

MUNICIPALITY OF ANCHORAGE
ARTS ADVISORY COMMISSION
ART GRANT FUNDING APPLICATION GUIDELINES

GENERAL INFORMATION

1. The Anchorage Arts Advisory Commission is established by the Municipal Code, Chapter 4.60.150 to perform the following functions:
 - A. Advise the Mayor and Assembly concerning all matters pertaining to municipal involvement in the arts in the community.
 - B. Receive requests for funds from community arts organizations and recommend to the Mayor and Assembly those organizations which should receive municipal operational support funding.
 - C. Promote public/private cooperation in support of the arts.
2. The Anchorage Arts Advisory Commission, proposes funding in the budget presented to the Mayor and the Assembly, examine the arts funding as part of the municipal budget process and determine the final funding level. The Arts Advisory Commission receives grant applications from non-profit arts organizations for operational support within the Municipality of Anchorage and makes recommendations to the Mayor and Assembly for arts grant funding.
3. The Municipality operates on a calendar year (CY) fiscal basis. Funds appropriated for arts groups by the Anchorage Assembly for a given calendar year must be spent during that year. Organizations operating on a non-calendar fiscal year (FY) basis may complete one application using their fiscal year, but must spend appropriated funds during the 2012 calendar year even if that means it overlaps their fiscal year.
4. If an organization is funded, several tasks are required to be performed:
 - A. A Revised Budget Form must be completed and returned prior to contract preparation and fund disbursement if funding is less than the requested amount.
 - B. A grant contract is prepared. The contract must be signed by an authorized official of the organization, notarized and returned to the Arts Advisory Commission, MOA Staff personnel.
 - C. Credit must be given to the Municipality of Anchorage in brochures, news releases, programs, publications and other printed materials. When no printed material is used, verbal credit shall be given prior to each performance or presentation.
 - D. All grant recipients **must** submit a Final Accounting and Evaluation Report, to the Municipality, within sixty days from the end of their fiscal year, but no later than March 1 of the following year. If the required paperwork is not received by the December 15, Deadline, grantees will be considered in non-compliance of grant requirements. Current year funding will be withdrawn.
5. Funds will not be distributed to any organization which has failed to file the following documents with the Municipality of Anchorage.
 - A. Final grant accounting report for the previous fiscal year. This does not apply to organizations that did not receive municipal funding the previous year.

ELIGIBILITY

There are two general eligibility criteria:

1. Only community arts organizations within the Municipality of Anchorage are eligible for funding. Specifically, an eligible organization is one whose primary purpose is to produce arts events, projects and services within the Municipality of Anchorage.
2. The organization must be non-profit. Certification of non-profit status must be provided on the application for first-time applicants.

LIMITATIONS

1. The Arts Advisory Commission will not recommend, for any group, a funding level in excess of 15% of the Municipality's total annual arts budget or a funding level in excess of 15% of the organization's annual operating budget.
2. The Commission will not recommend funding for the following:
 - A. Organizations incorporated for less than one year;
 - B. Food or entertainment expenses other than per diem for travelers to Anchorage;
 - C. Labor or material costs for renovation, remodeling, restoration or new construction;
 - D. Purchase of equipment;
 - E. Deficits of completed projects.

APPLICATION DEADLINE

Wednesday, December 15, 2011, is the application deadline for funding year 2012. The original application and 11 paper copies must be **received** (not on disk, not faxed) in office of City Hal, 632 West 6th Avenue, Suite 630, **before 5:00 p.m. ADT** and be date stamped. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Bring the organization's file copy and have it stamped as a receipt. **All copies need to be 3-hole punched for binders.** Please do not use staples in original or copies.

TO APPLY

1. Please read these application guidelines carefully before filling out the application. Failure to complete any part of the application may delay consideration or disqualify your request.
2. Application must be made on the form provided by the Anchorage Arts Advisory Commission. Upon request, the application is available on disk or via email. If additional space is needed, added pages are acceptable.
3. Type the application neatly. Please, no larger than 12 pt. type and no smaller than 10 pt. type.
4. Double check information against the Application Check List on Page 5.

5. **DO NOT** include any other support materials, flyers, brochures or programs with the application or bring additional material to the application presentation meeting. This material will not be considered during the application review process and will be discarded.

APPLICATION REVIEW PROCESS

1. The application will be reviewed by the Commission and MOA staff for completeness. Incomplete applications will not be considered for funding by the commission. (Please see the Application Check List). Organizations may be requested to provide additional information after this review.
 - Please make sure that all revenue and expense figures are included year-to-date, audited or unaudited.
 - Round Projected Budget numbers to nearest \$100.
 - **If Actual year-to-date figures are not available at the time of the application, please circle “Estimate” on page 4 and provide the Commission with the latest estimate of where you expect to be at the end of the year (CY or FY).**
 - Only budget variances of $\geq 10\%$ should be so indicated and explained. These variances should be calculated as Current Year Actual or Estimate versus Proposed Budget.
2. Following the receipt of applications, the Commission will invite applying organizations to appear at a grant hearing. At that time, the organization may give a ten minute oral presentation generally addressing the eligibility and review criteria. No support material or audio/video presentation will be allowed at this time. Following the presentation, Commissioners may ask questions.
3. The application will be examined by the Commission for eligibility and rated in accordance with the review criteria.
4. The Commission will develop funding recommendations based on the relative merits of the various applications and the amount budgeted for arts funding by the Municipality of Anchorage.
5. The Commission will present funding recommendations to the Mayor and Assembly as required by Municipal code.
6. Organizations will be notified regarding appropriation of funding after approval by the Mayor and Assembly and the Municipality of Anchorage’s General Operating Budget is passed.

REVIEW GUIDELINES

1. **Quality** of project/program/event/service presented in the application and reviewed by the Commission.
2. **Demonstrated ability** to successfully manage arts projects/programs/events/services.
3. **Evidence of community need** filled by proposed or sustained projects/programs/events/services.
4. **Financial support** of projects/programs/events/services by non-municipal sources and organization's ability to raise funds.
5. **Non-financial support** of organizations as demonstrated by volunteer, man-hours and in-kind services. Estimated value to appear in Revenues/Other.
6. **Financial need** for the municipal grant in order to successfully complete the proposed project/program.
7. Number of **audience and participants** served.
8. **Correctness and completeness** of application, including all attachments.

FOR HELP

For technical assistance, please contact staff at the numbers listed below. Samples of past successful applications are available upon request.

Arts Advisory Commission Executive Staff
632 West 6th Avenue, Suite 630
Anchorage, Alaska 99501
907-343-4492
Cathy Janigo
janigocd@muni.org

APPLICATION CHECK LIST:

Attach the following:

- A. List of the Board of Directors including names, positions, and mailing addresses.
- B. Long-range or strategic plan which encompasses the next 3-5 years.
- C. *New 2012* - Certificate of Insurance is no longer required to be submitted with the application.
- D. IRS Letter of Determination *For change of status or first time grantees only*.
- E. List of groups to which your organization provided services during the past fiscal year. Applies only to organizations providing services to other non-profit arts organizations.
- F. Balance Sheet for most recent completed fiscal year. (Not a banking statement. Not a cash flow statement. A balance sheet is a statement of assets and liabilities where the total value of assets equals the total of liabilities plus net worth.) *NOTE: please put this Balance Sheet immediately following the budget portion of the grant application.*
- G. Copy of most recent completed fiscal year IRS Form 990 cover page and **only** Schedules A and B.
- H. List of artists/groups involved for upcoming season.
- I. The original grant application plus 11 paper copies (total of 12) should be submitted.
- J. All grant applications should be 3-hole punched. **Do not staple applications.**