

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Museums and Cultural Affairs Department (MCAD)
AGENDA DATE: April 5, 2016
CONTACT PERSON NAME AND PHONE NUMBER: Ben Fyffe, 212-1766
DISTRICT(S) AFFECTED: ALL

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Approve a resolution to accept the revisions to the FY 2017 Cultural Funding Program guidelines.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

MCAD is submitting changes to the guidelines of the Cultural Funding Program in order to reflect programmatic changes that occurred with the adoption of an online application system which has streamlined the application process. A key change is the elimination of the in-person panel review which will allow for MCAD to recruit and retain new panel reviewers for the application review. The guidelines include new requirements that ensure that prospective applicants submit proposals for programming that is innovative and available to all residents throughout the City of El Paso while encouraging artistic growth and capacity building for individual artists and arts organizations.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

City Council previously passed resolutions for acceptance of revisions to the Cultural Funding Program on March 22, 2011.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

The Cultural Funding Program is funded through the Hotel Occupancy Tax Revenue and grant awards from the Texas Commission on the Arts and the National Endowments for the Arts.

BOARD / COMMISSION ACTION:

The Museums and Cultural Affairs Advisory Board approved changes to the Cultural Funding Program on March 1, 2016.

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

RESOLUTION

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

That the City of El Paso Museums and Cultural Affairs Department Cultural Funding Guidelines (attached as Exhibit "A") be approved, as recommended by the Cultural Affairs Advisory Board and Museums and Cultural Affairs Staff.

ADOPTED this _____ day of _____, 2016.


CITY OF EL PASO

Oscar Leeser, Mayor

ATTEST:

Richarda Duffy Momsen, City Clerk

APPROVED AS TO FORM:



Omar A. De La Rosa
Assistant City Attorney

APPROVED AS TO CONTENT:



Tracey Jerome, Director
Museums and Cultural Affairs Department

City of El Paso Museums and Cultural Affairs Department (MCAD)

Fiscal Year 2017 GENERAL FUNDING GUIDELINES

GENERAL ELIGIBILITY

FIRST-TIME APPLICANTS

- Throughout these guidelines, the term “first-time applicant” refers to applicants submitting proposals to the program for the first time, as well as to applicants that have applied in the past but are not currently funded through the program.

RETURNING ORGANIZATIONAL APPLICANTS

- Returning applicants from previous funding cycles must provide updates for Charter, articles of incorporation, by-laws, or any changes to Board of Directors and recent financial statements including their most recent IRS 990 at the time of application and proof of Active Status from the Texas Comptroller’s Office.
- **Failure to provide required documents will constitute in an incomplete application and will not be considered for review.**

The City of El Paso will fund:

ORGANIZATIONS

- Non-profit 501(c)(3) arts and cultural organizations, including service organizations to arts and culture, operating and providing programs and services within the City of El Paso or other 501(c)(3) organizations that have a documented history or engagement in the arts within the City of El Paso
- Organizations that have an active volunteer board of directors that meets at least four (4) times per year
- Organizations that have administrative offices located permanently in the City of El Paso
- Activities and services that occur within the City of El Paso and for the benefit of residents and visitors of El Paso, with a primary focus on providing services to residents and promoting tourism
- Activities and services that are open and accessible to the public and meet the requirements established by the Americans with Disabilities Act (ADA) and related City ordinances
- Applicants who are in compliance with several local ordinances and state and federal statutes/regulations at the time of the application process, which will be indicated in the contract document.
- Applicants who are in good standing or *active* with the Texas Comptroller’s office at the time of the application process.
 - **To check the status of your organization with the State Comptroller’s, applicants can visit: <https://mycpa.cpa.state.tx.us/coa/Index.html>**
- First-time non-profit applicants must also submit the following:
 - Charter, articles of incorporation, and by-laws
 - A copy of the organization’s Internal Revenue Service letter of determination
 - Organizational Chart

- IRS 990
- Proof of Active status from the Texas Comptroller's Office

EXCEPTION:

- A new organization in its first three (3) years of existence may apply on the proposed deadline without providing the required IRS letter of determination as long as:
- The organization provides a completed Form 1023 and attachments as evidence that it has applied to the IRS for 501(c) (3) status, and copies of the IRS 990 form for the past two (2) years.
 - Two (2) letters of support must be provided from community partners, program participants or other individuals who can speak to the strength of your artistic and/or cultural output
 - Work samples featuring recent programming (for organizations) or a current body of work made within the last two (2) years (for individual artists: work should not be student work) are submitted

INDIVIDUAL ARTISTS

- Who are residents of the City of El Paso
- Who can demonstrate a one year history of producing art, arts education, or community arts programming
- Are eligible to apply for Artist Incubator Program (AIP) and Community Arts Program (CAP) funding.

RESTRICTIONS

1. Due to budgetary constraints, only **one** (1) application will be accepted per organization or artist in one category. Review the Cultural Funding Program's (CFP) to choose the appropriate category to apply under.
2. Project Support Program (PSP) and Operating Support Program (OSP) applicants must be registered 501(c)(3) organizations in order to apply for MCAD funding. However, a PSP applicant may apply under the umbrella of a fiscal sponsor. This is not true for an OSP applicant.
 - a. In order to be fair and encourage capacity building for local organizations, PSP applicants applying with a fiscal sponsor may do so for two (2) consecutive funding cycles. MCAD will not fund applicants under a fiscal sponsor for more than two (2) years.
 - b. A fiscal sponsor may only sponsor two (2) applicants per funding cycle.
3. Funded applicants who forfeited their funding due to failure to meet requirements of previous year's contract may not apply until the following fiscal year.
4. MCAD employees and family members who live in the same household may not apply for cultural funding. Former MCAD employees are not eligible to apply for funding until one (1) year after date of separation from MCAD.
5. Museums and Cultural Affairs Board (MCABB) members are not eligible to apply for cultural funding.

APPLICATION DEADLINES

All applications must be submitted online at <http://elpasoarts.cgweb.org> by 11:59 pm MST on May 12, 2016. The MCAD Funding Programs are awarded annually and applicants are required to submit applications for funding on an annual basis. After the application deadline passes, no further requests for funding will be considered.

SCHEDULING OF ORIENTATION SESSIONS

MCAD will provide multiple orientation session for prospective applicants. Attendance at one of the orientation sessions is mandatory. The schedule of orientation sessions will be posted on our website at www.elpasoartsandculture.org

WHAT IS NOT FUNDED

The City of El Paso **will not** fund the following entities or activities through the Cultural Funding Programs:

- Government agencies or public authorities
- Applicants that have a delinquent status with the City of El Paso or were unable to comply with the terms of a City Contract within the last two (2) funding cycles
- Underwriting of capital expenditures (buildings, land, permanent equipment, or acquiring of artwork that have a life expectancy of more than three (3) years and a monetary value of more than \$500.)
- Payment for studio space for an individual artist
- Cash services or endowments of any kind
- Projects planned primarily for fundraising purposes
- Loans, fines, penalties, cost of litigation or associated interest payments
- Political contributions or activity, i.e., lobbying
- Activities which do not have a cultural or artistic focus, or whose primary focus is religious
- Re-granting programs
- Licensing fees of any kind
- No travel fees except with the exception of visiting artists
- Scholarships, awards, cash prizes, tuition expenses, or fellowship/grants to individuals
- Students enrolled in a University or College
- College/University or school projects that are part of a course or curriculum, or which do not benefit the general public
- Activities covered by restrictions outlined in the City of El Paso contract document
- Activities restricted to organization's members, or which do not benefit the general public
- Previously completed activities, or activities that have occurred prior to the fiscal year; and according to the dates delineated in the application and the contract.
- Individual artists who are not residents of the City of El Paso, or organizations that do not have administrative offices located permanently in the City of El Paso
- Youth applicants, or organizations that are administered by youth who are in school and have not completed the 12th grade (for the primary delivery of the artistic product)

- Activities that occur outside of the El Paso City limits with the exception of Fort Bliss

CULTURAL FUNDING PROGRAM CATEGORIES AND DESCRIPTIONS

Art and Cultural services, programs or projects must take place during the following fiscal year 2017 (September 1 – August 15)

The City of El Paso will award cultural services contracts through the following funding programs:

OPERATING SUPPORT PROGRAM (OSP): Provides operating support to large, non-profit arts and cultural organizations providing a season of activities that are open to the public, active community outreach and related activities that have a cultural tourism appeal. OSP is designed to support the organizational stability of El Paso's arts and cultural assets as well as to cultivate organizational growth and professional development.

- **Funding Levels:** Awards range from \$10,000 to \$25,000

This category is for:

- Organizations that have an operating budget of \$100,000 or more
- Organizations that have a 501(c)(3) Letter of Determination
- Organizations whose funding request will not exceed 50% of the organization's previous year's expenditures as determined by the IRS 990 Form
- Organizations that have a professional part-time or full-time Executive Director or Business Manager
- General operating expenditures, including artistic and administrative expenses.

OSP Requirements:

- Organizations must have a three (3) year history of funding support by MCAD.
- Organizations must have a 1:1 match to all the awards.
- **Provide quarterly reporting** on activities and programs presented by the organization, attendance and venue.
- Provide a mid-year report in **April 21, 2017, and final report by September 15, 2017.**

PROJECT SUPPORT PROGRAM (PSP): Provides project support to 501(c)(3) non-profit arts and cultural organizations and other community based organizations that are reflective of the El Paso region's rich and diverse art, culture and heritage

- **Funding Level:** Awards range from \$1,000 to \$10,000

This category is for:

- Organizations that have a 501(c)(3) Letter of Determination
- Organizations that have qualified artistic and administrative leadership capable of completing the proposed project with a commitment to funding artists and artistic products. Innovative, accessible and appealing to local residents and visitors alike.
- Organizations that have at least a part-time Executive Director or Business Manager
- Activities that start by September 1, and end no later than August 15, of the City of El Paso's fiscal year.

- Project related expenses such as administration, production, artistic fees, coordination (including staffing), audience development, outreach, and marketing.

PSP Requirements:

- Organizations that have been in operation for at least two (2) years.
- Organizations must have a 1:1 match to all the awards
- Awardees must provide quarterly reporting including attendance, venue and cost.
 - Projects which are completed in less than the year-long award period, will report on activities during the quarter in which planning and execution of the project takes place.
- The total funding from the City of El Paso will not exceed 50% of the organization's previous year's expenditures as determined by the IRS 990 Form.

COMMUNITY ARTS PROGRAM (CAP): Provides funding for non-profit arts and cultural organizations and individual artists to provide a variety of arts and cultural activities including workshops and performances that have a focus on arts education and community arts development. CAP encourages creative interaction and collaboration among artists, residents and neighborhoods and community-based organizations.

- **Funding levels:** Maximum per service is \$2,500, maximum total award is \$10,000

This category is for:

- Individual artists who are residents of the City of El Paso or 501 (c)(3) arts and cultural organizations whose administrative offices are permanently located within the El Paso City limits.
- Individual artists and cultural organizations performing and presenting in the areas of music, dance, theatre, literature, visual arts, film/video/digital and literary arts, and folk artists are all eligible to apply
- Service-related expenses such as administrative, artistic and technical personnel, in addition to other expenses related to the service/activity that the artist/organizations propose to provide.

Requirements for CAP are:

- All applicants must be able to verify a minimum track record or organizational history of at least one (1) year.
- Applicant organizations must be incorporated as private 501(c) (3) non-profit. This does not apply to individual artists.
- The program will create a roster of arts and culture providers available to provide services throughout the city. All applicants must provide a detailed description of proposed activity that includes time and space requirements for prospective hosts.
- Past recipients of CAP must submit a new service proposal for the current funding cycle. *Previously funded workshops will not be considered two years in a row to ensure that MCAD can offer a variety of diverse programming year to year for El Paso residents.*
- Proposed activities should begin on September 1 and end no later than August 15, of the City of El Paso's fiscal year
- Proposed activities cannot begin until after the signing award contract.

- Community hosts must schedule the service with the artist/organization and provide a completed evaluation of each program or event sponsored through CAP.
- MCAD reserves the right to provide input on where a proposed service is scheduled based on community need through the City and equitable distribution throughout council districts.
- Funded applicants must provide ongoing reporting to MCAD for each activity to include attendance, venue, and an evaluation of the program.
- Payment to award recipients is made only after the completion of every service

ARTIST INCUBATOR PROGRAM (AIP): This program is highly competitive and will provide funding directly to individual emerging and professional artists to create new work.

- Funding Levels: AIP grants range from \$1,500 to \$3,500.

This category is for:

- The creation of new work by professional and emerging visual, literary, performing and multi-disciplinary artists living in El Paso.

Requirements for AIP are:

- The Artist must live in El Paso
- Work must not be a continuation of a previous project
- AIP applicants can use funding for – supplies and materials, promotional costs, exhibition space, fabrication costs.
- AIP Artists will provide a report at the conclusion of a program or event that includes attendance, location, an evaluation of the program, and financial statement.
- Individuals can only apply every other year.

REVIEW PANEL PROCESS

MCAD convenes a review panel to score each application. Reviewers represent diverse artistic disciplines, community perspectives, and field expertise in arts and cultural organization and the non-profit sector.

Panel participation is open to people with relevant experience and who are able to volunteer adequate time and energy to the process. Nominations for reviewers come from the El Paso community, colleagues within other local and national arts agencies, the public and City personnel. Potential reviewers may be nominated by submitting a completed Review Panel Nomination Form to MCAD office. A Nomination can be downloaded from our website (www.elpasotexas.gov/mcad) by clicking on **Cultural Funding Program**.

- Per the field standards for online based application processes, applicants will no longer be required to appear at the panel reviews. The schedule of the specific review time will be posted by June 25, 2016, on the MCAD web page www.elpasoartsandculture.org under Cultural Funding.
- All applications are subject to the Review Panel Process
- Panelist will score and rank applicants on a 100 point system in accordance with established criteria for each funding program.
- Provide a quantitative evaluation of the applications submitted to MCAD
- Comment on the reasonability of the funding requested in relationship to the proposed project or service

- Provide knowledgeable guidance to MCAD in working with a given applicant in the future
- All scores are averaged and the applicants are ranked based on their total score
- Panelists do not make funding decisions
- **Award notifications include scoring and comments for applicants to review.**

EVALUATION AND SCORING CRITERIA

OSP

Artistic Excellence and Innovation (30 points)

- Does the organization maintain high artistic standards in programming and services?
- Does the proposed programming/project demonstrate a continuation or building of artistic excellence?
- Does the organization produce/present professional quality work that contributes to the unique artistic/cultural community of El Paso?

Audience Development and/or Tourism Promotion (20 points)

- Organizations can choose to address one or the other according to their focus. However, if the organization addresses both audience development and tourism, information about both must be included.
- Does the applicant offer, market, and promote its programs and services to the widest possible constituency, including residents, visitors and commuters?
- Are programs and services easily accessible to tourists and other visitors
- Does the applicant have an audience development plan that addresses attracting future new audiences through educational programs, ticket give-away, and/or free outreach programs?
- How do you use social media to promote your events/activities?

Diversity and Outreach (15 points)

- Is there measurable involvement of diverse populations on the board and staff, and in the development and preservation of the artistic product?
- Does the applicant cultivate ethnically, culturally and socially diverse audiences and patrons?
- Does the applicant develop productive partnerships with diverse organizations and artists to broaden the reach of its programs and services?
- Does the applicant demonstrate active community outreach?

Does the organization do outreach through educational programs?

Does the organization do outreach to underserved populations?

NOTE: If the mission of the organization is to provide programming specific to a particular ethnic group or groups, the organization is not expected to diversify programming beyond that mission.

Administrative Health (Capacity) (20 points)

- Based on submitted financial statement, is the organization fiscally sound?
- Is the budget and/or funding request appropriate?
- Does the organization have diverse funding sources?
- Is the Organization's Strategic Plan clear and feasible?

Impact/Services to El Paso Residents (15 points)

- Does the proposed programming/project meet identified social or cultural needs?
- Does the organization/project demonstrate a history of attracting a broad audience (or service constituency) and documents such?

PSP:**Artistic Excellence and Innovation (30 points)**

- Does the organization maintain high artistic standards in programming and services?
- Does the organization produce/present professional quality work that contributes to the unique artistic/cultural Community of El Paso?
- Does the organization produce/present professional quality work that contributes to the unique artistic/cultural community of El Paso?
- Does the proposed programming capitalize on prior success?

Audience Development and/or Tourism Promotion (20 points)

- Organizations can choose to address one or the other (i.e. Audience Development only or Audience Development/Tourism Promotion) according to their focus. However, if the organization addresses both audience development and tourism, information about both must be included
 - Does the applicant offer, market, and promote its programs and services to the widest possible constituency, including residents, visitors and commuters?
 - Are programs and services easily accessible to tourists and other visitors?
 - Does the applicant have an audience development plan that addresses attracting future new audiences through educational programs, ticket giveaways, and/or free outreach programs?
 - How do you use social media to promote your events/activities?

Diversity and Outreach (15 points)

- Is there measurable involvement of diverse populations on the board and staff of the organization, and in the development and preservation of the artistic product?
- Does the applicant cultivate ethnically, culturally, and socially diverse audiences and supporters?
- Does the applicant develop productive partnerships with diverse organizations and artists to broaden the reach of its programs and services?
- Does the applicant demonstrate active community outreach?

NOTE: If the mission of the organization is to provide programming specific to a particular ethnic group or groups, the organization is not expected to diversify programming beyond that mission.

Administrative Health (Capacity) (20 points)

- Based on submitted financial statements, is the organization fiscally sound?
- Does the organization demonstrate business, production, and administrative skills needed to complete the proposed programming/project?
- Does the organization have diverse funding sources?
- Is the organization's Strategic Plan, clear and feasible? If you have one, please submit

Impact (15 points)

- Does the proposed programming/project meet identified social or cultural needs?
- Does the organization/project demonstrate a history of attracting a broad audience (or service constituency) and document the audiences?

CAP:

- **Artistic Qualifications (30 points)**
The qualifications of the artist/individual based on training and/or professional experience and quality of work
- **Capacity (20 points)**
Capacity to successfully provide the proposed service(s) as evidenced by planning skills, capacity to schedule the host organizations based on need and demand, past record of achievement, and potential to manage and carry out the proposed service
- **Need of the Community (20 points)**
The need of the community for the particular service based on how it will increase understanding of arts and culture, meet an underserved need in the community, and/or provide arts access and arts education opportunities
- **Artistic Merit (30 points)**
The extent to which the service offers quality products that advances the preservation or perpetuation of art forms, including a curriculum, timeline, budget and appropriateness to targeted audiences.

FUNDING RECCOMENDATIONS

The MCAD recommendation for funding of applicants is based on the following criteria:

- Panel Ranking/Scores
- Scoring, award and contract inquiries will *only* be discussed by parties represented on the application.
- Quality and Innovation of program
- For returning applicants in CAP, PSP and OSP: Programs show growth and increased capacity for providing quality artistic and cultural services to local and tourist community.
- Returning applicants must provide letters of support from community partners, programs participants, etc.
- Compliance at all levels with the appropriate procedures
- Diverse geographic and ethnic representation
- Availability of funds
- 50% Rule: An organization's Maximum Eligible Request (MER) is not to exceed 50% of the organization's previous year's cash revenues as determined by the IRS 990/990EZ Form for the two most recently completed fiscal years (in most cases fiscal years 2012 and 2013). All organizations are required to file a 990 IRS form annually. The IRS form 990 for 2012 and 2013 determines the accuracy of Maximum Eligible Request (MER) If

MCAD doesn't receive this form from the organization applying for funds or cannot verify your 990 it will have an impact on your award.

- For returning CAP applicants, Host Evaluations will be shared with the panel from the previous fiscal year's funding.
- Recommended funding will also be based upon Fiscal Year 2016-2017 appropriation levels approved by the City Council of the City of El Paso

AWARD PROCESS:

- Applicants who are recommended for CFP funding will be notified through by mail and email. Declined applications will also be notified as well.
- Any changes to the scope of work given the level of funding must be submitted and approved by MCAD before the services are implemented. Award recipients will have five (5) working days from receipt of award letter to revise and submit any changes to the scope of work. The correct scope of work must be included in the contract, since it describes the type of service that is going to be delivered.
- At the time of contract execution, ALL funding applicants will be required to confirm compliance with several local ordinances and state and federal statutes/regulations; which will be indicated in the contract document.
- Once the contract document is prepared by the city's legal staff, awardees must sign the contract no later than **November 15, 2016**, in order to receive the awarded funding.
- Applicants must ensure that the organization is not fostering, encouraging, promoting or funding any project, production, workshop, and/or program that includes obscene material as defined in Section 43.21, Penal Code of Texas.
- The organization will maintain auditable financial records reflecting generally accepted accounting standards related to its overall activities, submit itemized reports or expenditures as required by established City procedures, and submit timely reports reflecting the progress made in achieving its approved goals and objectives.
- For OSP award recipients, a Certificate of Liability Insurance must be returned with the contract that includes the City of El Paso as an additional insurer. Whenever a policy expires and is renewed, a new copy must be submitted to the Museums and Cultural Affairs Department. Funds cannot be disbursed without proof of insurance.

CANCELLATION OF CONTRACT

Organizations and individual artists that fail to provide contractual services or meet program eligibility and reporting requirements may be considered to be in breach of their contract. Failure of an organization or individual artist to satisfactorily address the City's concerns within the contract notice period may result in a termination of the current contract or a recommendation of no funding or a reduction in funding for the next fiscal year. The City will maintain a list of all organizations that have breached contract requirements.

AMERICANS WITH DISABILITIES ACT (ADA)

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

AUDITING

The Contractor shall keep complete and accurate books and records indicating when, how, by whom, and for what purposes the funds received under the Contract are spent by the Contractor, and the Contractor shall make such books and records available to the City for examination upon request. All Funds disbursed under this Contract shall be handled by the Contractor in accordance with the standards of the American Institute of Certified Public Accountants, which include provisions for sound fiscal practices and fiscal reporting. In addition, the Contractor shall furnish the City at its request with balance sheets and statements of operation, which accurately account for expenditure of Contract funds, and a written narrative report reflecting same. **The City 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 this contract.**

Should any serious discrepancy should appear in such reports or statements, the City shall notify the Contractor. If such discrepancy is not rectified to the satisfaction of the City within thirty (30) days, the City may withhold all or part of the funds from the contractor. "Serious discrepancy" shall mean violation of an existing statute or ordinance or an expenditure of Contract funds for a purpose which is not authorized by this Contract. Should the City determine that any provision of this Contract has been violated; the City may terminate this Contract immediately. Written notice of termination will be sent to the Contractor.

APPEAL PROCESS

An applicant individual and/or organization considered for funding by the City of El Paso, may contact the MCAD staff for an explanation of the level of funding awarded, or to find out why a proposal was declined.

Applicant individuals and/or organizations considering an appeal must first discuss the outcome of the panel process with the MCAD Cultural Funding Coordinator.

The grounds for reconsideration of an application are:

1. **Non-presentation of Information** – Information available in the proposal prior to the panel review was not presented, which might have altered the outcome of the panel's decision.
2. **Misrepresentation of Information** – Information known prior to the panel review was not appropriately interpreted and, if presented differently, might have altered the outcome of the panel's decision

If the application meets the grounds for reconsideration, the request for appeal must set forth the reason(s) why the applicant believes reconsideration is appropriate.

Intent of Appeal –

- A formal, written intent of appeal letter to must be sent to MCAD within ten (10) business days from the date of the funding award notification letter.
- The correspondence must be addressed to MCAD Cultural Development Coordinator, and must include specific information identifying the applicant, the cultural funding program applied for, and a brief description on the basis of which an appeal is being

made (e.g., administrative error, conflict of interest, presentation of misinformation, etc.).

Conference – Following the receipt and review of the intent of appeal letter, MCAD then schedules a conference with the applicant. The purpose of this conference will be to informally review and discuss the recommendations made by the review panel, and to allow the applicant to express his/her belief of how the process was tainted and/or violated. Based on the findings of this conference, a report/response document will be developed by MCAD identifying the findings, and will be provided to the appellant within ten (10) business days.

Conclusion – Every effort will be made by MCAD to mitigate the issue at hand. If the findings of the conference delineate grounds for an appeal, the MCAD will re-evaluate the application and supplemental material, and initiate the award process as set forth in the Cultural Funding Program Guidelines

FY 2017 Cultural Funding Program
Application Process

1. Carefully read all the **General Funding Guidelines** and check your eligibility to apply. General Funding Guidelines can be downloaded at www.elpasoartsandculture.org by clicking on the Arts Funding tab.
2. All applications and attachments must be submitted online at <http://elpasoarts.cgweb.org>
 - PLEASE NOTE: If you do not have internet access via a computer, a user-friendly resource is the El Paso Public Library System:
 - Branch libraries have computer labs with free internet access available for public use.
 - Your library card number and pin will allow you to use the computers
 - If you are not a member and are not interested in becoming one, you may get a one-day pass at the branch to access lab computers.
3. New applicants must create a profile by creating a user name and password. Returning applicants will sign-in using previous login information.
 - If your application is accepted for funding in FY 2017, please make sure to securely save your login and password information because Mid-Year and Final Reports will be submitted through the same application system.
4. The deadline for submission of the application and attachments is **May 12, 2016 at 11:59 p.m. MST.** Late applications will be considered.
5. Attend a mandatory orientation session. Failure to attend the orientation will result in the disqualification of your application. The schedule of orientation sessions will be posted on our website at www.elpasoartsandculture.org
6. Applicants may apply in only one funding category.
7. Complete every required form. The online application system will not allow you to submit an incomplete application.
8. Please review and ensure that your financial reporting is accurate. Submission of inaccurate financial reporting will be conveyed to review panel, even if it is transposing of numbers.
9. Please review the **List of Required Attachments** sheet to ensure you submit the appropriate attachments. Attachments vary according to which program you are applying for.
10. Attachments will not be accepted after the deadline.
11. Technical assistance will be offered to applicants until May 11, 2016, 12 p.m. MST.

If you have any questions related to the application or encounter technical difficulties while applying contact:

Rebecca A. Muñoz
Cultural Development Coordinator
City of El Paso
Museums and Cultural Affairs Department
915-212-1770
Email: munozra@elpasotexas.gov

Cultural Funding Program FY 2017

List of Required Attachments

All applicants must submit the appropriate attachments per funding category. Failure to submit the required attachments will result in an incomplete application and will not be considered for funding.

Operating Support and Program Support Programs:

New Applicants

- A copy of the organization's Internal Revenue Service letter of determination
- Charter, articles of incorporation, and by-laws
- Organizational Chart
- IRS 990
- Proof of Active status from the Texas Comptroller's Office
- 2 letters of support
- Work sample which includes photos, press, project photos, etc. in PDF file.

Renewing Applicants

If there have been any changes or updates to the list above, please upload any changes as attachments.

- **PSP Exception:**
- If the organization does not qualify as a 501(c) (3) organization, the organization may apply under the umbrella of a fiscal sponsor. The organization should apply under the name of the fiscal sponsor and provide the required documents under NEW APPLICANTS.

Community Arts Program

Individual and Organizational Applicants:

- Upload four work samples that best represent your most recent work or workshops (within the last two years) and submit them as hi-resolution jpegs of at least 300 dpi
- Letter of Support from Community Member who can speak to the quality of your work
- One-page detailed CAP project description to include
 - Workshop description including theme, medium, process
 - Cost per workshop
 - Length of time for 1 workshop
 - Space Requirements
 - Age Appropriateness (i.e. 5-10 years old, high school age)

Organizational Applicants:

New organizational applicants should submit the required attachments listed above for PSP and OPS. Renewing applicants should submit updates to previously submitted attachments if changes have occurred.

Artist Incubator Program

- Upload four work samples that best represent your most recent work (within the last two years) and submit them as hi-resolution jpegs of at least 300 dpi.
- Applicants may include a document that lists the name, title, medium, date of each work sample.
- One page Artist Statement
- One Letter of support from Community Member who can speak to the quality of your work or letter of commitment from a project partner.

The size requirements for jpeg or PDF attachments are as follows:

- Image – 20 MB max
- Audio – 10 MB max
- Video – 250 MB max
- Documents – 250 MB max



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Applicant Profile

Applicant Type

Legal Name

Address1

Address2

Telephone

Primary Contact

Organization

Museums and Cultural Affairs Department

400 W. San Antonio

Suite A

El Paso , Texas 79901

UNITED STATES

(915) 212-0110

El Paso MCAD

Phone: (915) 212-0110

Email:

FEIN / TAX ID

Date Organization Formed

Fiscal Year Ends Date

DUNS Number

Web Address

00-0000000

09/01/2016

08/31

000000000

<http://www.elpasoartsandculture.org>

Mission Statement

MCAD

Organization History

MCAD



**City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001**

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Application Information

Please answer all of the following questions.

Applicant or Organization:

Organization's Fiscal Year: Starting Month and Ending Month

Requested Funds

Amount of funds requested through this program (\$):

Mailing Address:

City:

Zip Code:

Organization's Website:

Social Media

Organization's social media platforms:

Announcement and messages will be communicated via email. For the following questions please provide e-mail for primary contact person who regularly accesses e-mail messages to ensure prompt reply, i.e. Business Manager and Executive Director

Primary contact person name, telephone & email:

Executive Director Name, Telephone & Email:

Authorized Official/ Board or Chair's Name, Telephone & Email:

City Council Representative with jurisdiction over your administrative headquarters:

Representative Name & District #:

Provide you organization's Mission Statement (no more than 150 words):

Please upload a high resolution image of your organization logo.
No File Uploaded



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212 0440
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Staff/Board Ethnicity

List the number of individuals from the applicant organization's board and staff in each of the following categories:

*Staff are all paid employees

()

American Indian/ Alaskan Native

Asian

Black (Not Hispanic)

Hispanic

White (Not Hispanic)

Native Hawaiian/ Pacific Islander

Muti-Racial

American Indian/ Alaskan Native

Asian

Black (Not Hispanic)

Hispanic

White (Not Hispanic)

Native Hawaiian/ Pacific Islander

Muti-Racial



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Board Roster

Please upload a complete board roster, including contact information and a short bio.
No File Uploaded



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Proposal Narrative

Tip: You may type responses in a Microsoft Word document and then paste text in the appropriate field.

Describe the history and development of your organization. Include information about the organization's artistic and/or cultural achievement as well as highlights for the previous completed year (no more than 3300 characters).

Artistic Excellence and Innovation: Describe how the organization has achieved artistic excellence (no more than 3300 characters):

Please indicate your organization's primary focus: Audience Development and/or Tourism Promotion.

What is the need for the program services that your organization provides and the impact of those services on the community?

Please describe how the organization markets programs to widest possible constituency, including residents and visitors and how you insure services are easily accessible to tourists (no more than 1500 characters):

Proposed Scope of Services: List the type and number of services in your upcoming season of events to be provided to the City during the grant cycle. If awarded, this becomes part of the organization's the Scope of Services is clear and specific. (no more than 1500 words):

If you indicated Audience Development as the primary focus of your organization, please describe your audience development and outreach strategies (no more than 1500 characters):

Diversity and Outreach: Describe how the organization works to diversify audiences and patrons and work with underserved populations. Please include information about community partnerships utilized to broaden reach of programs (no more than 1500 characters):

How does your organization measure success? (no more than 1500 characters):



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Targeted Audience

Information on audience targeted by your proposal.

This proposal intends to involve or serve (select all that apply)

How many people will be served directly by this proposal?

Of the total listed above, how many youth will be served from this proposal?

Of the total listed above, how many artists will participate?

Are the artists paid or not paid?

Is all programming conducted in facilities compliant with the American's with Disabilities Act?

If not, please explain.

If you answer NO, please explain.



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Targeted Ethnicity

List the number of individuals from the applicant organization's staff and board in each of the following categories:

American Indian/Alaskan Native

Asian

Black (Not Hispanic)

Hispanic

White (not Hispanic)

Native Hawaiian/Pacific Islander

Multi-Racial



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Educational Audiences Targeted

Not specifically focused on education

Pre-Kindergarten Children

K-12 Education

Higher Education

Adult Learners



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Form A: Operating Income

Please itemize income sources as indicated below. Attach supplemental breakdowns totaling \$50,000 or more (other than City of El Paso - MCAD support, memberships and individual contributions). Round off all figures to the nearest dollar. DO NOT show in-kind contributions nor revenue for capital improvements. Figures should reflect the organization's fiscal year.

CITY OF EL PASO - MCAD	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Operational Support Program	0	0	0
Other MCAD Support	0	0	0
SubTotals:	\$0	\$0	\$0

EARNED REVENUE	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Admissions	0	0	0
Tuition/ Class/ Workshop Fees	0	0	0
Contracted Service Revenue	0	0	0
Auxiliary Activities	0	0	0
Memberships	0	0	0
Fundraisers/ Special Events	0	0	0
SubTotals:	\$0	\$0	\$0

RESTRICTED CONTRIBUTIONS	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Individuals	0	0	0
Corporations	0	0	0
Foundations	0	0	0
SubTotals:	\$0	\$0	\$0

UNRESTRICTED CONTRIBUTIONS	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Individuals	0	0	0
Corporations	0	0	0
Foundations	0	0	0
SubTotals:	\$0	\$0	\$0



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

GOVERNMENT GRANTS		PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Federal (NEA, NEH, etc.)		0	0	0
State (TCA)		0	0	0
Other		0	0	0
	SubTotals:	\$0	\$0	\$0
ENDOWMENTS		PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
		0	0	0
	SubTotals:	\$0	\$0	\$0
INTEREST		PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
		0	0	0
	SubTotals:	\$0	\$0	\$0
PRIOR YEAR SURPLUS		PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
		0	0	0
	SubTotals:	\$0	\$0	\$0
OTHER INCOME		PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Include amount here and explain on the next question		0	0	0
	SubTotals:	\$0	\$0	\$0
	Income Totals:	\$0	\$0	\$0



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Form B: Operating Expenses

PERSONNEL SALARIES BENFITS	PREVIOUS FY ACTUAL 2015	CURRENT FY ESTIMATE 2016	NEXT FY PROJECTION 2017
Administrative/ General	0	0	0
Artisitic	0	0	0
Technical/ Production	0	0	0
Program Services	0	0	0
SubTotals:	\$0	\$0	\$0

OUTSIDE/ PROFESSIONAL	PREVIOUS FY ACTUAL 2015	CURRENT FY ESTIMATE 2016	NEXT FY PROJECTION 2017
Administrative/ General	0	0	0
Artistic	0	0	0
Technical/ Production	0	0	0
Program Services	0	0	0
SubTotals:	\$0	\$0	\$0

	PREVIOUS FY ACTUAL 2015	CURRENT FY ESTIMATE 2016	NEXT FY PROJECTION 2017
TRAVEL	0	0	0
SHIPPING	0	0	0
TELEPHONE	0	0	0
EQUIPMENT RENTAL	0	0	0
SPACE RENTAL	0	0	0
SubTotals:	\$0	\$0	\$0

UTILITIES	PREVIOUS FY ACTUAL 2015	CURRENT FY ESTIMATE 2016	NEXT FY PROJECTION 2017
Electric	0	0	0
Natural Gas	0	0	0
Water & Sewer	0	0	0
SubTotals:	\$0	\$0	\$0

	PREVIOUS FY ACTUAL 2015	CURRENT FY ESTIMATE 2016	NEXT FY PROJECTION 2017
--	----------------------------	-----------------------------	----------------------------



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

OTHER RENTALS	0	0	0
MARKETING/ PROMOTION / PRINT	0	0	0
POSTAGE	0	0	0
SUPPLIES/ MATERIALS	0	0	0
INSURANCE	0	0	0
SubTotals:	\$0	\$0	\$0
OTHER EXPENSES	PREVIOUS FY	CURRENT FY	NEXT FY
	ACTUAL 2015	ESTIMATE 2016	PROJECTION 2017
SubTotals:	\$0	\$0	\$0
Expense Totals:	\$0	\$0	\$0



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Form C: Operating Financial Summary

ORGANIZATION	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
TOTAL INCOME	0	0	0
TOTAL EXPENSES (use a minus (-) sign before #)	0	0	0
NET DIFFERENCE	0	0	0
SubTotals:	\$0	\$0	\$0
Income Totals:	\$0	\$0	\$0



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Financial Summary Questions

If there is a net difference in any fiscal year, please indicate how the deficit or surplus was, or will be handled?

Are PREVIOUS FISCAL YEAR ACTUAL figures based on Audited Financial Statement?

If Previous Fiscal Year Actual figures are based on an audited financial statement, the organization must supply a Financial Audit Reconciliation.

If Previous Year Actual Figures are not based on an Audited Financial Statement, when will the audit be completed.



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Uploads

No Work Samples are assigned to this application.



City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Assurances & Signatures

Please input the name of the person submitting the application.



**City of El Paso - Operational Support 2017
Museums and Cultural Affairs Department
Application #OS17-0001**

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:40 pm

Certification

By entering the following information and submitting the application for MCAD's Operating Support Program, I certify that all information contained in this application, including all support material, is true and correct to the best of my knowledge.

I certify that all the required attachments are being submitted with the application.

NOTE: By entering your names and submitting this document, you are authorizing this application and certifying that this is true to the best of your knowledge.

Please insert the name of the Authorized Official for the organization for the submission of the OSP application.

Address, Telephone & E-mail:

Please enter the name of the authorized Board Member for the submission of the OSP application.

Address, Telephone & E-mail:



**City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #**

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm

Applicant Profile

Applicant Type

Legal Name

Address1

Address2

Telephone

Primary Contact

Organization

Museums and Cultural Affairs Department

400 W. San Antonio

Suite A

El Paso , Texas 79901

UNITED STATES

(915) 212-0110

El Paso MCAD

Phone: (915) 212-0110

Email:

FEIN / TAX ID

Date Organization Formed

Fiscal Year Ends Date

DUNS Number

Web Address

00-0000000

09/01/2016

08/31

000000000

<http://www.elpasoartsandculture.org>

Mission Statement

MCAD

Organization History

MCAD



**City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #**

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm

Application

Please answer all of the following questions.

Applicant / Organization:

Are you currently incorporated as an IRS 501(c)3 organization?

Please upload your organization's 501 (C)(3) determination Letter.

If you are applying under a fiscal sponsor, please upload the organization's 501 (C) (3) Determination Letter.
No File Uploaded

Name of the project:

Organization's Fiscal Year: Please Provide Starting Month/Year and Ending Month/Year

Amount of Funds requested through this program (\$):

Mailing address:

City, State, Zip Code:

Organization's Website:

Organization's Social Media Platforms:

Announcement and messages will be communicated via email. Please provide e-mail for primary contact person who regularly accesses e-mail messages to ensure prompt reply, i.e. Business Manager and Executive Director

Primary Contact person name, telephone and email:

Executive Director name, telephone and email:

Authorized Official/Board/chair, name, telephone and email:

Provide the Name of the City Council Representative with jurisdiction over your administrative headquarters: (Name, District #)

Please upload a roster of the applicant organization's current Board, including contact information and brief bios.
No File Uploaded

Provide your Mission Statement: (no more than 300 characters)

Total Attendance for most recently completed fiscal year:

Of the total attendance number above, how many were youth?



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email: ✓

Document Generated: Thursday, March 17th 2016, 4:42 pm

Staff Ethnicity

List the number of individuals from the applicant organization's board and staff in each of the following categories (in %):

*Staff are all paid employees

American Indian/Alaskan Native

Asian

Black (not Hispanic)

Hispanic

White (not Hispanic)

Native Hawaiian/Pacific Islander

Multi-Racial

American Indian/Alaskan Native

Asian

Black (not Hispanic)

Hispanic

White (not Hispanic)

Native Hawaiian/Pacific Islander

Multi-Racial



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm

Staff hours

Of your agency staff, how many are full-time how many part time?

Full time

Part time



**City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #**

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm

Targeted Audience

This proposal intends to involve or serve (select all that apply):

How many people will be served directly by this proposal?

Of the total number served above, how many artists will participate?

Are the artists paid or not paid?



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm

Targeted Ethnicity

What is the approximate ethnic breakdown
of the individuals to be served by this proposal? (in %)

American Indian/Alaskan Native

Asian

Black (not Hispanic)

Hispanic

White (not Hispanic)

Native Hawaiian/Pacific Islander

Multi-Racial



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm

Educational Audiences Targeted

Not specifically focused on Education

Pre-Kindergarten Children

K-12 Education

Higher Education

Adult Learners



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm

Proposal Narrative

Tip: You may type responses in a Microsoft Word document and then paste text in the appropriate field.

Describe the history and development of your organization. Include information about the organization's artistic and/or cultural achievement as well as highlights for the previous completed year (no more than 3300 characters)

Describe how the organization has achieved artistic excellence by addressing the following (no more than 3200 characters):

- How has the organization maintained high artistic standards in programming and services?
- Does the proposed programming demonstrate a continuation or building of innovative artistic/cultural programs and excellence?
- Does the programming capitalize on prior success?

Please indicate your organization's primary focus:

Please describe how the organization markets programs to the widest possible constituency, including residents and visitors, and how you insure services are easily accessible to tourists (no more than 1500 characters)

Please describe your audience development plan and outreach strategies (no more than 1500 characters).

Describe how the organization works to diversify audiences and patrons and work with underserved populations. Please include information about community partnerships utilized to broaden reach of programs (no more than 1500 characters)

List the type and number of services in your upcoming season of events to be provided to the City during the grant cycle. If awarded, this becomes part of the organization's contract with the City; please ensure that is clear and specific. (no more than 1500 characters)

How does your organization measure success? (no more than 1500 characters)



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm

Form A: Operating Income

Round off all figures to the nearest dollar. Do not show in-kind contributions or revenue in the form.
Figures should reflect the organization's fiscal year.

CITY OF EL PASO - MCAD	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Operational Support Program	0	0	0
Other MCAD Support	0	0	0
SubTotals:	\$0	\$0	\$0

EARNED REVENUE	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Admissions	0	0	0
Tuition/ Class/ Workshop Fees	0	0	0
Contracted Service Revenue	0	0	0
Auxiliary Activities	0	0	0
Memberships	0	0	0
Fundraisers/ Special Events	0	0	0
SubTotals:	\$0	\$0	\$0

RESTRICTED CONTRIBUTIONS	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Individuals	0	0	0
Corporations	0	0	0
Foundations	0	0	0
SubTotals:	\$0	\$0	\$0

UNRESTRICTED CONTRIBUTIONS	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Individuals	0	0	0
Corporations	0	0	0
Foundations	0	0	0
SubTotals:	\$0	\$0	\$0

GOVERNMENT GRANTS	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
-------------------	----------------------------	-----------------------------	----------------------------



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm

Federal (NEA, NEH, etc.)	0	0	0
State (TCA)	0	0	0
Other	0	0	0
SubTotals:	\$0	\$0	\$0

ENDOWMENTS	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Endowments	0	0	0
SubTotals:	\$0	\$0	\$0

INTEREST	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Interest	0	0	0
SubTotals:	\$0	\$0	\$0

PRIOR YEAR SURPLUS	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Prior Year Surplus	0	0	0
SubTotals:	\$0	\$0	\$0

OTHER INCOME (Please Itemize)	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
SubTotals:	\$0	\$0	\$0
Income Totals:	\$0	\$0	\$0



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm

Form B: Operating Expenses

PERSONNEL SALARIES BENEFITS	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Administrative/ General	0	0	0
Artistic	0	0	0
Technical/ Production	0	0	0
Program Services	0	0	0
SubTotals:	\$0	\$0	\$0

OUTSIDE/ PROFESSIONAL	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Administrative/ General	0	0	0
Artistic	0	0	0
Technical/ Production	0	0	0
Program Services	0	0	0
SubTotals:	\$0	\$0	\$0

	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
TRAVEL	0	0	0
SHIPPING	0	0	0
TELEPHONE	0	0	0
EQUIPMENT RENTAL	0	0	0
SPACE RENTAL	0	0	0
SubTotals:	\$0	\$0	\$0

UTILITIES	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
Electric	0	0	0
Natural Gas	0	0	0
Water & Sewer	0	0	0
SubTotals:	\$0	\$0	\$0

	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
--	------------------------------------	-------------------------------------	------------------------------------



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0440
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm

OTHER RENTALS	0	0	0
MARKETING/ PROMOTION / PRINT	0	0	0
POSTAGE	0	0	0
SUPPLIES/ MATERIALS	0	0	0
INSURANCE	0	0	0
SubTotals:	\$0	\$0	\$0
OTHER EXPENSES (Please Itemize)	PREVIOUS FY	CURRENT FY	NEXT FY
	ACTUAL 2014	ESTIMATE 2015	PROJECTION 2016
SubTotals:	\$0	\$0	\$0
Expense Totals:	\$0	\$0	\$0



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD

Phone: (915) 212-0110

Email: gov

Document Generated: Thursday, March 17th 2016, 4:42 pm

Form C: Operating Financial Summary

ORGANIZATION	PREVIOUS FY ACTUAL 2014	CURRENT FY ESTIMATE 2015	NEXT FY PROJECTION 2016
TOTAL INCOME	0	0	0
TOTAL EXPENSES (use a minus (-) sign before #)	0	0	0
NET DIFFERENCE	0	0	0
SubTotals:	\$0	\$0	\$0
Income Totals:	\$0	\$0	\$0



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

iv

Document Generated: Thursday, March 17th 2016, 4:42 pm

Financial Summary Questions

If there is a net difference in any fiscal year, please indicate below how the deficit or surplus was, or will be handled:

Are PREVIOUS FISCAL YEAR ACTUAL figures based on Audited Financial Statement?



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm

Uploads

No Work Samples are assigned to this application.



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:42 pm

Assurances & Signatures

Applicant Signature:



City of El Paso - Project Support 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email: ✓

Document Generated: Thursday, March 17th 2016, 4:42 pm

Certification

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

I certify that all the required attachments are being submitted with the application.

NOTE: By writing your names and submitting this document, you are authorizing this application and certifying that this is true to the best of your knowledge.

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

Address, Telephone #, E-mail:

Address, Telephone #, E-mail:



City of El Paso - Artist Incubator Program 2017
Museums and Cultural Affairs Department
Application #AI170001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:30 pm

Applicant Profile

Applicant Type

Legal Name

Address1

Address2

Telephone

Primary Contact

Organization

Museums and Cultural Affairs Department

400 W. San Antonio

Suite A

El Paso , Texas 79901

UNITED STATES

(915) 212-0110

El Paso MCAD

Phone: (915) 212-0110

Email: |

FEIN / TAX ID

Date Organization Formed

Fiscal Year Ends Date

DUNS Number

Web Address

00-0000000

09/01/2016

08/31

000000000

<http://www.elpasoartsandculture.org>

Mission Statement

MCAD

Organization History

MCAD



City of El Paso - Artist Incubator Program 2017
Museums and Cultural Affairs Department
Application #AI170001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:30 pm

Application

Applicant

Legal Name of Applicant:

Mailing Address

Mailing Address (applicant must be a resident of El Paso):

City, State, Zip Code, Telephone & E-mail:

City Council Representative

Please provide Name and District# of the City Council Representative with jurisdiction over your address:

What amount of funding is being requested? (\$3500 maximum)

Artistic Discipline

Please check the artistic discipline of proposed service:



City of El Paso - Artist Incubator Program 2017
Museums and Cultural Affairs Department
Application #AI170001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:30 pm

Proposed Project

Describe the proposed project, detailing what new work will be created, the process and how this fits into your artistic vision. (Do not exceed 2500 characters)

Project Objectives

Provide the project objectives. (do not exceed 1000 characters)

Proposed Location for Project

Provide 1-3 potential locations for project exhibition.

Please provide a detailed timeline of the proposed project activities.

Marketing Program

How will you market/promote the project to the widest audience possible? (do not exceed 500 characters)

Project Evaluation Plan

Describe your project evaluation plan. How will you define and measure success? (do not exceed 1500 characters)



City of El Paso - Artist Incubator Program 2017
Museums and Cultural Affairs Department
Application #AI170001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Thursday, March 17th 2016, 4:30 pm

Budget

Round off all figures to the nearest dollar.

EXPENSES (For this project only) Please itemize the breakdown	A: MCAD REQUEST	B: OTHER FUNDING	TOTAL (Add columns A & B)
SubTotals:	\$0	\$0	\$0
Expense Totals:	\$0	\$0	\$0



City of El Paso - Artist Incubator Program 2017
Museums and Cultural Affairs Department
Application #A1170001

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email: info@elpasomcad.org

Document Generated: Thursday, March 17th 2016, 4:30 pm

Uploads

No Work Samples are assigned to this application.



City of El Paso - Community Arts Program 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Wednesday, March 30th 2016, 9:32 am

Applicant Profile

Applicant Type

Legal Name

Address1

Address2

Telephone

Primary Contact

Organization

Museums and Cultural Affairs Department

400 W. San Antonio

Suite A

El Paso , Texas 79901

UNITED STATES

(915) 212-0110

El Paso MCAD

Phone: (915) 212-0110

Email:

FEIN / TAX ID

Date Organization Formed

Fiscal Year Ends Date

DUNS Number

Web Address

00-0000000

09/01/2016

08/31

000000000

<http://www.elpasoartsandculture.org>

Mission Statement

MCAD

Organization History

MCAD



City of El Paso - Community Arts Program 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Wednesday, March 30th 2016, 9:32 am

Application

This application is due on May 12, 2015, by 11:59pm MST.

Please answer all of the following questions.

Please check which best describes this proposal:

Please provide the Applicant/Artist or Organization Name:

Mailing Address:

If you are applying as non-profit organization, please upload your 501 (c) (3) Determination letter.

No File Uploaded

City, State, Zip Code, Telephone & E-mail:

What City Council Representative has jurisdiction over your administrative headquarters?

Please provide name & district #

Please check the artistic discipline of proposed service:

Please specify your discipline if you selected multi-media or multi-disciplinary boxes:

If you received funding under CAP during the previous granting cycle, what is the total of individuals you had in attendance/served during 2015-2016? If you have not finished all services, please project total attendance:



City of El Paso - Community Arts Program 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Wednesday, March 30th 2016, 9:32 am

Description of Service

Describe the concept of one service and a brief description (no more than 1500 characters)

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

Can this service format be adapted to suit the needs of various venues? If so, explain how.

Do you provide curriculum aligned with TEKS (not required, but preferred?)

How many artists will be involved and what is the specific role in the proposed project? (no more than 500 characters)

For what audience will this service be most appropriate? You may check up to four (4)

Explain what your audience or participants will gain or learn from your service. (No more than 1500 characters)

If your service has special technical requirements and/or restrictions, please list them, e.g. a piano, wi-fi, a stage, auditorium etc. (No more than 1000 characters)

Describe any marketing that you and/or the host may use to promote this service, including a list of some of the organizations that you are proposing as potential community hosts (no more than 1000 characters)



City of El Paso - Community Arts Program 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Wednesday, March 30th 2016, 9:32 am

Proposed Expenses (FOR ONE SERVICE)

Please provide a detailed breakdown of expenses for ONE service. Round all figures to the nearest dollar. Total for one service should not exceed \$2,500.00 Think thoroughly through one service. All set up and preparation costs should be included in the ONE service fee. Total possible award is \$10,000. Administrative fees cannot exceed 10% of overall service budget.

	PROPOSED EXPENSES
Administrative Personnel	0
Artistic Personnel	0
Technical Needs	0
Other Expenses (explain on next page)	0
Travel	0
Supplies	0
SubTotals:	\$0
Expense Totals:	\$0



City of El Paso - Community Arts Program 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Wednesday, March 30th 2016, 9:32 am

Other Expenses Explanation

List and explain OTHER expenses related to this service including production, travel and marketing



City of El Paso - Community Arts Program 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Wednesday, March 30th 2016, 9:32 am

Total Requested

TOTAL REQUESTED (Cost of One Service X Number of Services Proposed; cannot exceed \$10,000)



City of El Paso - Community Arts Program 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Wednesday, March 30th 2016, 9:32 am

Other Questions

How will you gauge the success and/or impact of this project (no more than 1500 characters):

Please indicate if you would like for MCAD to provide your information for inquiries about outside contract opportunities?

Please check only one. Once submitted your preferred work sample for Panel cannot be changed:



City of El Paso - Community Arts Program 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email: v

Document Generated: Wednesday, March 30th 2016, 9:32 am

Uploads

No Work Samples are assigned to this application.



**City of El Paso - Community Arts Program 2017
Museums and Cultural Affairs Department
Application #**

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Wednesday, March 30th 2016, 9:32 am

Assurances & Signatures

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

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



City of El Paso - Community Arts Program 2017
Museums and Cultural Affairs Department
Application #

Primary Contact: El Paso MCAD
Phone: (915) 212-0110
Email:

Document Generated: Wednesday, March 30th 2016, 9:32 am

Certification

Name or Authorized Official/ Artist, address, telephone, e-mail