

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Motion on Revised Arts Fund Recommendation Process		Meeting Date: November 18, 2013
Department: Parks, Recreation & Cultural Services	Attachments: 1. Arts & Culture Grant Fund Program Q & A 2. 2014 Application Guidelines 3. 2014 Application	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Debbie Zemke, Recreation Manager		
Telephone: 206-988-3704		
Adopted Initiative: Yes: No: X	Initiative Description: N/A	
<p>PURPOSE/REQUIRED ACTION: Several questions were posed by Council on November 4 by the Council regarding the change recommended by the Arts Commission for the composition of the Arts and Culture Fund review panel. Attached are the responses to Council's questions. The Council had previously discussed the Commission's proposals on September 16 and October 7.</p> <p>BACKGROUND (Include prior Council action & discussion): On September 16, the Commission recommended an alternative review panel process due to conflicts of interest this year, due to the fact that a majority of Commissioners were associated with prospective grant applications or groups that will be applying for grants. On October 7, the Council asked the Commission to revisit its recommendation and directed staff to return with a revised proposal. The Commission met on October 22 and recommended the following policy and process to Council:</p> <ul style="list-style-type: none"> • Review of grants and allocation of funds will remain within the responsibilities of the Burien Arts Commission. • Current Arts Commissioners are asked to serve on the panel, along with the Cultural Arts Supervisor. • If an Arts Commissioner has a conflict of interest as a result of a close connection to a grant requestor, he/she will not be eligible to serve on the panel. • If there is an insufficient number of current Burien Arts Commissioners eligible to serve on the panel, alternative panelists from the arts, culture, and heritage community will be selected. • First choice for alternate panelists will be former Burien arts commissioners. • Second choice will be qualified Burien citizens. • Third choice will be arts and culture professionals or arts commissioners from nearby communities. • Panel findings will be approved by the full Arts Commission; commissioners with a conflict of interest are recused from voting. • If the number of current Arts Commissioners without a conflict of interest is below the number that constitutes a quorum, the Cultural Arts Supervisor will take the panel's recommendations directly to Council. <p>With the exception of the above alteration of the selection process for the review panel, all policies and procedures related to the Arts & Culture Fund remain intact. If approved, the review process would proceed as follows:</p> <ul style="list-style-type: none"> • Week of November 11 – Grant panel meets to create recommendations for 2014 grant allocations • December 2 – recommendations to Council • Mid-December – grant letters to applicants <p>OPTIONS (Including fiscal impacts): N/A</p>		
Administrative Recommendation: N/A		
Advisory Board Recommendation: N/A		
Suggested Motion: Move to approve the Revised Arts Fund Application, Review and Recommendation Process, as proposed by the Burien Arts Commission.		
Submitted by: Michael Lafreniere		Craig D. Knutson
Administration: _____		City Manager _____
Today's Date: November 14, 2013		File Code: R:\CC\Agenda Bill 2013\111813pks-1 Revised Arts Fund Recommendation Process.Docx

Arts and Culture Fund Grant Program Q & A**1. How is this program structured?**

The City allocates \$20,000 annually in grants for non-profits arts and heritage organizations and/or individual artists.

2. What determines how funding is allocated?

Funding priorities, eligibility and review criteria are established for the program (see Attachment 2) and included in each application packet (see Attachment 3).

3. How is the program administered?

Staff manage the application process, procedures, timelines, budget, and post-program evaluations.

4. How are grant applications reviewed and evaluated?

Staff organize a sub-committee of Arts Commissioners to review and rank all of the applications. This committee may range from 3 to 5 members. The committee's recommendations are then presented to the full Commission for a vote at their next meeting. The Commission is comprised of 9 members. The Commission's recommendations are then forwarded to the City Council.

5. What is different about the 2014 grant review and evaluation process?

Eight of the nine Commissioners either participate in or are directly affiliated with an organization or program that has applied for a grant. This means that there aren't enough Arts Commissioners to serve on a sub-committee without a conflict of interest. This also means that there aren't enough Arts Commissioners who would be able to vote on a sub-committee's recommendation without a conflict of interest.

6. What alternative process is occurring for the 2014 grant review and evaluation process?

Staff have organized a sub-committee of past Arts Commissioners to review and rank applications. Grant review is currently in process and allocation decisions will be made in mid-November. The sub-committee's recommendations will then be forwarded to City Council.

7. What process will occur in subsequent years?

The original process as outlined in #4 will be resumed if there are enough Arts Commissioners not having a conflict of interest with grant applications. If the same situation occurs that is happening this year, the alternative process as outlined in #6 will be used.

City of Burien Washington

2014 Arts and Culture Fund Application Guidelines

2014 Funding Application Due Date: **August 16, 2013**

Introduction

The City of Burien allocates approximately \$20,000 each year for Arts and Culture programs and events. The purpose of the City's Arts and Culture Fund is to support arts and heritage organizations as well as artists who will provide cultural opportunities for City residents while also attracting regional artists and audiences that can contribute to Burien's identity as an arts and culture-oriented City.

Funding Priorities

Applications that provide **one or more** of the following services will be prioritized for funding:

- Programs developed for or presented in the Burien community.
- Innovative and/or mixed-genre projects that bring new cultural experiences to Burien.
- Cultural education experiences for underserved and/or low-income youth.

Eligibility

- Applicants may be individuals or non-profit organizations. Evidence of non-profit status for organizations will be required.
- The proposed program and/or event must be held in Burien or serve a majority of Burien residents.
- Only one application per individual/organization will be accepted per year.

Review Criteria

There is no priority between each of the elements listed below nor is there a requirement to meet all criteria:

- Artistic and heritage merit and excellence.
- Collaborative programs or initiatives with other cultural organizations.
- Administrative capability and fiscal stability of the applicant's organization.
- Recruitment of underserved populations through special outreach and/or specialized promotional strategies.
- Participation in the City's cultural programs and/or events.
- Documented evaluation and measurement of previous year's program grant objectives.
- Diversity of applicant's additional funding sources.
- Burien-based artists, heritage professionals, and cultural organizations.
- Prior grant recipients.

How To Apply

The City holds an annual application cycle for Arts and Culture funding in the summer/fall prior to the year of funding. Thus, an organization requesting funding for the year 2014 would need to apply in the summer/fall of 2013. The applicant will need to complete the attached application and return ten copies to: City of Burien Parks, Recreation, and Cultural Services, 14700 6th Ave SW, Burien, Washington, Attn: Gina Kallman, Cultural Arts Supervisor **by the specified due date**.

The City's Arts Commission will review applications and make recommendations to the full City Council for final approval.

For questions, please contact Gina Kallman, Cultural Arts Supervisor at 206-391-6605 or e-mail ginak@burienwa.gov.



City of Burien, Washington 2014 Arts & Culture Application

Please keep responses to within the spaces provided.

1. Applicant/Agency Name:		
Non-profit organization? Yes <input type="checkbox"/> or No <input type="checkbox"/>		
2. Address:		
3. Contact Person Name and Title:		
4. Telephone:	Fax:	E-mail:
5. Title of Proposed Project: Project is New <input type="checkbox"/> or On-going <input type="checkbox"/>		
6. 2014 Project Dates:		
7. Last Year Operating Budget:	Income: \$	Expenses: \$
Current Year Operating Budget:	Income: \$	Expenses: \$
8. Project Cost:		
(a) Burien Arts & Culture funds requested		\$
(b) Total Project Cost:		\$
9. Authorized Signature of Applicant:		
I certify that the information in this application is accurate to the best of my knowledge:		

Printed Name and Title		

Signature		_____
		Date

10. Project Summary: Describe the project for which funding is requested. If applicable, list dates, times, and location of performances, exhibits, or events. List ticket prices, and anticipated attendance numbers.

11. Innovative or Mixed-Genre Projects: If applicable, explain how this project brings a new cultural experience to Burien and/or what additional cultural organizations or artistic disciplines you may be partnering with.

12. Cultural Education: If applicable, explain how this project will provide cultural educational opportunities for underserved or low-income youth.

13. Cultural Merit & Excellence: Describe the cultural accomplishments of the primary artists or heritage professionals engaged in your project. How does the project encourage cultural development and enhance cultural opportunities in the community?

14. Collaborative Programs or Initiatives: Will your project involve working with other cultural organizations? If so, please identify which organizations, along with name of organization's lead staff contact.

15. Administrative Capabilities/Agency Board: **For Organizations:** Briefly describe the mission and goals of your organization. Also list: Number of current Board members, how many positions are currently vacant, how many Board members are City of Burien residents, how many Board meetings were held in the last 12 months, and credentials of Project Director and staff. **For Individuals and/or New Applicants:** Cite examples of other successful projects you've administered.

16. Recruitment of Underserved Populations: If applicable, explain how your project will serve underserved populations (such as low-income youth, ethnic/ESL populations, etc.) Include specific outreach and promotional strategies that will be implemented.

17. Participation in City's Cultural Programs: Will your organization or project have potential to participate in any of the City's free community arts events? (For example, 2013 events included Wild Strawberry Festival in June, Music in the Park in July/August, Arts-A-Glow event in September, etc.)

18. Evaluation: What criteria do you use to measure the success of your projects? How effective have your previous evaluation strategies been?

19. Other Funding: If applicable, please share examples of your efforts to increase earned income. What other sources of income will support your project? Have these been confirmed? Will your project succeed if your other sources and/or City funding is not obtained?

20. Previous City Funding: If you obtained City funding for your project during the current year, did you accomplish the project objectives as identified in your previous Arts/Culture grant applications? If not, please explain.

21. Public Participation: The project must be reasonably accessible. Describe your targeted audience, i.e., age group, special populations, new audiences, season subscribers, or patrons. How has access for special populations (such as disabled) been facilitated?

22. Admission Fees/Public Benefit: For projects charging admission, please identify a benefit you can provide to the community at no charge. If applicable, describe any scholarships you offer and how these opportunities are promoted to potential beneficiaries.

23. Promotional Plan: Describe you plan to promote your project or event. If awarded funds, your promotional materials must credit the City of Burien as a financial supporter.



24. Project/Program Budget (You may submit a budget in your own format)

Revenue Sources	2013 Project Revenue	2014 Estimated Project Revenue	Confirmed Funding? Y or N
Admissions			
Concessions			
Federal			
State			
County			
Cities (indicate city name below)			
Corporate/Business Support			
Foundations			
Individual Donations			
Other:			
TOTAL REVENUE			
In-Kind			

Expenses	2013 Project Expenditures	2014 Estimated Project Expenditures
Personnel Costs		
Supplies		
Consultant or purchased Services		
Communications		
Performance Hall Rental		
Equipment		
Advertising		
Printing Costs		
Other (specify below)		
TOTAL EXPENSES		
In-Kind		
NET PROFIT (LOSS) (revenue - expenses) =		

Attachment Checklist

Attachments required to be submitted with the City of Burien Arts & Culture Fund Application:

-  Verification of non-profit status.
-  Copy of Board authorization to submit this application

**Please mail or hand deliver 10 copies of your application to:
Burien Community Center
14700 6th Ave SW, Burien, WA, 98166
Attn: Arts and Culture Grant**

Application is due by 4:00 p.m. Friday, August 16, 2013 to:

**Questions?
Gina Kallman
Cultural Arts Supervisor
Telephone: 206-391-6605
E-Mail: ginak@burienwa.gov**

