



IRVING ARTS CENTER

**GUIDELINES
FOR
ARTS FINANCIAL
ASSISTANCE PROGRAM**

FOUNDERS FUND

**CITY OF IRVING
IRVING ARTS BOARD**

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TABLE OF CONTENTS

IRVING ARTS BOARD	Page 1
Mission	
Staff Representative	
ARTS ASSISTANCE PROGRAM	Page 3
A. Purpose	
B. Rationale	
C. Source of Funding	
D. General Eligibility	
E. Ineligible Activities	
F. Available Funds	Page 4
G. Types of Grants	
H. Application Evaluation Criteria	
I. Schedule Changes	
J. Required Credit	
K. Final Evaluation Report	Page 5
L. Grant Program Description	
M. Application Review Process	Page 6
N. Decision Process	Page 7
O. Notification Process	Page 8
P. Appeals Process	
Q. Payment of Grant Fund	
R. Timeline	Page 9

IRVING ARTS BOARD

The Irving Arts Center was established August 14, 1980 by city ordinance No. 3503. The Irving Arts Board was created to govern the Arts Center (ordinance No. 6146 amended in No. 6290, Section 16 B.7) and is an eleven-member board consisting of nine citizens of Irving and two non-citizens. The Board members are appointed by City Council and serve two-year terms. The ordinance states that the Arts Board's powers and responsibilities include the following:

To make recommendations to the city council concerning the acquisition of sites for and the construction, improvement, enlarging, repairing, operation and maintenance of auditoriums, galleries and civic theatres, plus debt service;

The encouragement, promotion, improvement, and application of the arts, including music (instrumental and vocal), dance, drama, folk art, creative writing, architecture, design, and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, television, radio, tape and sound recording, and the arts related to the presentation, performance, execution, and exhibition of these major art forms;

An additional goal of the Arts Board is to advertise and conduct solicitations and promotional programs to attract tourists and convention delegates or registrants to Irving.

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.

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 its Founding 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.

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, Suite 300
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.

ARTS ASSISTANCE PROGRAM

A. PURPOSE

To provide the opportunity for organizational assistance support to the Founding (Resident) Arts Organizations whose efforts brought the Irving Arts Center into existence and which meet the eligibility requirements as established by the Irving Arts Board and the City of Irving.

B. RATIONALE

This program is designed to provide the Irving Arts Board with a means to recognize and support the Founding (Resident) Arts Organizations that formerly and continue to provide to the citizens and visitors of Irving opportunities to participate, learn, experience, and enjoy the arts in all its various forms.

C. SOURCE OF FUNDING

Funds for the program will be determined annually from the financial resources available to the Irving Arts Center.

D. GENERAL ELIGIBILITY

Founding Organizations seeking financial assistance from the Founders' Fund must meet the following eligibility requirements:

1. The arts organization must be a non-profit, 501(c) (3) organization as recognized under the IRS and Federal Tax Code.
2. A majority of the applicant organization's voting board of directors must live in the City of Irving.
3. The applicant arts organization must be consistent with the mission of the Irving Arts Board and the Irving Arts Center.
4. Auxiliary or sub-units of eligible Founding Arts Organizations may not apply independently of their parent organization; this includes all guilds, leagues, and other similar types of "friends of..." groups.
5. Status of being designated as a 'Founding Arts Organization' will be determined on a case-by-case basis as decided by the Irving Arts Board. It is anticipated that the existing Resident Arts Organizations will all be considered for designation as Founding Arts Organizations under this program. The Arts Board, at their own discretion, may from time to time add additional founding groups.

E. INELIGIBLE ACTIVITIES

The Irving Arts Board will not fund or support the following activities under this program:

1. Social functions, receptions, or parties;
2. Capital campaigns for permanent facilities and/or equipment purchases;
3. Debt retirement in any form;
4. Litigation and related costs;
5. Projects where funding would support religious activities, specific religious viewpoints, or specific religions;
6. Retroactive costs in any form.

F. AVAILABLE FUNDS

The amount of funding available will be determined on an annual basis by the Irving Arts Board based on the financial resources available in any given year and may be expected to change from year to year.

G. TYPES OF GRANTS

The Founders Fund will only offer Organizational Grants. There will be no Project Grants under this program.

H. APPLICATION EVALUATION CRITERIA WILL INCLUDE -

1. Quality as determined by an advisory grant review panel considering:
 - ▶ Involvement of professional artists and other personnel in the event as directors, performers, speakers, writers, and in the planning and implementation of the programs;
 - ▶ Reviews, site visits and other support materials;
 - ▶ Innovation and creativity in the programming and artistic content;
 - ▶ Ability of the activity to further the Irving Arts Board and the applicant's stated mission.
2. Community involvement, outreach efforts & accessibility as determined by:
 - ▶ Evidence of the organization's attempts to provide public awareness and visibility of arts by participating in advocacy efforts;
 - ▶ Evidence of minority involvement on artistic, policy and audience levels;
 - ▶ Efforts to collaborate with other groups to expand audiences and improve program accessibility;
 - ▶ Compliance with the Americans with Disabilities Act of 1990.
3. Management capability of board & staff as determined by:
 - ▶ Qualifications and background of staff/contract personnel;
 - ▶ Evidence that the board is active in setting policy and fundraising guidelines;
 - ▶ Evidence that the organization has a continuing history of growth, stability and vision;
 - ▶ Evidence of effective board and staff interaction;
 - ▶ Administration of previous grants, if applicable;
 - ▶ Evidence of ability to deliver services and programs effectively.
4. Fiscal soundness & integrity of the organization as determined by:
 - ▶ Presence of an active fundraising program;
 - ▶ Accuracy and completeness of financial reporting;
 - ▶ Existence of a balanced budget and plans for long-range financial growth or stability;
 - ▶ A diverse base of financial support through earned income, private giving and public funding.
 - ▶ Growth or stability of financial support from the community.

I. SCHEDULE OR PROJECT CHANGES

The Irving Arts Center staff must be notified of any significant changes to funded activities.

J. REQUIRED CREDIT

All organizations receiving funding from the Irving Arts Board are required to provide credit on all printed materials and in announcements as follows: "Funded in part by the City of Irving through the Irving Arts Board." Organizations that fail to provide proper credit for funding will jeopardize current any future funding. Please contact the office for the electronic version of the credit line and logo.

In addition to the required Irving Arts Board acknowledgment in materials, a credit line and/or the Texas Commission on the Arts and National Endowment for the Arts logos must appear 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>.

K. FINAL EVALUATION REPORT

A Final Evaluation Report Form, provided by the Irving Arts Center, is required as part of the granting process of public funds. Reports are due anytime after the completion of the organization's funded activities or no later than 75 days after the end of the Irving Arts Center's Fiscal Year, September 30 (i.e. December 15.) Retainage may not be paid to an organization if the final report is not received by the specified deadline for that funding period. All final Evaluation Report Forms must be typed and should be submitted no later than two weeks prior to the Irving Arts Board monthly meeting at which the report will be reviewed.

L. PROGRAM DESCRIPTION

This program is an investment program in which the City of Irving is supporting all of the eligible program services provided by the funded organization over an agreed upon period of time. It is not about any one single performance, exhibition, or activity of a given organization.

1. Matching Requirements:

The Organizational Assistance program requires a 2-to-1 match. Every dollar received from the Irving Arts Board requires the recipient organization to provide two additional dollars as their portion of the match. Only revenues earned from activities from within Irving may be used for matching purposes. This match may include both cash and in-kind contributions.

2. In-Kind Match:

Qualifying In-Kind contributions may be used as part of an organization's matching funds. To qualify, in-kind contributions must meet the definition of the American Institute of Certified Public Accountants from the Statement of Financial Accounting Standards #116 as follows:

"In-Kind donations include goods, services and/or supplies for which an organization may normally have to pay to meet its mission. In-Kind donations must be valued at the fair market rate established for the specialized skills or actual cost of items required."

An applicant may use qualified In-Kind contributions for up to 30% of its required match. To qualify, matching funds must be documented by the applicant organization on a detailed schedule included in the application form. The schedule must contain information about the donor, nature of the In-Kind contribution and its specific equivalent cash value, and provide supporting documentation, such as receipts for goods and services, hourly wage calculations and copies of ads and materials included in the contribution.

Any support or services provided by the Irving Arts Center may not be listed as In-Kind contributions by the application organization.

3. Organizational “Reserve” Funds
Use of organizational “reserve” funds for grant activities may be allowed as a match providing those funds are withdrawn from the reserve accounts and committed to actual expenses involved in providing funded activities.
4. Maximum Request
There are no maximum request caps. The Arts Board reserves sole discretion in determining whether an applicant has met the criteria and requirements for financial assistance as set forth in this document.

M. APPLICATION REVIEW PROCESS

1. Pre-Application Process - Prior to submitting an application for financial support, the following steps must be taken.
 - a. Secure a copy of the Arts Financial Assistance Guidelines. Application forms are attached to these Guidelines. Additional copies may be obtained from the Irving Arts Center’s Business Office during business hours.
 - b. Read the Guidelines carefully.
 - c. The role of the staff is to assist the applicant with any questions or inquiries, but not to compose the application or to predetermine funding.
2. Application Submission – After completing the pre-application process, the following steps are necessary to submit an application for funding assistance under the Arts Center Financial Assistance Program.
 - a. Application Deadlines – The deadline for applying for financial assistance for the funding activity period October 1 through September 30 of the following year will be the April 1 or the following business day. Applications must be received in the Irving Arts Center’s Business Office no later than the close of business at 5:00 P.M. on that day. **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
 - b. Application Form – Applications must be typed, all numbers should be rounded to the nearest whole number and all activities should be clearly articulated in the application narrative. The applicant is responsible for checking the math and presenting a clear and detailed budget presentation. In order for the application document to become a legal document, the authorized individuals for an

applicant organization must sign it. Failure to sign the application may result in the application being disqualified. Do not bind or staple applications – clip only.

- c. Required Attachments Checklist – All applications must be accompanied by the following documents:
- ▶ A copy of the Internal Revenue Service Letter of Determination establishing the applicant as a non-profit 501(c) (3) organization.
 - ▶ A copy of the organization’s Articles of Incorporation and By-Laws and any amendments if not already on file or if there are any changes in these documents.
 - ▶ A current list of the organization’s board of directors including names, home address and phone contact numbers and a designation of voting or non-voting/advisory/honorary.
 - ▶ A brief biography of key personnel.
 - ▶ A copy of the applicant organization’s Mission Statement.
 - ▶ If the applicant is requesting more than \$25,000 or has received more than \$25,000 in the previous fiscal year, then an independent financial audit of the organization’s most recently completed fiscal year must be submitted. If an organization has received less than \$25,000 in the past fiscal year or is requesting less than \$25,000, then no additional financial documents are required.

It is the responsibility of the applicant organization to present in its application form, a clear, concise and comprehensive picture of its financial activity on the space provided in the application form.

N. THE DECISION PROCESS

Each application will go through the following process:

1. Staff Review – The staff will review all applications for completeness. Any errors or omissions discovered will be brought to the attention of the applicant organization. Staff and the Executive Director will determine whether the errors or omissions are sufficient to merit disqualification of the application. Any decision to disqualify an application must be approved by the Executive Director and the Chairman of the Irving Arts Board. If an application is not disqualified, then applicants will be given a reasonable opportunity to supply additional or missing materials.
2. Advisory Grant Review Panel Interview – All applications are reviewed by a panel composed of both professional evaluators from outside the City of Irving with expertise in various disciplines and Irving representatives who are concerned about the arts and selected in an open application process. Applicant organizations will be given the opportunity to meet with the Advisory Grant Review Panel to make a presentation on behalf of their organization. The applicant will be given approximately five minutes to make their presentation and the Advisory Grant Review Panel will have approximately ten minutes to ask questions of the applicant. The IAC staff will notify the applicant of the date, place and approximate time of the applicant’s presentation. The notice will be given in writing approximately two weeks in advance of the meeting.
3. Advisory Grant Review Panel Ranking – The panel will review all applications and or bids based on the published program criteria. They take into consideration the information generated during the applicant’s presentation to the Panel, review the

application for compliance with all rules, review any site evaluation reports and reviews, and develop a ranking of each application using a standardized Criteria Score Sheet that will be forwarded to the full Irving Arts Board for consideration. THE ROLE OF THE ADVISORY GRANT REVIEW PANEL IS NOT TO DECIDE WHO GETS FUNDING NOR HOW MUCH A GIVEN APPLICATION IS TO RECEIVE. THE ROLE IS TO RANK ALL APPLICATIONS FROM THE BEST TO THE WORST.

4. Staff Recommendations - The staff will prepare a preliminary draft set of funding recommendations based on the rankings an application received in the Advisory Grants Review Panel, previous experience working with the specific applicant, and the amount of available resources to fund all applications. This draft set of funding recommendations from the staff will be provided to the Irving Arts Board as guidance for their discussions. The Irving Arts Board is not bound by draft recommendations presented by the staff. The Arts Board reserves sole discretion in determining whether an applicant has met the criteria and requirements for financial assistance as set forth in this document.
5. Irving Arts Board Decision – The Irving Arts Board will review all of the applications. If a board member has detailed questions with respect to a specific applicant, they will notify the Executive Director, who will in turn notify the applicant. The applicant will then be invited to appear before the Arts Board to answer questions. If there are no questions for an applicant, they will not be required to appear before the Arts Board. The Arts Board will then review the preliminary staff recommendations, ensuring that appropriate processes have been followed, and make final recommendations for either rejection or awarding of funds for each application. A public hearing will be provided at the beginning of the meeting in which application awards would be made. Any applicant or member of the public may address the Irving Arts Board in its entirety concerning any specific application. Past funding of an applicant does not imply any obligation on the part of the Irving Arts Board to continue to fund that same applicant in future years.

O. NOTIFICATION PROCESS:

Applicants will be notified in writing of the Arts Board’s funding recommendation within two weeks of the date of the Irving Arts Board meeting at which funding decisions are made. Recommended grants will be approved by City Council when the Arts Board’s entire budget is approved in late September.

P. APPEALS PROCESS:

Applicants may appeal the decision of the Irving Arts Board only if the appeal demonstrates that one or more of the following conditions have been met:

1. The Irving Arts Board failed to follow published application review procedures, or
2. There is significant new information that was not present or available at the time of previous review, or
3. A major change in the organization’s environment has occurred that might affect the outcome of the review.

An appeal must be made in writing and submitted to the Executive Director of the Irving Arts Center at least two weeks in advance of the next consecutive meeting of the Irving Arts Board. The Executive Director must submit the appeal to the Finance Committee for recommendation. The Board's decision on any appeal will be considered final.

Q. PAYMENT OF GRANT FUNDS:

Grant disbursement schedule will be determined annually.

R. TIMELINE:

1. Grants due April 1 or next business day.
2. Final Evaluations are due anytime after the completion of the organizations funded activities, or no later than 75 days after the end of the Irving Arts Center's Fiscal Year (December 15).