

CULTURAL AFFAIRS COMMISSION
FUNDING ADVISORY COMMITTEE (FAC)
8-16-08 RETREAT NOTES/ACTION ITEMS

I. ART IN THE SCHOOLS DISTRIBUTION OF SERVICES

The FAC discussed the question of who this program is trying to serve and why. It was agreed that, given limited funds available, a way of supporting distribution of services to schools that have greater need should be included in the process.

RECOMMENDATIONS:

The Funding Advisory Committee recommends that the criteria for funding be expanded to take into account the needs of under-served schools.

To accomplish this, it is further recommended that the review criteria (page 3 of the Art in the Schools Program Description) be amended as follows:

1. Cultural funding goals and objectives — 25 points
2. Who do you seek to serve and why? — 25 points
3. Residency design — 25 points
4. Artistic and instructional design — 25 points
5. Application quality — 4 bonus points

NEXT STEPS:

- The committee proposes that the September 11th meeting agenda allow for public input into this issue, and that commissioners be encouraged to attend to hear comments about this recommendation.
- Prior to public comment, an ad hoc committee will meet to refine the language for the guidelines. Ad hoc committee will consist of Lynn, Lori and Jennie.
- Application workshops should make clear the implications of this shift in emphasis.

II. ORGANIZATION PROJECT HIATUS

RECOMMENDATION:

Retain the policy about requiring a funding hiatus.

III. ORGANIZATIONAL ASSISTANCE FUNDING CAP

RECOMMENDATION:

Establish a flat cap of \$75,000 as the top amount to be awarded, so that an organization can request 5% or 8% of their annual budget up to a maximum of \$75,000. This recommendation should be revisited during the 2009 retreat in time for the 2010-2011 funding cycle.

IV. SMALL AND EMERGING ORGANIZATION GRANT SUPPORT

This topic is not an action item, but offered an opportunity to brainstorm ways to support small and emerging organizations to be competitive with larger organizations in the funding process.

SUGGESTIONS:

- Help panelists compare applications of organizations most resembling one another (apples with apples) by grouping them into three categories by budget size for more fair comparisons.
- To help accomplish this:
 - For the September FAC meeting, staff will provide recommendations for budget sizes for each of three categories, and a history of small and emerging applications vs. funded grants
 - Indicate clearly on the application the change in how applications will be reviewed by panelists
- At the FAC October meeting, talk about the allocation in the organizational project budget.
- Grant Writing 101 (below) will help small and emerging organizations improve their ability to compete for funds.

V. REVIEW OF 2008/09 ALLOCATION POLICY

RECOMMENDATION:

Retain the existing allocation policy.

VI. REVIEW OF FAC APPEAL PROCESS

RECOMMENDATION:

Retain the existing appeal process.

VII. GRANTEE CONTRACT EXTENSIONS

RECOMMENDATION:

The policy governing the granting extensions is clarified as follows:

AN EXTENSION REQUESTED FOR CURRENT GRANT PERIOD: At staff discretion.

AN EXTENSION REQUESTED FOR THE SECOND GRANT CYCLE (the grant cycle following the original request): Staff generates a letter 30 days before the revised due date offering options: 1) return grant money; 2) request FAC review of request for further extension. If FAC approves a further extension, the issue moves to the third grant cycle. FAC will approve a further extension if the following criteria are met:

- There are good reasons for the delay, and a reasonable effort was made to get the project completed on the original timeline
- The revised timeline for completing the project is reasonable and likely to result in the successful completion of the project

If FAC does not approve the extension, 3) the result is a default if the contract is not fulfilled or the money paid back.

AN EXTENSION GRANTED BY FAC FOR THE THIRD GRANT CYCLE (the second grant cycle following the original request): The project defaults if the contract is not fulfilled or the money paid back.

VIII. POLICY ABOUT GRANT CHANGES IN SCOPE

Staff noted the issue of extensions raises other questions as the grant disbursement timetable poses legal and insurance liability issues if projects start before the grant is awarded.

NEXT STEPS:

- Jason will meet with Steve and Kathy to discuss implications for FAC
- If there is any action required, this topic will be brought to the September meeting for discussion/action.

IX. GRANTWRITING 101

SUGGESTIONS:

- Offer separate workshops for individual artists and for organizations as a pilot program
- If the pilot program is successful, raise money for the City to contract with providers for future rounds
- Provide basis information and clinics by volunteers (FAC members and others technical assistance providers that partner with the City)
- Can Compasspoint provide this service pro bono?
- Can Lori and Denise provide these services?
- Date selected is October 23, from 5:30 to 7:30

Retreat notes prepared by: Laurie MacDougall, facilitator

August 20, 2008