Subgrant Guidelines
San Angelo Cultural Affairs Council
Sub-Granting Program 2023-2024

Supported with funds from the City of San Angelo Hotel/Motel Occupancy Tax and the San Angelo Cultural Affairs Council.
Application deadline is August 31, 2023 at NOON.

In 2020, SACAC began receiving a fixed dollar amount annually for Hotel Occupancy Tax, rather than a percentage of the total. This change lowered the total amount of funds available for subgrants.

Introduction
The San Angelo Cultural Affairs Council established the Sub-Granting Program in 1989. The Sub-Granting Program is designed to assist local organizations both artistically and administratively. In contracting with local arts organizations for services, the Cultural Affairs Council helps arts organizations contribute to the quality of life, economy, and development of cultural tourism in San Angelo. Grant funds come from the City of San Angelo's hotel/motel tax, the Texas Commission on the Arts, and the San Angelo Cultural Affairs Council.

Goals
The San Angelo Cultural Affairs Council Sub-Granting Program has specific goals:
· To increase the marketing capabilities of local arts and cultural organizations;
· To promote self-sufficiency among local arts organizations and groups;
· To increase artistic development;
· To encourage program and audience development;
· To encourage joint programming and mutual support by local art organizations; and
· To promote the arts by encouraging participation within the community and by tourists.

Grant Categories
The San Angelo Cultural Affairs Council provides grants in two categories: **Core Support** and **Project Support**. Generally, Core Support grants provide organizational support for established non-profit arts groups that offer year-round arts programming, while Project Support grants are for special events, exhibits, festivals, performances, and arts-in-education programs. <u>Organizations may apply for only one grant during the sub-grant year.</u> Please refer to the definitions below to determine which category is appropriate.

- **Core Support**
  This grant is designed to support the activities of established non-profit arts organizations that were created primarily to deliver arts programming and have:
  o a full-time, paid professional director;
  o an annual budget exceeding $100,000;
  o a three-tiered system of internal fiscal controls; and
  o a board-approved policy for tracking out of town visitors

- **Project Support**
  This grant is designed to support non-profit organizations that provide other types of community services, but deliver arts programming through specific projects such as exhibits, concerts, cultural festivals, or arts-in-education programs. Project support grants will not exceed $2,500.

Grant awards are limited by availability of funds. Applicants must address the project's role in enhancing and promoting tourism and the convention and hotel industry in San Angelo to be eligible to receive grant funds. Core and Project Grant Applications will be ranked by the grant committee. Funds will be allocated according to rank.

Grant Period
Sub-grant applications may be submitted for projects occurring within the grant period from September 1, 2023 through August 31, 2024. <u>Organizations may apply for only one grant during the sub-grant year.</u> Grant Follow-Up **Evaluations** for the 2023-2024 Grant Year will be due AUGUST 10, 2024.

 Eligibility
Organizations applying for financial assistance must meet the requirements listed below:
- Any non-profit, tax-exempt 501(c) 3 organization is eligible to apply for financial assistance. Proof of the organization's tax-exempt status must accompany first-time applications. If this criterion cannot be met, the applicant may apply through a "sponsor organization." <u>If a sponsoring organization is used, written approval from the governing body of the sponsoring organization should accompany the application along with proof of its tax-exempt status.</u> The sponsoring organization will become responsible for project administration and management.
- The applying organization must have been an IRS recognized non-profit for at least one (1) calendar year.
- The applying organization must have administrative offices within the City of San Angelo.
- Special projects must occur within the City of San Angelo and be open to the public.

Projects Not Funded
Projects that will not be funded include:
- Social functions, parties, receptions, fund raising benefits, awards, or prizes;
- Projects involving academic credit;
- Projects at colleges and universities which primarily relate to curriculum and which have minimal or no community involvement;
- Operating expenses for privately-owned facilities;
- Travel for organizational staff or board of directors (artist travel is allowable);
- Commercial projects which are or can be self-supporting;
- Activities restricted to an organization's membership;
- Deficit budget or retroactive funding;
- Direct funding to individuals.

Matching Requirements
All requests for financial assistance will require a dollar-for-dollar match. At no time will support be more than 10 percent of the organization's budget. **"In-kind" matches will not be accepted as matching funds.** (Organizations must set aside matching dollars or have a letter of commitment from another funding source.)

Sponsor Acknowledgement
In all publicity, promotion, and program information for the funded project, the grantee must acknowledge the grant with the following: ***"This project is partially supported by funds from the San Angelo Cultural Affairs Council and the City of San Angelo,"*** in a font readable without magnification. Print materials MUST include the logo for the San Angelo Cultural Affairs Council.

Letters of Recognition
Grantees must write a letter of recognition to the City of San Angelo Mayor <u>and</u> to the member of City Council who represents the district in which the grantee's offices are located. <u>These letters must be sent by December 1, 2023</u> and a copy sent to the office of the San Angelo Cultural Affairs Council. The letters should be non-political in nature and state your organization, its mission, the amount you received from the Sub-grant program, and what project(s) the grant will help fund.

All evidence documenting the SPONSOR ACKNOWLEDGEMENT MUST be submitted electronically in the Evaluation Report. Organizations who do not submit the appropriate documentation by the deadline are ineligible to participate in the sub grant program for one year.

Application Deadline: Applications should be submitted to the Cultural Affairs Council office no later than **NOON on August 31, 2023 (postmark is not acceptable)**. **THE APPLICANT WILL SUBMIT ONE (1) SIGNED ORIGINAL AND ONE (1) ELECTRONIC COPY OF THE ORIGINAL GRANT APPLICATION. Each grant application should include ONLY the requested materials. Failure to comply with the instructions in the Grant Applications Checklist will result in immediate disqualification of grant application.**

PHYSICAL ADDRESS: San Angelo Cultural Affairs Council, Cactus Hotel, 36 E. Twohig, Suite 200, San Angelo, TX. **OFFICE HOURS:** 9:30 AM until 3:30 PM, Monday-Friday.

Review Panel and Process
The application is submitted to the Cultural Affairs Council's Executive Director for review of completeness and accuracy. Any clarification or correction will be requested prior to the panel review. The Executive Director of the Cultural Affairs Council will not review applications prior to the due date.

A Review Panel will consider the applications from organizations requesting financial assistance from the Cultural Affairs Council. The panelists may not, at the time of review, be a member of the Board of Directors or paid staff employee of the Cultural Affairs Council, or a member of the Board of Directors or paid staff employee/contractor of any of the organizations submitting applications or live in the Concho Valley. The panel will review and score all applications received. The panel score will be converted to a scaled score.

Funding will be awarded to organizations based upon the panel review score. No organization will receive more than 10% of the total revenue reported on Part I Line 12 of the 990.

The Cultural Affairs Council Executive Committee reviews all panel suggestions and presents funding recommendations to the Cultural Affairs Council Board of Directors for final approval.

Review Criteria:
The San Angelo Cultural Affairs Council Review Panel, composed of at least five members, reviews and evaluates all applications using the criteria outlined below. Applying organizations should address all relevant criteria in their applications.

The evaluation includes a ranking system and written comments. Each application has a possible score of 100 points. **The high and low score of each application will be removed and the remaining scores will be averaged.** The resulting score determines the application's rank. All applications, core and project, will be ranked together. Panelists will be given the opportunity to comment on each application and will be encouraged to provide written comments on each application, so that these comments may be provided to grant applicants. These comments may include suggestions for improving a given project, improving future applications, guidance to staff in working with the applicant, and key points for Cultural Affairs Council's consideration of the application.

Criteria for the weighted voting system is:

Promotion of Tourism: 1-40
- Season/project promotes cultural tourism and preserves and enriches the diverse cultural resources of the community
- Organization markets to out of town visitors
- Organization tracks out of town visitors
- Organization tracks room nights booked
- Data Collection Processes (evidence of attendees and tourism)

Artistic Quality: 1-15
- High artistic merit as perceived by peers, critics, and the public
- Innovation and creativity in programming and artistic content
- Vision and leadership of the artistic staff
- Activity furthers applicant's stated artistic mission
- Responsiveness to the community art needs

Quality of Leadership and Grant Application: 1-15
- Evidence that organization has a continuing history of growth, stability, and vision
- Evidence of leadership of the administrative staff
- Evidence of organization's ability to accomplish proposed goals
- Evidence of efficiency and effectiveness of organization
- Evidence of effective board/staff interaction
- Accuracy and completeness in financial reporting
- Accuracy and completeness in grant application

Community Outreach: 1-20
- Evidence of efforts to reach a diverse audience (marketing, programing, free-to-public events, school outreach, scholarships)
- Innovation in programming to reach new and special audiences, including collaborative programs with other groups
- Innovation in marketing to reach new and special audiences, including collaborative programs

Need: 1-10
- Evidence that artistic program is not a duplication of other local efforts
- Evidence that organization offers employment opportunities for artists and/or provides useful technical information services to arts and educational institutions, artists, and the community
- Evidence that the organization enhances the artistic quality in San Angelo

Funding Awards
Sub-grant award payments will be made in October. Grants awarded and distribution of monies will depend on the availability of funds.

Evaluation
The grantee must complete a Follow-Up Sub-Grant Evaluation Form by August 10, 2024. Exceptions to this deadline may be made in the case of extenuating circumstances (such as a project ending on August 31) and will be determined by the Executive Director on a case-by-case basis upon written request from the grantee at least 10 days before the grant period ends. All documentation of the funded project must be included: any reviews, promotional materials, proof of the acknowledgements, budgeted use of funds, income sources, and outcome of the program or project. These documents MUST be provided ELECTRONICALLY. **Failure to submit an evaluation will result in ineligibility for the Cultural Affairs Council Sub-Granting Program for one year**. Evaluations are required of the Cultural Affairs Council by the City of San Angelo, the Texas Commission on the Arts, and the evaluation of future grant requests.

Subgrant Application Checklist
San Angelo Cultural Affairs Council Grant Applications Checklist
To be used for Core Support and Project Support Grants- All applications MUST be completed and submitted electronically (PDF ONLY) and in the required paper format.

WHAT TO INCLUDE IN YOUR GRANT PACKETS:

PART A- For the Grant Reviewers
_____ 1. Cover letter – **One (1) Original** – no longer than two (2) pages that outlines season/project and addresses pertinent points from criteria.
_____ 2. Completed application form – **One (1) Original**
_____ 3. Current operating budget – **One (1) ORIGINAL OR COPY**
_____ 4. One electronic copy (PDF ONLY) of the above materials emailed to director@sanangeloarts.com

PART B- For SACAC Review- ONLY ONE COPY REQUESTED- DO NOT PLACE COPIES OF THESE MATERIALS IN PART A
_____ 1. Financial statements – **ONE COPY** – most current 990 if required to file, current (as of July 31) and prior year Balance Sheet, current (as of July 31) and prior year Profit and Loss Statement.
_____ 2. Current list of Board of Directors and staff – **ONE COPY**.
_____ 3. Fiscal policies and procedures- **ONE COPY.**
_____ 4. Process for tracking out of town visitors- **ONE COPY.**
_____ 5. One electronic copy (PDF ONLY) of the above materials emailed to director@sanangeloarts.com

FIRST TIME APPLICANTS ONLY- ONLY ONE COPY REQUESTED

_____ 1. IRS exemption letter

_____ 2. By-laws and organizational history (or any applicable update since last application)

PRESENTING THE GRANT
When completed there should be one copy delivered to the SACAC office and one electronic copy. Email PDF files labeled <u>Organization, part a</u>, and <u>Organization, part b</u>, to director@sanangeloarts.com.

Please put each grant application together in **CHECKLIST ORDER**.

THANK YOU for the time and effort given to your SACAC Sub-Grant application! Your participation is greatly appreciated.

2023-2024 GRANT APPLICATION- San Angelo Cultural Affairs Council

SECTION A - ORGANIZATION INFORMATION

Official Name of Organization:	Date Organization Founded:
Mailing Address:	
Organization Director/Staff: Address:	Office/Cell Phone
	E-mail
Board Chairperson/President Address:	Office/Cell Phone
	E-mail

SECTION B – PROJECT INFORMATION

OVERVIEW

Project Title:	Amount Requested:
Project Dates:	Total Number Served by Project:

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Please select your application category:

☐ Core Support
☐ Project Support

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Number of Youth Served in "in-person" activities:	Number of Adults Served in "in-person" activities:

Total Number of People with Disabilities Served:

In accessible facilities?	In special programming?

Number of Artists Directly Involved in Providing Artistic Services:

MARKETING – Please use your last completed fiscal year

Total Marketing Expenditures	# Room Nights Booked by Organization
# Estimated Room Nights Booked by Patrons	Verifiable Number of Tourists
Estimated Number of Tourists	

OUTREACH – Please use your last completed fiscal year

# Free to Public Events	# Served in Free to Public Events

Please list any scholarships provided and purpose (additional sheet may be attached).

Chief Administrative Officer: **Person preparing grant:**

Signature:_____   Signature:_____
Phone: Phone:

SECTION-C – ASSURANCES The following information should be attached to the grant application. Attachments must use single spacing and 12-point font.

==**WITH REGARD TO SECTION B, PLEASE PROVIDE IN DETAIL THE SOURCES USED TO GATHER INFORMATION IN MARKETING AND OUTREACH — NO MORE THAN 1 PAGE.** List the documents and data sources used to determine verifiable number of tourists, estimated room nights booked by patrons, and estimated number of tourists. PLEASE NOTE: For returning applicants only.==

SECTION D- PROJECT DESCRIPTION- NO MORE THAN 2 PAGES
Provide a clear description of the project. Explain how this project will impact your organization.

SECTION E- TOURISM- NO MORE THAN 2 PAGES
Provide a clear description of how the project will enhance and promote tourism, how the organization markets to tourists, and how the organization will track visitors.

SECTION F- COMMUNITY OUTREACH- NO MORE THAN 2 PAGES
Provide a clear description of how the project will promote community engagement. Discuss any free to public events and/or scholarships your organization provides.

SECTION G- COLLABORATION- NO MORE THAN 1 PAGE
Please describe how your organization has collaborated with other organizations in the past two (2) years.

SECTION H- NEED- NO MORE THAN 1 PAGE
Please tell the committee how your organization is unique (non-duplicative); how it offers employment opportunities to artists; and/or how it enhances artistic quality in San Angelo.