Public Information Office. Commissioner liaison assignments may change during the grant year.
- C. Provide the Commission with advance notice of performance/event schedules.
- D. Provide the Commission with detailed quarterly reports on the forms provided. Reports should sufficiently describe the expenditure of funds provided by the City, as well as a written description of program goals achieved and/or progress of same for the period covered by each report. Each quarterly report is due no later than 30 days after the end of the quarter. Reports will be due at the end of January, the end of April, the end of July, and the end of October.
- D. The Grantee organization's representative must attend a minimum of one regular Cultural Affairs Commission meeting per quarter.

IX. ANNOUNCEMENT

Announcement of the funding decisions will be made no later than September 30, 2013. The estimated timing for the disbursement of funds will be announced at that time.

Contract documents will be prepared for approval by the Plano City Council after the beginning of the appropriate fiscal year.

X. HOW TO APPLY

Applications must be submitted no later than April 12, 2013 at NOON. Late entries will not be considered.

The Cultural Affairs Commission will only accept applications in electronic form. Applications and all support materials must be submitted in two Adobe Acrobat (PDF) files.

Please label the application document with your organization name followed by the number 1 (ex. PlanoSongTroupe1)

Please label the secondary required documentation with your organization name followed by the number 2 (ex. PlanoSongTroupe2)

File size is limited to 5MB per each file.

Open your internet browser and go to <http://www.plano.gov>

Hover over Government, then Boards & Commissions, Boards & Commissions A-K and the select Cultural Affairs Commission.

(To go directly to the application page: Open your internet browser and go to <http://www.plano.gov/index.aspx?nid=162>)

Click on the Submit Your Grant Application link.

A new window will open. Follow the on-screen instructions to upload your application document.

Questions may be directed to

City of Plano Marketing & Community Engagement

(972) 941-7307

danac@plano.gov



Cultural Affairs Commission

2013-2014 SMALL ARTS GRANT APPLICATION

Must be typed and submitted no later than NOON on April 12, 2013.

HOW TO APPLY

Applications must be submitted no later than Friday, April 12, 2013 at NOON. Late entries will not be considered.

The Cultural Affairs Commission will only accept applications in electronic form. Applications and all support materials must be submitted in two Adobe Acrobat (PDF) files.

Please label the application document with your organization name followed by the number 1 (ex. PlanoSongTroupe1)

Please label the secondary required documentation with your organization name followed by the number 2 (ex. PlanoSongTroupe2)

File size is limited to 5MB per each file.

1. Open your internet browser and go to <http://www.plano.gov>
2. Hover over Government, then Boards & Commissions, Boards & Commissions A-K and the select Cultural Affairs Commission.

(To go directly to the application page: Open your internet browser and go to <http://www.plano.gov/index.aspx?nid=162>)

3. Click on the **Submit Your Grant Application** link.
4. A new window will open. Follow the on-screen instructions to upload your application document.

Questions may be directed to
Dana Conklin
City of Plano Marketing & Community Engagement
(972) 941-7307
danac@plano.gov



**Cultural Affairs
Commission**

**2012-2013
SMALL ARTS GRANT APPLICATION**

APPLICANT ORGANIZATION: _____

ADMINISTRATOR:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ email: _____

Cell Phone: _____

GRANT CONTACT PERSON:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ email: _____

Cell Phone: _____

ART FORM

Please check all that apply:

Crafts _____
Music _____
Vocal _____
Instrumental _____
Classical _____
Trad./Folk _____

Theater _____
Dance _____
Ballet _____
Modern _____
Jazz _____
Folk _____

Film _____
Visual Arts _____
Painting _____
Sculpture _____
Mixed media _____
Photography _____
Fiber _____

Other: _____



Cultural Affairs Commission

Is your group devoted to a specific ethnic art and cultural heritage? _____

If yes, please identify:

Total annual operating budget of your organization (Please attach additional sheets if necessary)

	<u>Expenses</u>		<u>Income</u>
Staff	_____	Earned	_____
Administrative	_____	Contributed	_____
Marketing	_____		
Contract Services	_____		
Space Rentals	_____		
Equipment	_____		
Transportation	_____		
Other	_____		
TOTAL EXPENSE	_____	TOTAL INCOME	_____

Please summarize the history of your organization.

How will your organization serve the Plano Community?

Where will your programs/activities occur?



Cultural Affairs Commission

Please describe the program or activities that these funds will support:

Funds provided by this grant will be used for the following purpose(s):
Check all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> Artist Fees | <input type="checkbox"/> Promotion | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Production Supplies | <input type="checkbox"/> Production Equip. | <input type="checkbox"/> Contract Services
(Other than artist fees) |
| <input type="checkbox"/> Performance/
Exhibit Space | <input type="checkbox"/> Programming Scholarship | |

The applying organization must specify the exact use of funds.

Who is the target audience and what attendance/participation level is anticipated?

If you have a Board of Directors, please name them. If not, who is responsible for your organization?

If you have achieved 501(c)(3) status, please attach the IRS Letter of Determination certifying federal tax-exempt status under section 501(c)(3) of the Internal Revenue Service Code to the application.



Cultural Affairs Commission

Please provide information regarding volunteers who may assist with your activities.

Volunteer Time

Number of Volunteers:

- | | | | | |
|----------------------------------|----------------------------------|----------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> 1-50 | <input type="checkbox"/> 51-100 | <input type="checkbox"/> 101-150 | <input type="checkbox"/> 151-200 | |
| <input type="checkbox"/> 201-250 | <input type="checkbox"/> 251-300 | <input type="checkbox"/> 301-350 | <input type="checkbox"/> 351-400 | |
| <input type="checkbox"/> 401-450 | <input type="checkbox"/> 451-500 | <input type="checkbox"/> 501-550 | <input type="checkbox"/> 551-600 | |
| <input type="checkbox"/> 601-650 | <input type="checkbox"/> 651-700 | <input type="checkbox"/> 701-750 | <input type="checkbox"/> 751-800 | |
| <input type="checkbox"/> 801-850 | <input type="checkbox"/> 851-900 | <input type="checkbox"/> 901-950 | <input type="checkbox"/> 951-1,000 | <input type="checkbox"/> 1,000+ |

Number of Volunteer Hours:

- | | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 1-300 | <input type="checkbox"/> 301-600 | <input type="checkbox"/> 601-900 | <input type="checkbox"/> 901-1,200 |
| <input type="checkbox"/> 1,201-1,500 | <input type="checkbox"/> 1,501-1,800 | <input type="checkbox"/> 1,801-2,100 | <input type="checkbox"/> 2,101-2,400 |
| <input type="checkbox"/> 2,401-2,700 | <input type="checkbox"/> 2,701-3,000 | <input type="checkbox"/> 3,000+ | |

You are strongly encouraged to attach additional supporting documentation to this application. Examples of this sort of documentation might include:

- Letters of support or endorsement
- Critic's reviews or commentaries on your organization's work
- Promotional materials
- Annual Financial Statements of Your Organization
- Photos of your organization's activities



Cultural Affairs Commission

VALIDATION OF APPLICATION

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Plano, has successfully fulfilled all prior sponsorship contract obligations.

Signature of Authorized Official Date

Typed Name

Title within Organization

Business Telephone Home Telephone

E-mail address



Cultural Affairs Commission

2013 – 2014 SPECIAL EVENTS SPONSORSHIP GRANT GUIDELINES

I. INTRODUCTION & PURPOSE OF GRANT

Special Events are defined as a short-term celebration provided for the community at-large and open to the public.

Events where a run/walk/ride activity is the primary element are not eligible for City of Plano sponsorship.

The purpose of this grant is to enhance the arts, culture and humanities in Plano. This grant is intended to support community celebrations that create a greater appreciation for the cultural and ethnic diversity of our citizens; and to stimulate the development of new programs which would otherwise be unavailable; and to encourage projects that involve the active collaboration and cooperation of multiple non-profit organizations.

II. DEADLINE

April 12, 2013. All applications must be uploaded by NOON on this day. Late entries will not be considered.

III. ELIGIBILITY

All agencies submitting an application must meet the following criteria:

- A. Must be based in the City of Plano and present activities for the citizens of Plano, as well as for those audiences and participants attracted through the Agency's broad marketing and promotion practices;
- B. Must be nonprofit, federally tax-exempt under section 501(c)(3) of the Internal Revenue Code;
- C. Must have an active event planning committee, board, or equivalent with **more than one member residing in Plano;**
- D. Must have programming, administrative practices, board membership, and an event planning committee which do not discriminate on the basis of race, color, national origin, sex or disability;
- E. If previously funded, applicant must have successfully fulfilled all prior contract obligations; and

F. Complete the Sponsorship Application on the form provided.

IV. GRANT FUNDING

Participation by the City of Plano will be a maximum of 25% of the total event expense budget determined by the most recent expense budget.

V. RESTRICTIONS

The City of Plano **will not** fund the following:

- A. Grants to individuals;
- B. Reduction of deficits from or expenditures related to activities of previous fiscal years;
- C. Real property, mortgage interest and/or depreciation on real property;
- D. Personnel employed full-time or part-time by the event specifically for the purpose of managing the event.
- E. Social functions, parties, receptions, openings, fundraising benefits, refreshments or beverages;
- F. Run/walk/bike elements of an event;
- G. Fines, penalties or costs of litigation and;
- H. Underwriting or subscriptions, investments, stocks, bonds or any financial obligation.

VI. APPLICATION REVIEW CRITERIA

Applications for financial support in all categories will be reviewed using three (3) criteria. The criteria will be weighted as follows:

<p>Artistic/Cultural/Creative Merit</p> <ol style="list-style-type: none">1. Applicant demonstrates a commitment to producing a high quality event or service merit as perceived by peers, critics and/or the public, as evidenced by press reviews, awards and increases in average attendance;2. Activities that promote education, entertainment or community spirit;3. Innovation and creativity in programming, services, exhibits;4. Vision and leadership of artistic/cultural staff, which can be measured by continual artistic or service growth and a corresponding increase in audiences, participants and constituents;5. Activities that further the applicant organization's goals and objectives.	30%
--	------------

<p>Community Outreach</p> <ol style="list-style-type: none"> 1. Measurable, ongoing efforts to involve individuals of different ethnic heritages; 2. Efforts to reach new and special audiences through programming, services and educational focuses which promote cultural, artistic or ethnic diversity. 3. Comprehensive marketing which promotes Plano as an important cultural center to its citizens, throughout the State of Texas and beyond; 4. Organized plan or methodology for education of the entire community regarding the organization's particular program; 5. Evidence of growing public demand as demonstrated by increasing audience size and percent of programs or services conducted in the City of Plano and beyond. 	<p>35%</p>
<p>Administrative & Fiscal Responsibility</p> <ol style="list-style-type: none"> 1. A continuing history of growth, stability, fiscal responsibility and vision (as evidenced by such things as increasing private sector sponsorships and/or memberships, cost reductions, finding of new revenue streams, on-time, accurate, and complete submission of reports to City of Plano for past grants, etc.) 2. An active Board of Directors which meets regularly, oversees the finances, and sets the policies of organization and encourages diversity in the board and in the organization. 3. Ability to deliver programs, projects or services effectively; 4. Realistic budget proposal, as evidenced by a funding request proportionate to the service/usage levels; 5. Evidence of financial support from both private and public sectors. 	<p>35%</p>

A minimum composite score of 75% is required for any funding consideration. A score of less than 75% will not be considered.

VII. REVIEW PROCESS

- A. On Thursday, May 2, 2013, the review process, lasting approximately twenty (20) minutes per applicant, will take place at the scheduled meeting of the Cultural Affairs Commission.

The review is mandatory and will consist of a ten (10) minute oral presentation by the applicant and a ten (10) minute questions and answer session. Representatives of applicant organization should be prepared to answer any and all questions based upon its application.

- B. The Cultural Affairs Commission will use a formula to calculate the recommendation for the sponsorship grant funding amount. This calculated total may be adjusted by the Commission or City Council prior to the final grant allocation.

(Event Budget x max % eligible) x Total Composite Score of Commissioners

- C. The Cultural Affairs Commission will present its recommendations for sponsorship funding to the Plano City Council for final review during a summer budget work session for Fiscal Year 2013-14.
- D. The Plano City Council will adopt the FY 2013-2014 Budget in September 2013. This includes the appropriation for all grant funding. All grants recipients' will be notified of their funding after the budget adoption.

VIII. FUNDING AVAILABILITY

Grant applications submitted on this date are for expenses incurred no earlier than **October 1, 2013** and not later than **September 30, 2014**.

Funds will be made available after the sponsorship applicant has accepted, signed and returned the contract to the City of Plano. No funds will be available before November 1, 2013.

IX. OTHER REQUIREMENTS

The sponsorship applicant **must**:

1. Include the City of Plano at the appropriate sponsorship level in all Special Event publications (including programs, flyers, brochures, handbills, press releases, advertisements, annual reports and all other mailing pieces). An official logo will be provided by City of Plano;
2. Provide an after-event report outlining the results of the event within sixty (60) days of the end of the event, paying particular attention to items reflected in the application. This must be received with the financial records as outlined in the contract;
3. Applicant, if awarded a grant, must provide Certificate of Insurance naming the City of Plano as an additional insured. Insurance must include liability coverage, and worker's compensation coverage for those organizations with employees. See application for minimum amounts required.
4. The Grantee organization's representative must attend a minimum of one regular Cultural Affairs Commission meeting per quarter.

X. ANNOUNCEMENT

Announcement of the funding decisions will be made no later than September 30, 2013. The estimated timing for the disbursement of funds will be announced at that time.

Contract documents will be prepared for approval by the Plano City Council after the beginning of the appropriate fiscal year.

XI. HOW TO APPLY

Applications must be submitted no later than April 12, 2013 at NOON. Late entries will not be considered.

The Cultural Affairs Commission will only accept applications in electronic form. Applications and all support materials must be submitted in two Adobe Acrobat (PDF) files.

Please label the application document with your organization name followed by the number 1 (ex. PlanoSongTroupe1)

Please label the secondary required documentation with your organization name followed by the number 2 (ex. PlanoSongTroupe2)

File size is limited to 5MB per each file.

Open your internet browser and go to <http://www.plano.gov>

Hover over Government, then Boards & Commissions, Boards & Commissions A-K and the select Cultural Affairs Commission.

(To go directly to the application page: Open your internet browser and go to <http://www.plano.gov/index.aspx?nid=162>)

Click on the Submit Your Grant Application link.

A new window will open. Follow the on-screen instructions to upload your application document.

Questions may be directed to:

Karen Williams

(972) 941-7288

karenw@plano.gov



Cultural Affairs Commission

2013-2014 SPECIAL EVENT SPONSORSHIP GRANT APPLICATION

Must be submitted no later than NOON April 12, 2013.

HOW TO APPLY

Applications must be submitted no later than Friday, April 12, 2013 at NOON. Late entries will not be considered.

The Cultural Affairs Commission will only accept applications in electronic form. Applications and all support materials must be submitted in two Adobe Acrobat (PDF) files.

Please label the application document with your organization name followed by the number 1 (ex. PlanoSongTroupe1)

Please label the secondary required documentation with your organization name followed by the number 2 (ex. PlanoSongTroupe2)

File size is limited to 5MB per each file.

1. Open your internet browser and go to <http://www.plano.gov>
2. Hover over Government, then Boards & Commissions, Boards & Commissions A-K and the select Cultural Affairs Commission.

(To go directly to the application page: Open your internet browser and go to <http://www.plano.gov/index.aspx?nid=162>)

3. Click on the **Submit Your Grant Application** link.
4. A new window will open. Follow the on-screen instructions to upload your application document.

Questions may be directed to:
Karen Williams
Plano Parks and Recreation Department
(972) 941-7288
karenw@plano.gov



**Cultural Affairs
Commission**

**2013-2014 SPECIAL EVENT
SPONSORSHIP GRANT APPLICATION**

APPLICANT AGENCY: _____

AGENCY ADDRESS: _____

EVENT NAME: _____

EVENT DATE: _____

PRIMARY CONTACT PERSON:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ e-mail: _____

CONTACT PERSON:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ e-mail: _____

BRIEF EVENT DESCRIPTION:

Please provide a brief description of the event. (Narrative will be requested later in this application)



Cultural Affairs Commission

Leadership Diversity

Please indicate the percent of Board and/or Planning Committee belonging to the following groups:

	Board	Planning Committee
White (not of Hispanic origin)		
Black (not of Hispanic origin)		
American Indian / Alaskan Native		
Hispanic		
Asian / Pacific Islander		
Multi-Racial / Other		

NARRATIVE QUESTIONS

Please look at the criteria in the sponsorship guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should **never** exceed one page.

1. Describe the purpose and history of the event.
2. Describe the uniqueness of the event.
3. Outline the event for the upcoming sponsorship year.
4. Describe the 3, 5, and 10-year vision for the event
5. Show evidence of growth in community support prior to this application. Be sure to include specific information as to the activities taking place within the City of Plano.
6. How does your event meet the definition of Event Merit as described in the grant guidelines?
7. How does your event meet the definition of Community Partnership as described in the guidelines? Be sure to include detailed descriptions of the public benefits to the City of Plano, which will result from your organization's efforts.
8. How does your event promote tourism in Plano? What is your event doing to promote the use of Plano hotels/motels?



Cultural Affairs Commission

GRANT REQUEST:

Total Amount Requested for 2013-14 \$ _____

Total Amount Received for 2012-13 \$ _____

Percent increase/decrease of last year's grant _____%

BUDGET:

Event Budget Information

Please provide a quick outline of your budgets matching the City of Plano Fiscal Year(s) in which the funding occurs. The City of Plano Fiscal Year begins October 1 and ends September 30.

	2012-2013	2013-2014	2014-2015
Revenues			
Expenses			
Total Net Gain/Loss			



Cultural Affairs Commission

Budget for 2013-14 Grant Request

Please complete the following by providing information for your grant request and attach a copy of your complete detailed budget for the year of your request.

Revenue:

	Proposed Event Revenues	City Cash Requested	City In-Kind Requested	Percent of Total Budget
Sponsorships*				
City			X	
Corporate		X	X	
Foundations		X	X	
Individual		X	X	
City In-Kind Sponsorships **		X		
Other In-Kind Sponsorship		X	X	
Fees		X	X	
Admission		X	X	
Vendors (non-sponsor)		X	X	
Vendors (sponsor)		X	X	
Parking		X	X	
Other (specify)				
Grand Total				100%

*Sponsorship defined as cash-only in keeping with sponsor levels established by event.

**Include any sponsorships of services balanced against event costs. (i.e. media value, contract services)

Expenses:

	Proposed Event Expenses	City Cash Requested	City In-Kind Requested	Percent of Total Budget
Advertising & Promotion			X	
Contracted Services			X	
Insurance			X	
Rental Expenses			X	
Other			X	
			X	
City Services In-Kind Sponsorship		X		
Grand Total				100%

*Such as Police, Parks and Recreation, EMS, etc. typically provided as in-kind services only. These will be calculated in accordance with Fair Labor Standards Act.



Cultural Affairs Commission

OTHER REQUIRED DOCUMENTATION

The following additional information is required to accept the sponsorship grant application:

- A. A detailed budget for request year as outlined on page 7.
- B. IRS Letter of Determination certifying federal tax-exempt status under section 501(c)(3) of the Internal Revenue Code;
- C. Articles of Incorporation, if applicable, must be provided if not provided in previous years;
- D. Constitution and/or By-Laws, must be provided annually;
- E. Balance Sheet, Statement of Income and Expenses, and Form 990 as filed with the U.S. Internal Revenue Service for the two most recently ended fiscal years. Your balance sheet and income statement must be prepared in accordance with accounting principles generally accepted in the United States, or another recognized basis of accounting. Your financial statements should clearly indicate the accounting basis used in their preparation;
- F. If your organization is awarded a grant that exceeds \$75,000 (exclusive of in-kind) attach a copy of the last independent audit of financial records. If no audit was completed, please explain;
- G. At its own expense, a Contractor receiving cash funds in the amount of \$75,000.00 or more agrees to maintain during the term of the grant agreement an Employee Dishonesty Bond (EDB) in an amount equal to the total dollar amount awarded to Contractor by the City as defined in the grant agreement. A copy of proof of EDB shall be attached to the funding agreement when executed. Bonds shall be placed with insurers with an A.M. Best rating of no less than "A:VI" or a Standard & Poor's rating of "A" or better;
- H. Schedule of Board of Directors meetings, or event planning meetings, for the period of October 1, 2012 through September 30, 2013 and October 1, 2013 through September 30, 2014. Meetings must occur at least once per quarter;
- I. Resumes of principal staff and other relevant job descriptions.



Cultural Affairs Commission

- J. Organization will obtain a Certificate of Insurance for liability coverage as outlined in this application. The City of Plano requires each grantee to have liability insurance to protect the public from acts by the grantee. This mandated coverage does not cover the grantee nor any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant. The City of Plano Risk Manager is available at 972-941-7129 if you or your insurance agent has questions on the required coverage.

OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to append which further explains the activities of your organization such as:

- Long Range Plan - 3-5 years
- Programs, publicity, articles, review, etc.

**ORAL PRESENTATION BEFORE THE CULTURAL AFFAIRS COMMISSION
WILL BE REQUIRED ON THURSDAY, MAY 2, 2013.**



Cultural Affairs Commission

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Event shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Event's operation and use of the leased premises. The cost of such insurance shall be borne by the Event.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability coverage "occurrence" form CG 00 01 (10 01). **"Claims Made" form is unacceptable.**

B. MINIMUM LIMITS OF INSURANCE

Event shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 Aggregate.

NOTE: The aggregate loss limit applies to each event.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either **1)** the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, agents and volunteers or **2)** the Event shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain or be endorsed to contain the following provisions:

1. General Liability

- a. *The City of Plano, its' officers, officials, employees, boards and commissions, agents, and volunteers* are to be covered as "additional insured" as respects: liability arising out of premises owned, occupied or used by the Event. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents and volunteers.



Cultural Affairs Commission

- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees, agents and volunteers.
- c. Coverage shall state that the Event's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.
- d. Event's insurance shall be primary as respects to the City, its officers, officials, employee, agents and volunteers.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

E. ACCEPTABILITY OF INSURERS

City prefers that insurance be placed with insurers with a Best's rating of "A-VI" or "A" or better by Standard and Poor. This rating requirement may be waived for Workers' Compensation coverage only by the Risk Manager or his designee.

F. VERIFICATION OF COVERAGE

Event shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the City before the Event commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

G. FOOD AND/OR LIQUOR COVERAGE

If food is being provided to attendees or participants, Event must provide Product Liability in the amounts listed previously. If liquor is being served, Event must provide Host Liquor Liability, unless Event is in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages; in which case, a Liquor Liability Policy will be required: \$1,000,000 limit per occurrence, \$2,000,000 aggregate.



Cultural Affairs Commission

H. **SPECIAL EVENTS**

Insurance provided by the Event must cover all operations of the Special Event including but not limited to: participants, subcontractors, vendors, exhibitors, volunteers, etc. If the policy of the Event excludes any activity or group involved in the Special Event, the Event must provide proof of insurance as required by this agreement. Event must furnish separate certificates for each group or activity not included or covered by Event's insurance.

I. **HOLD HARMLESS AND INDEMNIFICATION**

Contractor shall release, defend, indemnify and hold harmless City and its officers, agents and employees from and against all damages, injuries (including death), claims, property damages (including loss of use), losses, demands, suits, judgments and costs, including attorney's fees and expenses, in any way arising out of, related to, or resulting from the performance of the work or caused by the negligent act or omission of Contractor, its officers, agents, employees, subcontractors, licensees, invitees or any other third parties for whom Contractor is legally responsible (hereinafter "Claims"). Contractor must defend City against all such Claims.

City shall have the right to select or to approve defense counsel retained by Contractor to fulfill its obligation to defend and indemnify the City, unless such right is expressly waived by City in writing. City reserves the right to provide a portion or all of its own defense; however, City is under no obligation to do so. Any such action by City is not a waiver of Contractor's obligation to defend or indemnify the City pursuant to this Agreement. Contractor shall retain City approved defense counsel within seven (7) business days of City's written notice that City is invoking its right to indemnification under this Agreement. If Contractor fails to retain Counsel within such time period, City shall have the right to retain defense counsel on its own behalf, and Contractor is liable for all costs incurred by City.

J. **PROOF OF INSURANCE**

Event is required to submit original proof of insurance on a form acceptable to the City of Plano. Certificates of Insurance similar to the ACORD form are acceptable. City will not accept Memorandums of Insurance or Binders as proof of insurance. City, at its own discretion, may require a copy of any policy



Cultural Affairs Commission

presented to the City. Endorsement naming City of Plano as additional insured and waiver of subrogation must be submitted with proof of insurance.

Certificate of insurance must be submitted to:

City of Plano
Attn: Special Events
P.O. Box 860358
Plano, TX 75086-0358

The following language must be included in the description box of the certificate. No other language will be accepted and will result in the certificate being rejected:

“The City of Plano, its’ officers, officials, employees, boards and commissions, agents, and volunteers are covered as additional insured as respects: liability arising out of premises owned, occupied or used by the Event.”

DRAFT



Cultural Affairs Commission

VALIDATION OF APPLICATION

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Plano, has successfully fulfilled all prior sponsorship contract obligations.

Signature of Authorized Official

Date

Typed Name

Title within Organization

Business Telephone

Home Telephone

E-mail address



Cultural Affairs Commission

2013-2014 URBAN / TOWN CENTER EVENT GRANT APPLICATION

Must be submitted no later than NOON April 12, 2013.

HOW TO APPLY

Applications must be submitted no later than Friday, April 12, 2013 at NOON. Late entries will not be considered.

The Cultural Affairs Commission will only accept applications in electronic form. Applications and all support materials must be submitted in two Adobe Acrobat (PDF) files.

1. Please label the application document with your organization name followed by the number 1 (ex. PlanoSongTroupe1)
2. Please label the secondary required documentation with your organization name followed by the number 2 (ex. PlanoSongTroupe2)

File size is limited to 5MB per each file.

1. Open your internet browser and go to <http://www.plano.gov>
2. Click on the *Plano Agendas* button on the top-left portion of the page.
3. Click on the *Cultural Affairs Grant Guidelines and Application Forms* menu option on the left-side INFORMATION menu.

(To go directly to the application page: Open your internet browser and go to http://plano.gov/City_Hall/agendas/Pages/Cultural%20Affairs%20Commission.aspx)

4. Click on the **Submit Your Grant Application** link.
5. A new window will open. Follow the on-screen instructions to upload your application document.

Questions may be directed to:
Karen Williams
Plano Parks and Recreation Department
(972) 941-7288
karenw@plano.gov

**ONE APPLICATION MUST BE RECEIVED
FOR EACH SEPARATE EVENT**



**Cultural Affairs
Commission**

**2013-2014 URBAN / TOWN CENTER
EVENT GRANT APPLICATION**

APPLICANT AGENCY: _____

AGENCY ADDRESS: _____

EVENT NAME: _____

EVENT DATE: _____

PRIMARY CONTACT PERSON:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ e-mail: _____

CONTACT PERSON:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ e-mail: _____

BRIEF EVENT DESCRIPTION:

Please provide a brief description of the event. (Narrative will be requested later in this application)



Cultural Affairs Commission

NARRATIVE QUESTIONS

Please look at the criteria in the sponsorship guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should **never** exceed one page.

1. Describe the purpose and history of the event.
2. Describe the uniqueness of the event.
3. Outline the event for the upcoming sponsorship year.
4. Describe the 3, 5, and 10-year vision for the event
5. Show evidence of growth in community support prior to this application. Be sure to include specific information as to the activities taking place within the City of Plano.
6. How does your event meet the definition of Event Merit as described in the grant guidelines?
7. How does your event meet the definition of Community Partnership as described in the guidelines? Be sure to include detailed descriptions of the public benefits to the City of Plano, which will result from your organization's efforts.
8. How does your event promote tourism into Plano? What is your event doing to promote the use of Plano hotels/motels?
9. How does your organization meet the definition of Administrative and Fiscal Responsibility as described in the guidelines?
10. What are your fundraising plans/forecasts for the next three years for this event?
11. How does your organization plan to manage expenses for the next three years for this event?
12. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?
13. How does your marketing plan focus on Plano?
14. What do you consider to have been your greatest success with last year's event? (if none, then please note)



Cultural Affairs Commission

GRANT REQUEST:

Total Amount Requested for 2013-14 \$ _____

Total Amount Received for 2012-13 \$ _____

Percent increase/decrease of last year's grant _____%

BUDGET:

Event Budget Information

Please provide a quick outline of your budgets matching the City of Plano Fiscal Year(s) in which the funding occurs. The City of Plano Fiscal Year begins October 1 and ends September 30.

	FY 2012-13	FY 2013-14	FY 2014-15
Revenues			
Expenses			
Total Net Gain/Loss			



Cultural Affairs Commission

Budget for 2013-14 Grant Request

Please complete the following by providing information for your grant request and attach a copy of your complete budget for the year of your request.

Revenue:

	Proposed Event Revenues	City Cash Requested	City In-Kind Requested	Percent of Total Budget
Sponsorships*				
City			X	
Corporate		X	X	
Foundations		X	X	
Individual		X	X	
City In-Kind Sponsorships **		X		
Other In-Kind Sponsorship		X	X	
Fees		X	X	
Admission		X	X	
Vendors (non-sponsor)		X	X	
Vendors (sponsor)		X	X	
Parking		X	X	
Other (specify)				
Grand Total				100%

*Sponsorship defined as cash-only in keeping with sponsor levels established by event.

**Include any sponsorships of services balanced against event costs. (i.e. media value, contract services)

Expenses:

	Proposed Event Expenses	City Cash Requested	City In-Kind Requested	Percent of Total Budget
Advertising & Promotion			X	
Contracted Services			X	
Insurance			X	
Rental Expenses			X	
Other			X	
			X	
City Services In-Kind Sponsorship		X		
Grand Total				100%

*Such as Police, Parks and Recreation, EMS, etc. typically provided as in-kind services only. These will be calculated in accordance with Fair Labor Standards Act



Cultural Affairs Commission

OTHER REQUIRED DOCUMENTATION

The following additional information is required to process the sponsorship application:

- A. A detailed budget for request year as outlined on page 5.
- B. Organization will obtain a Certificate of Insurance for liability coverage as outlined on page 8. The City of Plano requires each grantee to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant. The City of Plano Risk Manager is available at 972-941-7129 if you or your insurance agent has questions on the required coverage.

OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to append which further explains the activities of your organization such as:

- Long Range Event Plan - 3-5 years
- Programs, publicity, articles, review, etc.,

**ORAL PRESENTATION OF A GROUP'S APPLICATION WILL BE REQUIRED
BEFORE CULTURAL AFFAIRS COMMISSION ON THURSDAY, MAY 2, 2013**



Cultural Affairs Commission

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Event shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Event's operation and use of the leased premises. The cost of such insurance shall be borne by the Event.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage "occurrence" form CG 00 01 (10 01). **"Claims Made" form is unacceptable.**

B. MINIMUM LIMITS OF INSURANCE

Event shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 Aggregate.
NOTE: The aggregate loss limit applies to each event.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either 1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, agents and volunteers or 2) the Event shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain or be endorsed to contain the following provisions:

1. General Liability

- a. The *City of Plano its' officers, officials, employees, boards and commissions, agents, and volunteers* are to be covered as "additional insured" as respects: liability arising out of premises owned, occupied or used by the Event. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents and volunteers.
- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees, agents and volunteers.



Cultural Affairs Commission

- c. Coverage shall state that the Event's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.
- d. Event's insurance shall be primary as respects to the City, its officers, officials, employees, agents and volunteers.

2. Insurance Coverage

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

E. ACCEPTABILITY OF INSURERS

City prefers that insurance be placed with insurers with a Best's rating of "A-VI" or "A" or better by Standard and Poor. This rating requirement may be waived for Workers' Compensation coverage only by the Risk Manager or his designee.

F. VERIFICATION OF COVERAGE

Event shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the City before the Event commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

G. FOOD AND/OR LIQUOR COVERAGE

If food is being provided to attendees or participants, Event must provide Product Liability in the amounts listed above. If liquor is being served, Event must provide Host Liquor Liability, unless Event is in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages; in which case, a Liquor Liability Policy will be required: \$1,000,000 limit per occurrence, \$2,000,000 aggregate.

H. SPECIAL EVENTS

Insurance provided by the Event must cover all operations of the Special Event including but not limited to; participants, subcontractors, vendors, exhibitors, volunteers, etc. If the policy of the Event excludes any activity or group involved in the Special Event, the Event must provide proof of insurance as required by this agreement. Event must furnish separate certificates for each group or activity not included or covered by Event's insurance.



Cultural Affairs Commission

I. HOLD HARMLESS AND INDEMNIFICATION

Contractor shall release, defend, indemnify and hold harmless City and its officers, agents and employees from and against all damages, injuries (including death), claims, property damages (including loss of use), losses, demands, suits, judgments and costs, including attorney's fees and expenses, in any way arising out of, related to, or resulting from the performance of the work or caused by the negligent act or omission of Contractor, its officers, agents, employees, subcontractors, licensees, invitees or any other third parties for whom Contractor is legally responsible (hereinafter "Claims"). Contractor must defend City against all such Claims.

City shall have the right to select or to approve defense counsel retained by Contractor to fulfill its obligation to defend and indemnify the City, unless such right is expressly waived by City in writing. City reserves the right to provide a portion or all of its own defense; however, City is under no obligation to do so. Any such action by City is not a waiver of Contractor's obligation to defend or indemnify the City pursuant to this Agreement. Contractor shall retain City approved defense counsel within seven (7) business days of City's written notice that City is invoking its right to indemnification under this Agreement. If Contractor fails to retain Counsel within such time period, City shall have the right to retain defense counsel on its own behalf, and Contractor is liable for all costs incurred by City.

J. PROOF OF INSURANCE

Event is required to submit original proof of insurance on a form acceptable to the City of Plano. Certificates of Insurance similar to the ACORD form are acceptable. City will not accept Memorandums of Insurance or Binders as proof of insurance. City, at its own discretion, may require a copy of any policy presented to the City. Endorsement naming City of Plano as additional insured and waiver of subrogation must be submitted with proof of insurance.

The certificate of insurance must be submitted to:

City of Plano
Attention: Special Events
Karen Williams
P.O. Box 860358
Plano, TX 75086-0358



Cultural Affairs Commission

VALIDATION OF APPLICATION

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Plano, has successfully fulfilled all prior sponsorship contract obligations.

Signature of Authorized Official

Date

Typed Name

Title within Organization

Business Telephone

Home Telephone

E-mail address

CITY OF PLANO
Cultural Affairs Commission
February 7, 2013
Regular Session
Agenda Item 7

Review and Discuss Scoring for FY 2013-14

Summary of Item

Draft copies of scoring sheets are included in your packet.

Action Requested

Review & Discuss

Staff Resource

Dana Conklin
Karen Williams

Time Allotted

30 minutes

DRAFT
MAJOR GRANTS EVALUATION FORM FY 2013-2014

SCORE ONLY IN THE COLUMN UNDER YOUR NAME.

SCORE QUESTIONS IN SECTION A FROM **1-7** (7 BEING THE HIGHEST)

	Brockette	Foster	Huckaby	Mahoney	Safir	Tsai	Yeh	AVG

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SCORE QUESTIONS IN SECTION B FROM **1 - 6** (6 BEING THE HIGHEST)

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SCORE QUESTIONS IN SECTION C FROM **1 - 7** (7 BEING THE HIGHEST)

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Applicant: **ArtCentre of Plano**

A. Artistic/Cultural Merit (35%)

1. A history of and/or a potential for high quality artistic/cultural or creative merit as perceived by peers, critics and/or the public, as evidenced by press reviews, aTsais and increases in average attendance;
2. Activities that promote and encourage creativity, quality and excellence in the arts;
3. Innovation and creativity in programming, services, exhibits;
4. Vision and leadership of artistic/cultural staff, which can be measured by continual artistic/service growth & growth of audiences, participants and constituents;
5. Activities that further the applicant's goals and objectives.

SUB-TOTAL:

B. Community Outreach (30%)

1. Measureable, ongoing efforts to involve individuals of different ethnic heritages within organization's leadership as demonstrated by artistic, cultural, technical and administrative staff, and by Board composition;
2. Efforts to reach new and special audiences through programming, services and education focuses which promote cultural diversity;
3. Comprehensive marketing which promotes Plano as an important cultural center to its citizens, throughout the State of Texas and beyond;
4. Organized plan or methodology for education of the entire community regarding the organization's particular program or art form, as evidenced by classes, Master classes, public performances, PISD performances, etc;
5. Evidence of growing public demand as demonstrated by increasing audience size and percent of programs or services conducted in the City of Plano and beyond;

SUB-TOTAL:

C. Administrative and Fiscal Responsibility (35%)

1. A continuing history of growth, stability, fiscal responsibility, timely, accurate and complete reporting to the City of Plano on use of grant funds;
2. A Board of Directors which meets regularly, oversees the finances, and sets the policies of the organization;
3. Ability to deliver programs, projects or services effectively;
4. Realistic budget proposal, funding request proportionate to service/usage levels;
5. Evidence of financial support from both private and public sectors .

SUB-TOTAL:

TOTAL:

DRAFT
SMALL ARTS GRANT EVALUATION FORM FY 2013-2014

Commissioner: _____

Applicant: Dallas Chinese Choral Society

A. Artistic/Cultural Merit (35%)

SCORE QUESTIONS IN SECTION A FROM 1-7 (7 BEING THE HIGHEST)

1. A history of and/or a potential for high quality artistic/cultural or creative merit as perceived by peers, critics and/or the public, as evidenced by press reviews, awards and increases in average attendance;
2. Activities that promote and encourage creativity, quality and excellence in the arts;
3. Innovation and creativity in programming, services, exhibits;
4. Vision and leadership of artistic/cultural staff, which can be measured by continual artistic/service growth & growth of audiences, participants and constituents;
5. Activities that further the applicant's goals and objectives.

SUB-TOTAL:

B. Community Outreach (30%)

SCORE QUESTIONS IN SECTION B FROM 1 - 6 (6 BEING THE HIGHEST)

1. Measureable, ongoing efforts to involve individuals of different ethnic heritages within organization's leadership as demonstrated by artistic, cultural, technical and administrative staff, and by Board composition;
2. Efforts to reach new and special audiences through programming, services and education focuses which promote cultural diversity;
3. Comprehensive marketing which promotes Plano as an important cultural center to its citizens, throughout the State of Texas and beyond;
4. Organized plan or methodology for education of the entire community regarding the organization's particular program or art form, as evidenced by classes, Master classes, public performances, PISD performances, etc;
5. Evidence of growing public demand as demonstrated by increasing audience size and percent of programs or services conducted in the City of Plano and beyond;

SUB-TOTAL:

C. Administrative and Fiscal Responsibility (35%)

SCORE QUESTIONS IN SECTION C FROM 1 - 7 (7 BEING THE HIGHEST)

1. A continuing history of growth, stability, fiscal responsibility, timely, accurate and complete reporting to the City of Plano on use of grant funds;
2. A Board of Directors which meets regularly, oversees the finances, and sets the policies of the organization;
3. Ability to deliver programs, projects or services effectively;
4. Realistic budget proposal, funding request proportionate to service/usage levels;
5. Evidence of financial support from both private and public sectors.

SUB-TOTAL:

TOTAL:

Scores

6/26/13

Artistic/Cultural/Creativet Merit = 30%

1. Applicant demonstrates a commitment to producing a high quality event or service merit as perceived by peers, critics and/or the public, as evidenced by press reviews, awards and increases in average attendance
2. Activities that promote education, entertainment or community spirit
3. Innovation and creativity in programming, services and exhibits
4. Vision and leadership of artistic/cultural staff, which can be measured by continual artistic or service growth and a corresponding increase in audiences, participants and constituents
5. Activities that further the applicant organization's goals and objectives

Section score

	<i>event name</i>					
SCORE THIS SECTION ON A SCALE OF 1 - 6 with 6 being the highest						
	0	0	0	0	0	0

Community Outreach = 35%

1. Measurable, ongoing efforts to involve individuals of different ethnic heritages
2. Efforts to reach new and special audiences through programming, services and educational focuses which promote cultural, artistic or ethnic diversity
3. Comprehensive marketing which promotes Plano as an important cultural center to its citizens, throughout the State of Texas and beyond
4. Organized plan or methodology for education of the entire community regarding the organization's particular program
5. Evidence of growing public demand as demonstrated by increasing audience size and percent of programs or services conducted in the City of Plano and beyond.

Section score

SCORE THIS SECTION ON A SCALE OF 1 - 7 with 7 being the highest						
	0	0	0	0	0	0

Admin/Fiscal Responsibility = 35%

1. A continuing history of growth, stability, fiscal responsibility and vision (as evidenced by such things as increasing private sector sponsorships and/or memberships, cost reductions, finding of new revenue streams, on-time submission of quarterly reports to City of Plano for past grants, etc.)
2. An active Board of Directors which meets regularly, oversees the finances, and sets the policies of organization and encourages diversity in the board and in the organization
3. Ability to deliver programs, projects or services effectively
4. Realistic budget proposal, as evidenced by a funding request proportionate to the service/usage levels
5. Evidence of financial support from both private and public sectors

Section score

SCORE THIS SECTION ON A SCALE OF 1 - 7 with 7 being the highest						
	0	0	0	0	0	0

Cumulative Total Score

0	0	0	0	0	0	0
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Maximum Eligible Grant Amount

Amount Requested