RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City of El Paso Arts and Culture Department's El Paso Festivals and Cultural Events Projects Funding Program Guidelines be approved, as recommended by the Arts and Culture Advisory Board and Staff.

PASSED AND APPROVED this 10th day of August, 2004.

CITY OF EL PASO

Joe Wardy, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

John F. Nance
Assistant City Attorney

APPROVED AS TO CONTENT:

Alejandrina Drew, Director
Arts and Culture Department

CITY OF EL PASO
ARTS AND CULTURE DEPARTMENT

Two Civic Center Plaza, 6th Floor
El Paso, Texas 79901
Phone: (915) 541 - 4481
Fax: (915) 541 - 4902
TDD: (915) 541 - 4356
www.elpasoartsandculture.org

EL PASO FESTIVALS & CULTURAL PROJECTS GUIDELINES

CITY COUNCIL

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Robert A. Cushing	District 2	Paul J. Escobar	District 6
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ACD STAFF

Alejandrina Drew, Director

Judy Emmons	Arts Grants Coordinator	Ana Quijano	Secretary
Cynthia Garcia	Arts Program Coordinator	Jeanne Aragon	Clerk Typist
Lilia Fierro	Arts Technical Coordinator		
Vacant	Audience Development Coordinator		

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City of El Paso Arts and Culture Department
El Paso, Texas 79901

2nd Revision – Approved by City Council ?

CITY OF EL PASO, ARTS AND CULTURE DEPARTMENT

EL PASO FESTIVALS & CULTURAL PROJECTS FUNDING GUIDELINES

PURPOSE

The Arts and Culture Department (ACD) Festivals & Cultural Projects is designed to present Art Festivals and/or Cultural events in El Paso. The program is intended to offer quality arts and cultural activities to El Pasoans.

ELIGIBILITY

Eligible events may include those featuring performing, visual and literary arts, as well as ethnic and other cultural events. Cultural and arts organizations, community organizations, senior centers, neighborhood associations or similar organizations are eligible to apply. Other City departments are not eligible for funding, nor are events receiving funding from other City departments.

GENERAL ELIGIBILITY REQUIREMENTS

*All applicants **must** meet the following requirements*

- New applicants must attend an ACD workshop or meet with staff from the Arts and Culture Department ***prior*** to completing the application.
- Applicant organizations must have registered non-profit, 501 (c) (3), or equivalent, tax exempt status, or operate under the umbrella of a registered non-profit organization.
- Applicant organizations must have a history of presenting quality arts, cultural or ethnic programs.
- Demonstrate sound administrative and fiscal management

- Comply with all applicable Local Municipal ordinances and regulations and State and Federal statutes and regulations.
- Comply with the Americans With Disabilities Act of 1990 and City Ordinance #9779.
- Events must take place within the city limits of El Paso.
- All events must take place within the fiscal year of the City of El Paso, September 1, 2004 to August 31, 2005.
- An **organization currently receiving funding from ACD is eligible to apply if the festival or cultural project is *not* part of the project or season for which the organization is receiving funds under the Direct Funding program.**
- Projects are subject to approval by the City Council as recommended by the ACD Advisory Board and ACD staff.
- So long as an officer or director of the applicant organization is a member of the ACD Advisory Board, the organization will not be eligible for funding under this program.

NOTE: FAILURE TO DO THE PROJECT, TO COMPLETE THE PROJECT AS DESCRIBED ON THE APPLICATION, OR TO NOTIFY ACD OF DEVIATIONS OR CHANGES IN THE PROJECT WILL RESULT IN INELIGIBILITY FOR FUNDING FROM THE ACD FOR (1) ONE YEAR.

Applications are available in the Arts and Culture Department office. Funding will range from a minimum of $500 to a maximum of $10,000. **A 1:1 cash match** is required. Project administrative costs may not exceed 20% of the total expenditures. In-kind donations are ***not*** considered part of the cash match. Funding awards will be issued only after the final report and invoice are submitted and approved by ACD staff and the City of El Paso Comptroller's office.

FUNDING RESTRICTIONS

*The City of El Paso, Arts and Culture Department will **NOT** accept applications for the following:*

- Events taking place outside the city of El Paso.
- Funding for projects that have already taken place.
- Projects for individuals, unless applying under the umbrella of a non-profit organization.
- Projects at **educational institutions** that primarily **relate to curriculum** and that have minimal or no community involvement.
- Capital construction and/or acquisitions.
- Social functions, parties or receptions.
- Fundraising projects or costs associated with fundraising events.
- Operating expenses for privately owned or state owned facilities.
- Commercial projects.
- Broadcast media organizations.
- Deficits, unanticipated costs or prior debts.
- Loans, fines, penalties, costs of litigation or associated interest payments.
- Political contributions.
- Licensing or permit fees of any kind.
- Events whose primary purpose is ***not secular*** and events where the primary effect of funding would be to support a religion.
- Other City departments are not eligible for funding, nor are events receiving funding from other City departments.

EVENT SIZE AND GRANT AMOUNTS

The organization shall estimate attendance as part of the application and justify the funding request, based on projected attendance.

Check One		Estimated Attendance	Maximum Grant Amount	
☐	**I.**	6,001 and up	up to	$10,000
☐	**II.**	1,001 – 6,000	up to	$ 8,000
☐	**III.**	501 – 1,000	up to	$ 6,000
☐	**IV.**	500 and fewer	up to	$ 3,000

APPLICATION PROCEDURE

- Applications are available in the Arts and Culture Department office and on the ACD web site at www.elpasoartsandculture.org
- Application deadlines: Completed applications must be received no later than the **Second Monday** of every month by 5:00 pm and **at least 60 (preferably 90) days** prior to the event.
- Applications must be complete, typed and legible or they will not be accepted. Submit one (1) original signed and one (1) copy with one (1) set of attachments, as described below.

REQUIRED ATTACHMENTS:

Applications must include the following:

- A copy of the organization's Internal Revenue Service Letter of Determination of 501 (c) (3) or equivalent non-profit status.
- A copy of the organization's "Assumed Business or Professional Name" Certificate if applicable, or a copy of the State of Texas Office of the Secretary of State, "Certificate of Incorporation."

- If applying under an umbrella organization, a copy of the contract/letter of agreement with that organization.
- A copy of the organization's "Charitable Solicitation Permit," if applicable, (required if the organization is soliciting any funds from the public, other than ticket sales).
- A current listing of the organization's Staff and Board of Directors with their mailing addresses.
- Guidelines and Self Evaluation Accessibility Attachment packet, one (1) original and one (1) copy.
- A detailed budget listing proposed income and expenditures for the event.
- A copy of the contract/rental agreement with the facility being used for the event.
- Copies of Certificates of Insurance if required by the facility being used.
- If outdoor event, copies of correspondence arranging for portable rest rooms and sanitation and recycling equipment.

TIMETABLE

- Meeting with ACD staff to discuss the eligibility of the project.
- Applications are checked for completeness by the ACD Grant Coordinator. The Arts and Culture Advisory Board will review the application and recommend funding at their next regularly scheduled Board meeting.
- The amount of funding will be determined by the availability of funds for this program.
- If the application is recommended for funding by the ACD Advisory Board, a contract will be completed for approval by City Council and signature of the Mayor.

- A final written report is due **no later** than 30 days after the event or by September 15th, whichever comes first. A numbered and dated invoice in the amount stated in the contract must also be submitted with the final report.
- The final report must include receipts (copies of invoices, checks or general receipts) for all expenditures supported by funds from this program and the organization's **1:1 cash match.** (If expenditures are below the amount awarded, the grant will be pro-rated). Receipts should be easily identified as allowable event expenditures.
- The final report receipts should consist of the following:

  a. Supporting documentation such as invoices to substantiate the request. These invoices shall include the name of person or vendor, date, purpose of expenditure and check number that paid the expenditure. These invoices should also be stamped as "paid" to ensure they are not paid more than once. **OR**

  b. Photocopy of actual check, cancelled check, or check stub. Photocopy should be of front and back of cleared checks. If cancelled checks are not available then applicable bank statements as described in c. below should be submitted. **OR**

  c. Photocopy of applicable bank statements that reference the checks paid.

The City of El Paso must ensure that funds have been expended prior to reimbursing the grantee.

NOTE: NO ADVANCED FUNDS will be provided. Funds will be issued AFTER the final report and invoice are received and approved by staff.

The City of El Paso reserves the right to audit the books and records of the Contractor, upon reasonable notice to the Contractor and during regular working hours, in order to ensure fiscal and programmatic compliance with the assurances in the Contract for the event.

ACD FINAL REPORT STAFF RATING

The ACD staff rating, based on review of the "Final Report" and related information, becomes part of the organization's permanent file. The staff rating is: **A, B, C or D** based on the following criteria:

"A" Project was completed as described in the Application or Application Amendments/Revised Budget.

- Exceeded matching funds projections
- Submitted "Final Report" by due date
- Receipts were clear and easily identified for ACD and the organizations match.
- Submitted exceptional supporting documentation
- Exceeded requirements for credit to the City (**prominent** and **equitable)**

"B" Completed project as described in Application or Application Amendment/Revised Budget.

- Met matching funds requirements
- Submitted "Final Report" by due date
- Receipts were adequate
- Submitted required supporting documentation
- Met requirements for credit to the City (**prominent** and **equitable)**

"C" Did not complete project as described in Application or Application Amendment/Revised Budget.

- Did not meet matching funds requirements
- Submitted "Final Report" past due date
- Receipts were unclear and difficult to match to expenditures
- Did not submit required supporting documentation
- Did not meet requirements for credit to the City (**prominent** and **equitable)**

"D" Failure of any one or more of the following:

- Did not do the project or did not complete project as described in "Application Amendment/Revised Budget" and failed to notify ACD of deviations or changes to the project.
- Did not notify ACD that the project would not expend the full amount awarded
- Did not meet matching funds requirements
- Submitted the "Final Report" over 15 days past due date
- Did not submit required receipts for ACD award and 1:1 cash match
- Did not submit required supporting documentation
- Did not submit final report

NOTE: UNLESS CORRECTIVE MEASURES ARE TAKEN, ORGANIZATIONS AND/OR INDIVIDUALS RECEIVING A "D" STAFF RATING WILL BE INELIGIBLE FOR ACD FUNDING IN THE NEXT CYCLE.

CITY OF EL PASO FACILITIES

Judson F. Williams Convention and Performing Arts Center
1 Civic Center Plaza
- 534 - 0600

Abraham Chavez Theater 1 Civic Center Plaza
- 532 - 2963

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El Paso Museum of Art - 1 Arts Festival Plaza
- 532 - 1707 #13 Events Coordinator

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San Jacinto Plaza – Oregon/Main
- 533 - 3311 Special Promotions City of El Paso, Parks & Recreation

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Union Plaza Western Park Anthony/Western Streets
- 533 - 3311 Special Promotions City of El Paso, Parks & Recreation

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City of El Paso Parks and Recreation Department 6th Floor City Hall
- 541 -4331

Normally, the Parks and Recreation Department does not permit certain special events at parks on holidays or during summer weekends, because of already overcrowded conditions at these times. In general, new events are discouraged at these sites from Memorial Day to Labor Day. Use of all City of El Paso parks, must be approved by the Parks and Recreation Department. In order to use City of El Paso Parks, a contract must be signed four weeks in advance prior to the event.

If sound amplification is used in any City of El Paso outdoor area, an Amplification Permit is required. Application forms are available from the Building Services Department. Apply two (2) weeks in advance of the event.

If an organization has alcohol at an event, there must be one (1) uniformed, licensed and armed Security Guard for every 100 people expected at the event.

The organization must also have liquor liability coverage on the Certificate of Insurance for the event.

For outdoor events, the organization is required to provide portable rest room facilities at the event or to substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site, which will be available to the public during the event. Chemical or portable restroom facilities must be available for the public, at least two (2) for every 500 people, dependent upon the duration of the event. (Check with City of El Paso Building Services & Inspections Department.) 10% of the facilities must be accessible for people with disabilities.

The organization is responsible for arranging for the cleaning of the area after the event. Contact the City of El Paso, Solid Waste Management Department at 621-6700 for information.

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Union Depot 700 A San Francisco
- 534 - 5815 Community Relations, City of El Paso, Sun Metro

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OTHER FACILITIES IN EL PASO

El Paso Scottish Rite Temple 301 E. Missouri
- 533- 4409

Chamizal National Memorial 800 S. San Marcial Drive
- 532-7273

UTEP and EPCC (contact individual Campus or Departments)
Valle Verde 831 – 2150 ***Northwest Center 831 – 8874***
Rio Grande 831 – 4026 ***Trans Mountain 831 – 5204***

McKelligon Canyon Amphitheatre
- 565 – 6900

Also check local schools, churches, community recreation and senior centers etc.

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