



IRVING ARTS CENTER

**GUIDELINES
FOR
ARTS FINANCIAL
ASSISTANCE PROGRAM**

COMMUNITY ACTIVITIES FUND

**CITY OF IRVING
IRVING ARTS BOARD**

**Irving Arts Center
3333 North MacArthur Blvd.
Irving, Texas 75062
(972) 252-7558
(972) 570-4962 Fax**

TABLE OF CONTENTS

I.	IRVING ARTS CENTER	Page 1
A.	Mission	
B.	Operating Principles	
C.	Staff Representative	Page 2
II.	FINANCIAL ASSISTANCE PROGRAM	Page 2
A.	Founders Fund	
B.	Community Services Fund	
C.	Community Activities Fund	
III.	COMMUNITY ACTIVITIES FUND	Page 2
A.	Purpose	
B.	Rationale	
C.	Definitions	Page 3
	1. Eligible Organizations	
	2. Eligible Activities	
	3. Ineligible Activities	
	4. Required Credit If Funded	
	5. Range of Sponsorship Dollars	
	6. Matching Requirements	Page 4
D.	Source of Funds	Page 4
E.	Evaluation Criteria	Page 4
F.	Application Process	Page 4
	1. Deadlines	
	2. Application Form	
	3. Supporting Documentation	Page 5
	4. Review Process	
	5. Decision Process	
G.	Notification Process	Page 5
H.	Appeal Process	Page 5
I.	Agreement and Payment Schedule	Page 5
J.	Evaluation Requirements	Page 5
K.	Refund	Page 5

I. IRVING ARTS CENTER

A. THE MISSION OF THE IRVING ARTS BOARD

The mission of the Irving Arts Board and the Irving Arts Center is to serve the citizens of Irving and to attract visitors to Irving through the support and development of artistic opportunities.

The mission is accomplished by acquiring, maintaining, and operating art facilities, by providing support to organizations and individuals who provide arts programming, and by providing direct programming.

B. ARTS BOARD OPERATING PRINCIPLES

Additionally, the Arts Board also adopted a set of operating principles. "We believe....

That art plays an important role in the community life of Irving;

That art plays an important role in promoting tourism;

That local government has a necessary and appropriate role in ensuring that artistic opportunities are available for all the citizens of and visitors to Irving;

That the Irving Arts Center and Board has a responsibility to all the citizens of and visitors to Irving to create, encourage, promote and where necessary develop opportunities for educational, participatory, and presentational experiences in all forms of the arts;

That the Irving Arts Center and Board will work primarily through it's resident arts organizations when appropriate to achieve community artistic and tourism goals, and it also has the responsibility to provide direct programming when appropriate;

That the Irving Arts Center and Board should provide the highest quality environment including buildings, equipment, and staff for the activities of all users of the Center;

That the Irving Arts Center and Board should encourage participation of artists, arts organizations, citizens and tourists in the broadest possible range of artistic expression and participation; and,

That the Irving Arts Center Staff and Arts Board have a responsibility to the City of Irving to operate the Arts Center complex in an accountable and prudent manner, including the optimization of earned income, seeking of new revenue sources, and encouraging resident arts groups to seek out and develop financial assistance beyond that provided by the City of Irving.

C. ARTS BOARD STAFF REPRESENTATIVE

If a potential applicant desires help in preparing an application for the financial assistance program, they may contact the Arts Center staff representative:

Richard Huff, Executive Director
Irving Arts Center
3333 North MacArthur Blvd
Irving, Texas 75062
Telephone: (972) 252-7558 / (972) 570-4962 Facsimile
E-mail: rhuff@cityofirving.org

The Irving Arts Center's business hours are 8:00 AM to 5:00 PM, Monday through Friday. If help is desired, it will be provided by staff.

II. FINANCIAL ASSISTANCE PROGRAM

- A. The Irving Arts Boards' financial assistance program contains three distinct elements. The first is the **Founders Fund**. It is designed to provide operational assistance to the 11 founding organizations of the Irving Arts Center.
- B. The second element is the **Community Services Fund**. This fund is designed to primarily provide services to Irving citizens that are not currently offered by the 11 founding organizations. It is not a grants program, but a "Contract for Services" system.
- C. The final element of the financial assistance program is the **Community Activities Fund**. This is a sponsorship program which creates a process for the Irving Arts Board to use in awarding sponsorships.

III. COMMUNITY ACTIVITIES FUND

A. PURPOSE

The Community Activities Fund provides limited sponsorships for community activities which support the Mission and Operating Principles of the Irving Arts Board. It is not a "grant" or "contract for services" program. It is a "limited sponsorship program."

B. RATIONALE

Through out the year the Irving Arts Board receives many requests to support community activities. The requests do not fit into any formal grants process. The Board has attempted to address these requests on a case by case basis with no published process or criteria. The creation of this Community Activities Fund will enable the Arts Board to have a formal established policy and criteria to manage and process these requests.

C. DEFINITIONS

1. Eligible Organizations – The applicant organization must be a non-profit, tax exempt organization and be able to provide an IRS 501(c)3 Non-Profit Tax Exempt Determination letter as proof. The Organization does not have to be an “arts” organization.
2. Eligible Activities – While the requesting organization does not have to be an “arts” organization, the activities for which the sponsorship is being requested must have a strong connection to the arts. The activity must take place within the City of Irving.
3. The Irving Arts Board will not fund or support the following activities under this program:
 - a. Social functions, receptions, or parties;
 - b. Capital campaigns for permanent facilities and/or equipment purchases;
 - c. Debt retirement in any form;
 - d. Litigation and related costs;
 - e. Projects where funding would support religious activities, specific religious viewpoints, or specific religions;
 - f. Retroactive costs in any form;
 - g. Applications by the 11 resident art organizations.
4. Required Credit – By accepting sponsorship funding from the Irving Arts Center, an organization commits to providing credit on all electronic media, printed materials and advertising, and in announcements as follows: *“Funded in part by the City of Irving through the Irving Arts Board.”* Further, an organization receiving funds provided through grants from the Texas Commission on the Arts and/or National Endowment for the Arts, commits to also publishing a credit line and/or the Texas Commission on the Arts and/or National Endowment for the Arts logo in all published materials and announcements regarding this grant. For example, *“This project is supported in part by grants from the Texas Commission on the Arts and National Endowment for the Arts.”*

The TCA logo may be found at <http://www.arts.state.tx.us/tca/logo.asp> and the NEA logo at <http://www.nea.gov/manageaward/logos/index.html>. Grant recipients that fail to provide proper credit for funding will be ineligible to apply for or receive continued or future funding unless, after due notice and hearing, they can establish to the Irving Arts Board good cause for their failure to comply.
5. Range of Sponsorships – Sponsorships under this Community Activities Fund will normally range from \$500 to \$1,000.
6. Matching Requirements – Since this is not a grants program, there are no formal matching requirements; however, the Board will be

concerned with the amount of community support evidence by the application and supporting documentation.

D. SOURCE OF FUNDS

The Arts Board will fund this financial assistance program by utilizing the revenues from the earned income not from the proceeds of the Hotel Occupancy Tax. It will also utilize grant revenue from the State and National resources. The amount available will be determined by the Irving Arts Board in its Annual Budget, as appropriate, and subject to applicable requirements.

E. EVALUATION CRITERIA

The Arts Board will use the following criteria in evaluation of sponsorship requests.

1. The creditability of the requesting organizations; its history and track record.
2. Who will the activity serve; Irving citizens, specific populations?
3. The proposed activity's connection to or involvement of the arts?
4. Describe how the proposed activity is expected to further the Irving Arts Board's Mission and Operating Principles.
5. The depth of community support, both financially and by volunteer participation.
6. Is the proposed activity schedule realistic to enable the requesting organization to achieve success?

F. APPLICATION PROCESS

1. **Deadline** – There is no formal deadline for requests to the Activity Fund; however, applicants should allow at least 90 days for the Arts Board to make a decision. The Arts Board normally meets on the third Monday of every month. Applications will be accepted until the Activity funds have all been committed for a given fiscal year.
2. **Application Form** – The only application form for this Activity Fund is a letter from the requesting organization. The letter should describe the proposed activity and provide answers to the above five criteria questions. Additionally, the requestor should provide a copy of the IRS Letter of Determination. It should be addressed to the Chairman of the Irving Arts Board with a copy to the Executive Director, Irving Arts Center, 3333 No. MacArthur Blvd, Irving, TX 75062.
3. **Supporting Documentation:**
-- IRS Letter of Determination

-- Programs, press releases, examples of previous activities, etc.

4. **Review Process** – Irving Arts Center will review and verify that all information is complete. IAC staff will schedule the request for the next available Arts Board meeting. Staff will notify the applicant of when the request will be on the Arts Board agenda and applicant will be invited to attend.
5. **Decision Process** – The applicant's request will be made in open public session at a regularly posted meeting of the Irving Arts Board. The Board will receive copies of all materials submitted by applicant. During the meeting the applicant will have the opportunity to address the Arts Board directly about their request if they desire to do so. The staff will provide the Arts Board with a recommendation based on the published criteria. The Arts Board will consider all information then decide in open public meeting whether to fund the sponsorship or not.

G. NOTIFICATION PROCESS

Within five working days, the staff will prepare a letter of notification informing the applicant organization of the decision of the Arts Board.

H. APPEAL PROCESS

There will be no appeal process in the Community Activities Fund. The Arts Board's decision is final.

I. AGREEMENT AND PAYMENT SCHEDULE

Sponsorship recipient will sign an agreement committing to use the funds as indicated or return them to the Arts Board; to preparing and submitting a Final Evaluation Report as provided; and stating the basis upon which payments will be made. Payment(s) will be determined based on the requesting organization's needs and any special considerations.

J. EVALUATION REQUIREMENTS

Final Evaluation Report is required as part of this sponsorship program. The report should speak to how the sponsorship finally addressed the five criteria listed in the original request. Did the activity accomplish what was proposed?

K. REFUND

Should the sponsored event not take place the applicant entity would be expected to refund any funds already advanced.